



## Type I Minor Site Plan & Design Review

Staff use only:

File #: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved

Approved with Conditions

Denied

Notes: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Company: \_\_\_\_\_ CCB #: \_\_\_\_\_ Business License #: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby acknowledge that what results from my project will be properly maintained. (required for approval)

Site Address: \_\_\_\_\_ Clackamas Co. Map/Tax Lot #: \_\_\_\_\_

Project Description: \_\_\_\_\_

Zoning: \_\_\_\_\_ Current Use of the Property: \_\_\_\_\_

Are you proposing a change in use of the property?  Yes  No

**Review Items:** (check all that

- Exterior Building Façade Changes ..... Complete **Addendum 1**
- Building Additions\* ..... Complete **Addendum 2**
- Parking Lot Changes\* ..... Complete **Addendum 3**
- Landscaping Changes ..... Complete **Addendum 4**
- Tree Removal ..... Complete **Addendum 4b**
- Outdoor Lighting Alterations ..... Complete **Addendum 5**
- Pedestrian Circulation Changes ..... Complete **Addendum 6**
- Fences, Hedges, Walls, Retaining Walls ... Complete **Addendum 7**
- Mechanical Equipment Installations ..... Complete **Addendum 8**
- Refuse Enclosure Projects ..... Complete **Addendum 9**
- Bicycle Parking Changes ..... Complete **Addendum 10**
- Temporary Structures ..... Complete **Addendum 11**
- Demolition Projects ..... Complete **Addendum 12**
- Food Carts (Mobile Food Units)\* ..... Complete **Addendum 13**
- Outdoor Dining & Retail ..... Complete **Addendum 14**

**Addenda Required:**

**Other Review Items:**

- Re-Roof Only ... Complete **Re-Roofing Addendum**
- Repair Work Only ... Complete **Repair Addendum**
- ADA Facility Installations, Upgrades, or Changes
- Shared Parking Agreements
- Phased Subdivision or Occupancy Plan for issuance of and early Certificate of Occupancy for when full development is not yet constructed\*

\*Item may require an Extended Review.

An Extended Review or a review of 3 or more Addenda will incur additional fees.

Consult the [Planning Fee Schedule](#) for more information.

Consult the [Guide to Addenda](#) to determine what documents are required for submission of a complete application.



## Community Development – Planning

695 Warner Parrott Road | Oregon City OR 97045

Ph (503) 722-3789

### Applicable Overlay Zones

Please identify all overlay districts identified on your Property Zoning Report. The presence of an overlay district may require public review in a Type II Minor Site Plan and Design Review process.

<input type="checkbox"/> Designated Historic Property	<input type="checkbox"/> Historic Overlay District	<input type="checkbox"/> Barlow Trail Corridor
<input type="checkbox"/> Willamette River Greenway Overlay District	<input type="checkbox"/> High Water Table	<input type="checkbox"/> Geologic Hazards Overlay District
<input type="checkbox"/> Flood Management Overlay District	<input type="checkbox"/> Natural Resources Overlay District	<input type="checkbox"/> Not Applicable

### Does this application relate to other Building or Planning permits or reviews? **Not Applicable**

Please list all Building Permits or Planning files associated with this property and project:

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### I have included the following items with my Type I Minor Site Plan & Design Review application:

Check all that apply.

- Site Plan (Required. See our webpage "[How To Draw a Site Plan](#)" for more information)
- Elevation drawings
- Vicinity Map
- Photos
- Required Addenda
- Other \_\_\_\_\_

### Additional Questions:

1. Does the location of the proposed development include any public easement?  Yes  No

Contact Public Works to attain any required permits. Public Works permit #: \_\_\_\_\_

2. Does the proposal include any work within or projections over the right-of-way?  Yes  No

Contact Public Works to attain any required permits. Public Works permit #: \_\_\_\_\_

3. Does the proposal include utility work or changes to stormwater facilities?  Yes  No

Contact Public Works to attain any required permits. Public Works permit #: \_\_\_\_\_

Public Works Development Services: 971-204-4601 or [ocpublicworks@orccity.org](mailto:ocpublicworks@orccity.org)

*Staff use only:*

Is the project eligible for Type I Site Plan and Design Review?  Yes  No Initials \_\_\_\_\_

Notes: \_\_\_\_\_

**Note:** There may be more information required once your application has been reviewed.



## Addendum 4b: Tree Removal

### Type I Minor Site Plan & Design Review

#### On-Site Tree Removal

Tree removal must comply with **OCMC Section 17.41.060**.

Are the trees located in parking lot landscaping?  Yes  No

If required parking lot trees are to be removed, complete Addendum 4: Landscaping as well.

Describe the proposed tree removal, including size, species and reason for removal: \_\_\_\_\_

Is mitigation (replanting) required?

No, the tree is on the **Oregon City Nuisance Species** List. Name of tree: \_\_\_\_\_

No, a **Certified Arborist** Report says the tree(s) is/are dead, diseased, and/or hazardous.  
 Certified Arborist report is attached and credentials have been entered on page 2.

No, the tree is obviously dead and I have included photos for staff to confirm this.

Yes. None of the above apply to my tree removal.

**Mitigation, if required, identify preferred option: 1. Replacement or 2. Fee-in-lieu:**

1. Replacement

Size of Tree Removed (DBH*)	# of Trees Proposed to be Removed	# of Trees Replanted for Each Tree Removed <i>within a Construction Area</i>	# of Trees Replanted for Each Tree Removed <i>outside of a Construction Area</i>	# of Mitigation Trees Required
6 to 12"		1	3	
13 to 18"		2	6	
19 to 24"		3	9	
25 to 30"		4	12	
over 31"		5	15	

\*DBH means inches of trunk diameter, measured at 4 1/2 feet above ground level.

Total Number of Mitigation Trees Required: \_\_\_\_\_

Species Proposed\*\*: \_\_\_\_\_

\*\*Removal of Oregon White Oak trees requires replacement with the same species.

The Mitigation trees being planted will be at least 2" caliper deciduous or 6' tall coniferous.

Species were selected from:

OC Native Tree List

OC Street Tree List

Approved by a Certified Arborist

Attach a tree mitigation plan showing the proposed location of mitigation trees, species and proposed planting date.

*Mitigation plans must be prepared by a Certified Arborist, horticulturalist, forester, or other environmental professional. Tree inventories for mitigation calculations may be prepared by a licensed surveyor. Please provide the information of the qualified professional who completed the tree mitigation plan.*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Certification # (if applicable): \_\_\_\_\_

Certified Arborist

Horticulturalist

Forester

Environmental Professional: \_\_\_\_\_

**2. Fee in Lieu.**

# of Trees for Fee in Lieu: \_\_\_\_\_

Consult the **Planning Fee Schedule** for the per tree fee in lieu cost.

Staff only: Standards met?  Yes  No Initials \_\_\_\_\_

Note: There may be more information required once your application has been reviewed.