



Variance Checklist

For information regarding processes, fees, restrictions, etc., contact:

Planning (P) at 503-722-3789 or ocplanning@orc-city.org.

Public Works Development Services (DS) at 971-204-4601 or ocpublicworks@orc-city.org.

- 1. A **completed Application** form with All property owner signatures (P)
- 2. A complete and **Detailed Narrative Description** of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference. (P/DS)
- 3. **Site Plan Drawings** drawn to scale displaying the dimensions and arrangements of the existing and proposed uses. (P)
- 4. **Architectural Drawings**, if applicable, to include building elevations and envelopes. (P)
- 5. For Planning Commission Variances: **Neighborhood Association meeting:** (P)
 - A sign-in sheet of the meeting attendees
 - A Summary of issues discussed
 - A letter from the Neighborhood Association or CIC indicating that a meeting was held.
 - If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign sheet of attendees and a summary of issues discussed.
- 6. **Pre-Application Conference Notes from Planning and Development Services.** (P/DS)
- 7. **Additional Information or Reports**, if required in Pre-Application Conference (P/DS)
- 8. A current **Preliminary Title Report or Trio** for the subject property(ies). (P)
- 9. **Documentation** indicating there are **no liens favoring the City** for the subject site. (P)
- 10. **County Assessor's Office Receipt** indicating all taxes for the parcels involved are paid in full for the preceding tax year. (P)
- 11. **Application fees** to be paid once invoice is generated. (P)
- 12. **Electronic Version of Application Materials** (P/DS)

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

Incomplete applications will increase processing time.