



Community Development – Planning

695 Warner Parrott Road | Oregon City OR 97045
Ph (503) 722-3789

Planning & Public Works Development Services Review for Duplex Residential Units

Please complete this packet and submit with your building permit application which needs to include a site plan drawn to scale. If any section of this packet is incomplete, it will be returned.

Planning Division (P) Approval By: _____ Date: _____

Development Services (DS) Approval By: _____ Date: _____

*Please refer to the following chapters of the Oregon City Municipal Code: **17.08, 17.10, and 17.14** to complete this form.*

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

Planning (P) at 503-722-3789 or ocplanning@orccity.org and

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

Applicant: _____

Phone: _____ Email Address: _____

Site Address: _____

or Clackamas County Map and Tax Lot #: _____

Middle Housing Land Division, Partition or Subdivision Name and Lot Number, if applicable: _____

Application is for:

- A new duplex
- A duplex addition of _____ square feet
- A new detached duplex unit where one of the units is more than five years old.

Will any existing structure(s) be demolished? Yes No

1. Applicable Overlay Zones, Plans or Fees (P/DS)

Please identify all overlay districts identified on your Property Zoning Report available from [OC WebMaps](#) | [Oregon City, OR](#). If any of the items below are marked, additional review may be needed.

<input type="checkbox"/> Individually Designated Historic Structure (P)	<input type="checkbox"/> Historic District (P)	<input type="checkbox"/> NROD-Natural Resource Overlay (P)
<input type="checkbox"/> Willamette River Greenway District (P)	<input type="checkbox"/> Barlow Trail Corridor (P)	<input type="checkbox"/> Geologic Hazards Overlay (DS)
<input type="checkbox"/> Flood Management Overlay (Building)	<input type="checkbox"/> High Water Table (DS)	<input type="checkbox"/> None

Staff Only: Additional Review Required? Yes No Initial _____

2. Plat Restrictions (P/DS)

Identify the size and location of all restrictions on your plat below and on the site plan. Plats may be obtained at: OC WebMaps / Oregon City, OR.

Easements (PUE, SSE, etc.): _____

Non-Vehicular Accessways (NVA): _____

Other Restrictions: _____

Staff Only: Plat Restrictions Approved? Yes No Initial _____

3. Lot Specific Conditions of Approval (P/DS)

Applicable to new land divisions. Please list any lot-specific requirements identified in the land division staff report approval (e.g. mitigation trees, home orientation, easements, etc.). If needed, contact Planning for a copy of the report.

Not Applicable

4. Building Height and Setbacks (P)

Identify the building height and the setbacks (distance between the proposed foundation/support and the property line). Refer to the Dimensional Standards Table on the back page of this document for details. Provide building and site plans with all the dimensions below.

Zoning Designation: _____ Building Height: _____ Projection into Setback: _____

Distance from LEFT property line: _____ Distance from RIGHT property line: _____

Distance from Front property line: _____ Distance from REAR property line: _____

Distance from property line to Front Porch: _____ Distance from property line to Rear Porch: _____

Distance from ROW (Right-of-Way property line to Garage: _____

Staff Only: Building Height and Setbacks met? Yes No N/A Initial _____

5. Lot Coverage (P)

Structures 200 square feet or greater (excluding decks, covered and uncovered porches and eave overhangs), are limited to the following maximum lot coverage:

R-5 Dwelling District:	50%
R-3.5 Dwelling District:	55%
R-2 Dwelling District:	85%
MUC-1 District:	80% (including parking lots)
MUC-2, MUD District:	90% (including parking lots)
MUD Design District:	95% (including parking lots)
NC District:	85% (including parking lots)

- _____ Square footage of all existing building footprints over 200 square feet (see exclusions above).
- _____ Square footage of all proposed building footprints over 200 square feet (see exclusions above).
- _____ Total square footage of all building footprints over 200 square feet (line a + b)
- _____ Total square footage of property
- _____ Line c divided by line d and multiplied by 100

Staff Only: Are these standards met? Yes No Not Applicable Initial _____

6. Unit Configuration (P)

Duplexes consisting of two detached dwelling units are permitted provided that one dwelling unit on the lot is an existing dwelling unit that received final inspection at least five years ago.

