



Planning & Development Services Review for A New Duplex

Please complete this packet prior to submittal of building permits and attach a site plan drawn to scale. If any section of the application is incomplete, the application 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. Development Services (DS) may be contacted at 503.496.1560 and Planning may be reached at 503.722.3789.

Applicant: _____ File # _____

Phone: _____ Email Address: _____

Site Address or Clackamas County Map and Tax Lot: _____

Project Name (If Applicable): _____ Lot Number: _____

Subdivision/Partition File Number: _____

Application for: A new duplex A duplex addition of _____ square feet

A new detached duplex unit where one of the units is more than 5 years old.

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

Please identify all overlay districts identified on your [Property Zoning Report](#). If any of the items below are marked, please contact the associated department for additional processes, fees and restrictions.

- | | | |
|---|--|---|
| <input type="checkbox"/> Individually Designated Historic Structure (P) | <input type="checkbox"/> Historic Overlay District (P) | <input type="checkbox"/> Barlow Trail Corridor (P) |
| <input type="checkbox"/> Willamette River Greenway Overlay District (P) | <input type="checkbox"/> High Water Table (P) | <input type="checkbox"/> Natural Resources Overlay District (P) |
| <input type="checkbox"/> Police Annexation Agreement (P) | <input type="checkbox"/> Sewer Moratorium Area (P) | <input type="checkbox"/> Flood Management Overlay District (P) |
| <input type="checkbox"/> Geologic Hazards Overlay District (P) | <input type="checkbox"/> Thayer Pond Area (P) | <input type="checkbox"/> None |

Staff Only

Are these standards met? Yes No N/A

staff initial _____

Lot Specific Conditions of Approval (DS/P)

List all lot requirements identified in the land division staff report approval (mitigation trees, home orientation, easements, etc). Contact the Planning Division for a copy of the staff report.

Plat Restrictions (DS)

Identify the size and location of all restrictions on your plat below and on the site plan. Plats may be obtained on OCMAP or from the Development Services Department.

Easements (PUE, SSE, etc.): _____

Non-Vehicular Accessways (NVA): _____

Other Restrictions: _____

Not Applicable

Are these standards met? Yes No N/A Staff Only staff initial _____

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 the Development Services Department.

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 the Development Services Department.

Do you have an approved grading permit? Yes No

Are these standards met? Yes No N/A Staff Only staff initial _____

Stormwater (DS)

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

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

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

Creates 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

Are these standards met? Yes No N/A staff initial _____

Number of Driveways (DS)

Each property may have up to one (1) driveway per street frontage. Do not count alleys.

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

Number of driveways proposed: _____

Not Applicable (No driveway or access taken from alley)

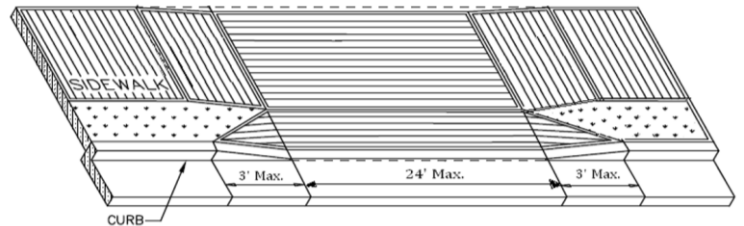
Staff Only

Are these standards met? Yes No N/A staff initial _____

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.

Number of Interior and Exterior Parking Spaces Onsite	Minimum Driveway Width at Sidewalk or Property Line	Maximum Driveway Width at Sidewalk or Property Line
One	10 feet	12 feet
Two	12 feet	24 feet
Three or More	18 feet	30 feet



*The width of the wing (transition) adjacent to the driveway may not be larger than 3 feet.

Number of interior and exterior parking spaces onsite: _____

Width of driveway proposed: _____ Width of wings proposed: _____

Not Applicable (No driveway or access taken from alley)

Staff Only

Are these standards met? Yes No N/A staff initial _____

Street Improvements (DS)

New duplexes or additions of more than 50% of the existing square footage of the home may require street improvements (such as a sidewalk, planter strip, street tree, etc) if they currently do not exist.

1. Square footage of the existing home (including living space and garage(s))..... _____

2. New square footage proposed (including living space and garage(s))..... _____

3. Line 2 divided by line 1 and multiplied by 100:..... _____

If line 3 is 50% or more, please complete a Street Improvement Meeting form at www.orcity.org and submit it to the Development Services Division.

