



Community Development – Planning

695 Warner Parrott Road | Oregon City OR 97045

Ph (503) 722-3789

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.



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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:

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:

- Does the location of the proposed development include any public easement? ☐ Yes ☐ No
Contact Public Works to attain any required permits. Public Works permit #: _____
- 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 #: _____
- 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@orc.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 ½ 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.