Age of existing dwelling unit _____

In the case of a duplex with detached dwelling units, each street-facing façade that can be seen from the street shall meet the home design standards.

Staff Only: Are these standards met? Yes No Not Applicable Initial _____

7. Entrances (P)

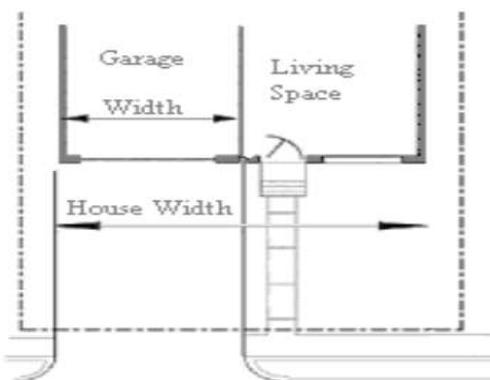
The main entrance for each single-family detached residential unit, and the main entrance for at least one unit in a duplex shall:

- Face the street
- Open to a porch on a street-facing façade that is at least sixty square feet with a minimum depth of five feet.

The main entrance of one or more dwelling units on a flag lot shall face either the front lot line or the side lot line adjoining the flagpole.

Staff Only: Are these standards met? Yes No Not Applicable Initial _____

8. Width of Garages on Front of Building (P)



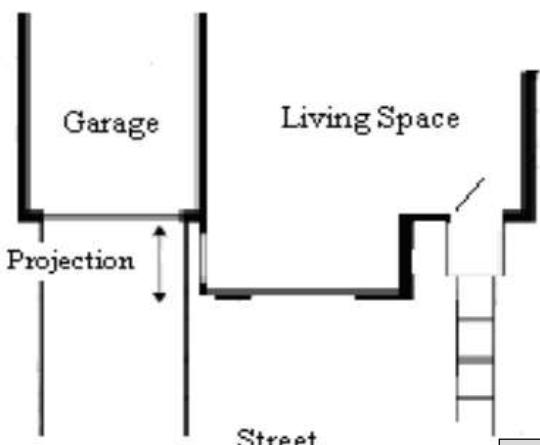
1. _____ Width of Building
2. _____ Width of Garage (measured from the inside wall)
3. _____ Divide line 2 by 1 and multiply by 100

Not Applicable – the home is less than 24 feet wide, has a rear/side loaded garage, or has no attached garage.

Staff Only: Width calculated correctly? Yes No Not Applicable Initial _____

9. Projection of Garages from the Living Space of the Building (P)

Measure the projection of the garage in relation to the furthest forward living space in the building. Do not include porches.



- There is no garage attached to the building.
- The garage is recessed _____ feet
- The garage is level.
- The garage extends _____ feet.
- Not Applicable – the home is less than 24 feet wide, has a rear/side loaded garage, or has no attached garage.

Staff Only: Projection calculated correctly? Yes No Not Applicable Initial _____

10. Applicability of Residential Design Elements (P)

Are you building an addition to a duplex? Yes No

Are you building a carport or garage? Yes No

Are you expanding an existing carport or garage? Yes No

*If you have marked **no** on all of the above, please contact Planning to determine which portions of the remainder of the application are applicable to your proposal.*

11. Home Design Options (P)

Please determine the applicable standard below. The garage width is measured from the interior of the garage. A garage may not be greater than 60% of the width of the home or project more than 8 feet from the adjacent living area. Porches are not considered in this determination.

There is no Garage on the property.

- The front of the home shall include 5 home design elements from item 12.

The Garage is detached from the building.

- If there is no garage attached to the house, the front of the home shall include 5 home design elements from item 12.

The Garage is on the Side or Rear of the building.

- The front of the home shall include 5 home design elements from item 12.

The Building is less than 24 feet wide with a garage in front.

- The garage shall not extend closer to the street than the adjacent living space; and
- The garage shall be no wider than 12 feet; and
- The front of the home shall include 6 home design elements from the next page; and
- The home shall comply with one of the following:
 - There is interior living area above the garage which is set back no more than 4 feet from the garage; or
 - There is a covered balcony above the garage, at least the same length as the garage wall, at least 6 feet deep and accessible from the interior living area.