Not Applicable (No addition proposed)

Are these standards met? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Staff Only	staff initial _____

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.

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.

Are these standards met? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Staff Only	staff initial _____

Main Entrance (P)

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

1. Be located on a façade that faces a street; or
2. Open onto a covered porch on a street-facing facade that is at least sixty square feet with a minimum depth of five feet.

B. 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 flag pole.

Are these standards met? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Staff Only	staff initial _____

Building Height and Setbacks (P)

Identify the building height and the setbacks (distance between the proposed foundation/support and the property line). The minimum distances may be found in dimensional standards of your zoning designation in Title 17 of the Oregon City Municipal Code. Provide the associated building and site plans with all of the dimensions below.

Zoning Designation: _____

Building Height: _____

Number of Stories: _____

Minimum Garage Setback: _____

Minimum Front Setback: _____

Minimum Front Porch Setback: _____

Minimum Left Setback: _____

Minimum Right Setback: _____

Minimum Rear Setback: _____

Minimum Rear Porch Setback: _____

Maximum Projection into Setback: _____

Are these standards met? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<i>Staff Only</i>	staff initial _____

Lot Coverage (P)

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

R-10, R-8 and R-6 Dwelling Districts: 40% Maximum Lot Coverage

R-5 Dwelling District: 50% Maximum Lot Coverage

R-3.5 Dwelling District and Historic Commercial District: 55% Maximum Lot Coverage

R-2 Dwelling District: 85% Maximum Lot Coverage

1. Square footage of all existing building footprints over 200 square feet (see exclusions above): _____
2. Square footage of all proposed building footprints over 200 square feet (see exclusions above): _____
3. Total square footage of all building footprints over 200 square feet (line 1+2):..... _____
4. Total square footage of property: _____
5. Line 3 divided by line 4 and multiplied by 100:..... _____

Are these standards met? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<i>Staff Only</i>	staff initial _____

Street Tree (P)

A street tree is required for all new duplexes or additions 25% or more of the existing square footage of the home.

Are you applying for a duplex in a new subdivision 2004 or newer? Yes No

If yes, please continue to Section 13, Applicability of Residential Design Elements

1. Length of property frontage (portion of property which abuts a street) _____

2. Number of street trees required: Line 1 divided by 35 (round down) _____

3. Number of existing street trees along property frontage: _____

If the number in line 3 is less than the number in line 2, an additional street tree must be planted.

If 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.

Are these standards met? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Staff Only	staff initial _____

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

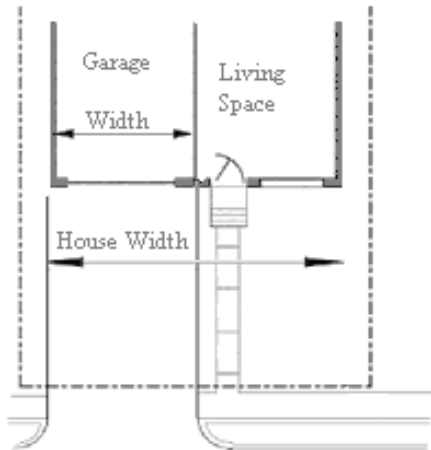
Are you expanding an existing carport or garage?

Yes

No

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

Width of Garage on Front of Home (P)



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

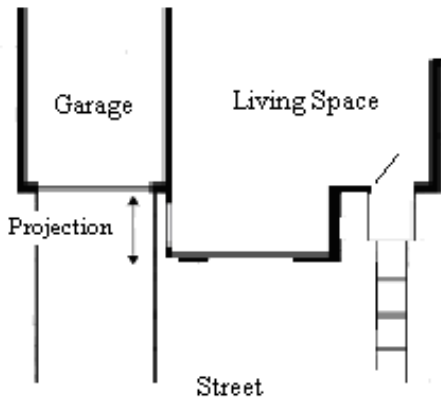
Not Applicable – The home is less than 24 feet wide, has a rear/side Loaded garage, has no attached garage.

Staff Only

Are these standards met? Yes No N/A staff initial _____

Projection of Garage from the Living Space of the Home (P)

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



- There is no garage attached to the house.
- 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.

