



Housing Department
City of Bend
(541) 323-8550
housing@bendoregon.gov
710 NW Wall Street, Bend OR 97703

Pre-Approved ADU Plan Program

Library Design Application Cover Form and Agreement

The City of Bend is currently accepting applications from design professionals to have their ADU designs selected for use as part of the City's Pre-Approved ADU Plan Program. All pre-approved designs will be listed on the City's online library of pre-approved ADU building designs. The online library will provide information about each design and the contact information for each designer. Homeowners seeking to build an ADU using a pre-approved design will contact the designer to purchase the design directly from them.

An ADU design will be accepted into the City's Pre-Approved ADU Plan Program if (1) the designer submits this application Cover Form with all application materials, (2) the designer signs the Applicant Agreement and meets all of its requirements, (3) the designer obtains a Master Re-Issue Permit for the design by submitting a separate application for Building Code review with the Building Division, and (4) the design does not violate any other applicable City policies, in the sole discretion of the City.

Applicant Information:

Design Name: _____ Business name: _____

Contact Name: _____ Contact Phone Number: _____

Email Address: _____

Application Materials:

To apply to have your ADU design evaluated for use as part of the City's Pre-Approved ADU Plan Program, you must submit each item listed below. **Please provide the items as attachments to this application Cover Form.** Applications must be emailed to the City's Housing Department at housing@bendoregon.gov. Further submittal guidelines for Building Code review are provided through the Building Division and Permit Portal, available at: [Building Permits | City of Bend \(bendoregon.gov\)](https://www.bendoregon.gov/Building-Permits).

- Description of the design highlights (maximum 150 words) to be used in the listing on the City's website.

- State the price for the plan set. This price will be listed on the City’s website as the price you will charge applicants for the plans.
- Narrative on the design (maximum 300 words) describing how the design meets the program recommendations listed below. This narrative will not be posted, rather it will be used by staff in evaluating the application.
- Plans, sections, elevations, 1/4” scale.
- 3-D views or photographs to be used in the listing on the City’s website. Photos of built projects can also be used.
- List of primary materials and mechanical systems.

Design Recommendations:

The City is seeking ADU designs with the attributes listed below:

- Cost Savings – Consideration in design for a modest price point that lends to affordability. This would include the cost of the plan set itself, materials, innovative construction methods, pre-built products and the like.
- Energy Efficiency – Consideration in the design for sustainable materials and efficient heating and cooling systems, as well as meeting Building Code requirements and standards for green build ratings.
- Suitability for Bend lots and needs – Consideration in design for narrow lots, sloped lots, and multi-use structures such as a detached ADU above a garage or shop.
- Construction Feasibility – Consideration in design for materials availability and design feasibility.
- Accessibility – Consideration in design for accessibility not just for the tenant but also for the visitor, which is commonly referred to as the visit-ability of a dwelling.

Applicant Agreement:

DESIGNER

Designer Business Name: _____

Designer Contact Name: _____

Signature: _____

Date: _____

CITY OF BEND, OREGON

City Representative Name: _____

City Representative Title: _____

Signature: _____

Date: _____