The Garage is less than 50% of the width of the front of the building (measured at the inside wall).

And does not project in front of the adjacent living space.

- The front of the home shall include 6 home design elements from item 12.

And projects in front of the adjacent living space.

- The garage shall not extend more than 8 feet in front of the adjacent living space; and
- The front of the home shall include 9 home design elements from item 12 (including elements 6 or 20).

The Garage is less than 60% of the width of the front of the building (measured from the inside wall).

And is recessed 2 or more feet from the adjacent living space.

- The front of the home shall include 7 home design elements from item 12.

And is NOT recessed 2 feet from the adjacent living space.

- The garage shall not extend more than 4 feet in front of the adjacent living space; and
- The front of the home shall include 8 home design elements from item 12 (including elements 6 or 20).

The Garage is side-oriented in front of the building.

- The garage shall not extend more than 32 feet in front of the adjacent living space; and
- The front of the home shall include 6 home design elements from item 12; and
- Windows shall occupy a minimum of 15% of the street-facing garage wall.
- The garage wall may not exceed 60% of the length of the street facing façade.

Not Applicable

Staff Only: Correct Option chosen? Yes No Initial _____

12. Corner Duplexes (P)

1. *The front of the home on a corner or through lot shall have the number of elements required in 17.14.030.*

2. *The other street-facing side of the residence on a corner lot or through lot shall include the following:*

- Windows and doors for a minimum of fifteen percent of the lineal length of the ground floor facade;
- Minimum four-inch window trim; and
- Three additional residential design elements selected from **OCMC 17.14.040.A** as listed in the following item #13.

Not Applicable, not a corner duplex

Staff Only: Corner duplex standards met? Yes No Not Applicable Initial _____

13. Design Elements (P)

Required number of elements for the Front of the Home _____

Staff
Only

Required number of elements on each unit if a Corner Duplex _____

Unit 1 Unit 2

- Dormers.
- Gable roof or Hip roof.
- Building face with 2 or more offsets of ≥ 16 inches. Number of offsets _____
- Roof overhang of ≥ 16 inches. Size of roof overhang _____
- Entry recessed ≥ 2 feet behind the front façade and ≥ 8 feet wide. Distance entry recessed from the front façade _____ Width of entry _____
- ≥ 60 square foot covered front porch that is ≥ 5 feet deep; or ≥ 40 square foot covered porch with railings that is ≥ 5 feet deep and elevated entirely ≥ 18 inches.
Total Size of porch _____ Total Depth _____ Elevation of porch _____
- Bay window that extends ≥ 12 inches outward from the main wall of a building.
Extension of bay window _____
- Windows and main entrance doors that occupy $\geq 15\%$ of the lineal length of the home (not including the roof and excluding any windows in a garage door).
Length of Wall _____
Linear length of windows _____ (Window / Wall length) * 100 _____
- Window grids in all windows (excluding windows in the garage door or front door).

10. ≥ 4 inch window trim. Width of trim _____

11. **Worth 2 elements.** ≥ 4 inch window trim on all elevations of the house.
Width of trim _____

12. **Worth 2 elements.** Wood, cladded wood, or fiberglass windows on all of the elevations.

13. **Worth 2 elements.** Windows recessed ≥ 2 inches from the facade on all of the elevations.

14. Front balcony that projects from the wall of the building and is enclosed by a railing or parapet.

15. ≥ 60 square feet of shakes, shingles, brick, stone or other similar decorative materials.
Square footage of shakes, shingles, brick, stone or other similar decorative materials _____

16. All garage doors are ≥ 9 feet in width or less.

17. All garage doors wider than 9 feet are designed to resemble 2 smaller garage doors.

18. ≥ 2 windows in each garage door.

19. A third garage door is recessed a minimum of 2 feet from the living space.

20. A window over the garage door that is ≥ 12 square feet with ≥ 4 inch window trim.
Square Footage of Window _____ Trim Size _____

21. The living space of the dwelling is within 5 feet of the front yard setback.

22. The driveway is composed entirely of pervious pavers or porous pavement.

Staff Only: Design Elements Approved? Yes No Initial _____

14. Street Trees (P)

A street tree is required for all new duplexes or additions 25% or more of the existing square footage of the home (including living space and garages) if there is not at least one existing street tree for every 35 feet of frontage. If this permit is for a unit in a new land division, street trees are already provided.

Is this application for an addition to an existing duplex? Yes No

Is this part of a subdivision or partition from 2004 or newer? Yes, tree NOT required No, tree IS required

Are you applying for an addition to your home? If yes, provide the following information.

1. _____ Length of property frontage (portion of property which abuts a street)
2. _____ Trees required: Line 1 divided by 35, round down
3. _____ Number of existing street trees in the Right-of-Way
4. Is line 3 equal to or greater than 25? Yes – an additional street tree(s) must be planted.
 No – additional tree not required.

If a street tree(s) is required, please complete the following:

Species (identified on the Street Tree list** or by a certified arborist): _____

Size (min. of 2" in caliper measured 6" above the root crown): _____

Planting location: _____

Refer to Chapter **12.08** of the Oregon City Municipal Code for additional restrictions on placement of the street tree. The Planning Division may approve other options such as planting a tree in your front yard, designating an existing tree in your front yard as a street tree, or paying into a street tree fund.

**Street tree list: [Oregon City street tree list](#)

Staff Only: Street tree standards met? Yes No Initial _____

15. Residential Yard Tree Requirements (P)

On site trees ensure that residential lots are landscaped and to encourage the retention of trees, minimize the impact of tree loss during development and ensure a sustainable tree canopy in Oregon City **OCMC**

17.14.080. The amount of trees to be protected, planted or paid into a tree fund is based on your lot size and due prior to occupancy.

Lot Size (square feet)	Inches of Tree Diameter Required to be Protected, Planted or Paid into Tree Fund
0 – 4,999	4"
5,000 – 7,999	6"
8,000 – 9,999	8"
10,000 – 14,9	10"
15,000 +	12"

Option 1: Tree Preservation

If you choose to utilize existing trees to meet this requirement the following standards apply:

- The trees shall be located on private property.
- The trees shall be a minimum of 2" caliper, measured at breast height.
- Species identified in the Large Native and Heritage Tree Species are counted as twice the size.
(Example: an Oregon White Oak with a 2" caliper at DBH is counted as 4").

Option 2: Mitigation Trees

Recent subdivisions and partitions may already have been required to plant trees to make up for the trees which were removed with the land division. Please refer to land division approval to identify the number and size of mitigation trees required for your property.

Option 3: Trees to be Planted

If you choose to utilize existing trees to meet this requirement, the following standards apply:

- All deciduous trees shall measure a minimum 2" caliper at 6" above the root crown and all coniferous trees shall be a minimum of 6' in height.
- Mitigation trees required for the subdivision may be counted.
- Trees planted on R-6, R-8 and R-10 zoned lots shall include at least one tree in the front yard setback, unless it is demonstrated that it is not feasible due to site constraints.
- Trees planted on R-5 and R-3.5 zoned lots may be planted anywhere on the lot as space permits.
- Species identified in the Large Native and Heritage Tree Species are counted as twice the size.
Example: an Oregon White Oak with a 2" caliper at 6" above the root crown is counted as 4".

Species Which Count as Twice the Size

Common Name	Scientific Name
American Elm Hybrids (disease resistant)	Ulmus spp.

Bigleaf Maple	Acer macrophyllum
Bur Oak	Quercus macrocarpa
Douglas Fir	Pseudotsuga menziesii
Grand Fir	Abies grandis
Northern Red Oak	Quercus rubra
Oregon White Oak	Quercus garryana
Pacific Willow	Salix lucida spp. laetiandra
Western Hemlock	Tsuga heterophylla
Western Red Cedar	Thuja plicata
Western Yew	Taxus brevifolia

Option 4: Payment to the Tree Fund

This option may be used where site characteristics or construction preferences do not support the preservation or planting options identified above. The payment, made prior to occupancy, goes to a dedicated fund for trees. The large native or heritage tree incentive does not apply when using this option.

Complete the information below for the Option Chosen:

Size of lot: _____ Minimum Inches of Tree Caliper Required Onsite: _____

Option 1: Existing Trees Preserved. Identify Caliper and Location: _____

Option 2: Mitigation Trees. Identify Species and Caliper: _____

Option 3: Trees Proposed to be Planted. Identify Species, Caliper & Location: _____

Option 4: Tree Fund. Identify the Number Required Trees for Fee-in-lieu: _____

Staff Only: Yard tree standards met? Yes No Initial _____

For the following items, #16-#21, contact Public Works - Development Services
at ocpublicworks@orcity.org or 971-204-4601 for assistance.

16. Number of Driveways (DS)

Each property may have up to one (1) driveway per street frontage*. Do not count alleys. Lots located on minor arterial and collector streets may have limited access.

Number of street frontages: _____ Number of existing driveways: _____

Number of driveways proposed: _____

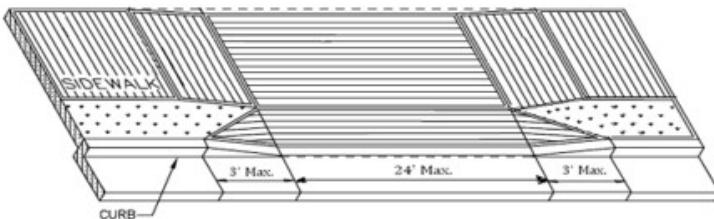
Not Applicable (No driveway or access taken from alley)

*Middle housing properties with only one building may be allowed one driveway for every two units, provided that spacing standards and/or driveway width requirements are met.

Staff Only: Number of Driveways Approved? Yes No Not Required Initial _____

17. Driveway Width (DS)

The width of the driveway curb cut is limited at the sidewalk and property line by the number of interior or exterior parking spaces onsite, including the driveway. Show the driveway and curb cut on your site plan.



Minimum Driveway approach Width is 10 feet.
Maximum Driveway approach Width is 24 feet.

Middle Housing Combined Driveways may be up to 36 feet wide when all other standards are met. Driveway design to meet OC504/OC504A.

Width of driveway proposed: _____ Ft Width of wings proposed: _____ Ft Not Applicable

Staff Only: Number of Driveways Approved? Yes No Not Required

18. Street Improvements (DS)

New duplexes may require street improvements such as a sidewalk, planter strip, street tree, etc., if they do not currently exist. State if any of the following are proposed. **CONTACT DS/PW Engineering** for assistance if you have questions about this section.

(Y=Yes or N/A = Not applicable)

1. _____ Road widening. Width _____ ft.
2. _____ Curb and Gutter. Width _____ ft.
3. _____ Sidewalk. Width _____ ft. Curb Tight _____ or Planter Strip _____ (Y/N)
4. _____ Modification Requested
5. _____ No Improvements Required

Staff Only: Are these standards met? Yes No Not Required Initial _____

19. Stormwater (DS)

New projects may require stormwater improvements.

Stormwater flow control and/or water quality requirements exist for projects that create:

5,000 square feet of new or replaced impervious surface.

500 square feet of new impervious surface (in the NROD overlay).

1,000 square feet of new or replaced impervious surface and is a commercial use.

1. _____ Square footage of all new or replaced impervious surface (asphalt, concrete, buildings, structures)
2. Does the proposal use fuel dispensing, major material storage, a washing facility, heavy chemical use, or has land with known contamination? Yes No

Staff Only: Stormwater Approved? Yes No Initial _____

20. Grading (DS)

The placement or removal of fill on a property may require additional review and permits.

Are you moving or placing more than 6" of fill below the building footprint? Yes No

If yes, a geotechnical report is required approving the fill placement from Public Works.

Do you have an approved geotechnical report? Yes No

Are you moving or placing 10 or more cubic yards of fill onsite? Yes No

If yes, a grading permit is required from Public Works.

Do you have an approved grading permit? Yes No

Staff Only: Fill Approved? Yes No Initial _____

21. Middle Housing Land Division

According to **OCMC 16.24.050. A.2**, separate utilities are required for each dwelling unit on lots created by a Middle Housing Land Division.

Will this development be part of a middle housing land division? Yes No

Are separate utilities for each unit provided? Yes No

Staff Only: Standard Met? Yes No Initial _____

Staff only

PW/DS Comments: _____

Approved? Yes No Initial _____

Turn this completed packet in with your building permit application packet.

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