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 duplex shall include 5 home design elements from the next page.
- The Garage is Detached from the Home.** If there is no garage attached to the house:
 - The front of the home shall include 5 home design elements from page 6.
- The Garage is not on a street-facing side.**
 - The front of the home shall include 5 home design elements from the next page.
- The Duplex 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 Duplex (Measured at the Inside Walls of the Garage).**
 - And does not Project in Front of the Adjacent Living Space.
 - The front of the home shall include 6 home design elements from the next page
 - 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 page 5 (including element 8 or 20).
- **The Garage is Less than 60% of the Width of the Front of the Home (Measured at the Inside Walls of the Garage).**
 - And is Recessed 2 or more feet or more from the Adjacent Living Space.
 - The front of the home shall include 7 home design elements from the next page.
 - 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 the next page (including element 8 or 20).
- The Garage is Side-Oriented to the Front Lot Line.**
 - 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 the next page; and
 - Windows shall occupy a minimum of 15% of the street-facing garage wall.
- Not Applicable**

Staff Only

Correct Option Chosen? Yes No Not Applicable Initial _____

Additional Standards for Corner Duplexes (P)

Each street-facing side of a corner duplex shall comply with the option identified above.

Number of home design elements required for each unit in a corner duplex _____

- Not Applicable, not a corner duplex

Staff Only

Corner Duplex Standards Met? Yes No Not Applicable Initial _____

Home Design Elements (P)

Required Number of Elements on the Front of the Home: _____
Required Number of Elements on each unit if a corner duplex: _____

Unit 1 Unit 2

1. _____ _____ Dormers.
2. _____ _____ Gable roof or Hip roof.
3. _____ _____ Building face with 2 or more offsets of ≥ 16 inches. Number of offsets _____
4. _____ _____ Roof overhang of ≥ 16 inches. Size of roof overhang _____
5. _____ _____ Entry recessed ≥ 2 feet behind the front façade and ≥ 8 feet wide.
Distance entry recessed from the front façade _____ Width of entry _____
6. _____ _____ ≥ 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 _____
7. _____ _____ Bay window that extends ≥ 12 inches outward from the main wall of a building and forming a bay or alcove in a room within. Extension of bay window _____
8. _____ _____ 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).
 1. Length of Wall _____
 2. Linear length of windows _____
 3. Divide line 2 by line 1 and multiply by 100 _____
9. _____ _____ 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, clad 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. _____ _____ There is no attached garage onsite.
22. _____ _____ The living space of the dwelling is within 5 feet of the front yard setback.
23. _____ _____ The driveway is composed entirely of pervious pavers or porous pavement.

Are these standards met? Yes No N/A

Staff Only

staff initial _____

On Site Trees For all New Homes (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. 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 – 14,999	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 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").

Large Native and Heritage Tree Species Which Count as Twice the Size

Common Name	Scientific Name
Oregon White Oak	<i>Quercus garryana</i>
Pacific willow	<i>Salix lucida</i> spp. <i>lasiandra</i>
Western red cedar	<i>Thuja plicata</i>
Western hemlock	<i>Tsuga heterophylla</i>
Northern Red Oak	<i>Quercus rubra</i>
Bur Oak	<i>Quercus macrocarpa</i>

Bigleaf Maple
Grand Fir
Douglas Fir
American Elm hybrids (disease resistant)
Western yew

Acer macrophyllum
Abies grandis
Pseudotsuga menziesii
Ulmus spp.
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.

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 and Location): _____

Option 4: Tree Fund (Identify the Number of 2" Trees Donated): _____

Are these standards met? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<i>Staff Only</i>	staff initial _____

Thank you for completing the application form. Please submit this form with your building permit to permits@orc.org. Our offices are open 9:00am – 4:00pm Monday – Thursday for question and assistance (695 Warner Parrott Road) . For additional information, please contact Development Services (DS) at 971-204-4601 and Planning at 503.722.3789. Thank you

Refer to [OCMC 17.12](#) for R2 High Density Residential Dimensional Standards

Refer to [OCMC 17.29](#) Mixed Use Corridor Dimensional Standards

Standard	R-10	R-8	R-6	R5	R3.5
Minimum lot size¹					
Single-family detached, duplex and triplex	10,000 square feet	8,000 square feet	6,000 square feet	5,000 square feet	3,500 square feet
Quadplex and cottage cluster	10,000 square feet	8,000 square feet	7,000 square feet	7,000 square feet	7,000 square feet
Townhouse	1,500 square feet	1,500 square feet	1,500 square feet	1,500 square feet	1,500 square feet
Maximum height: All	35 feet	35 feet	35 feet	35 feet	35 feet
Except cottage cluster unit	25 feet	25 feet	25 feet	25 feet	25 feet
Maximum building lot coverage	40%,	40%,	40%,	50%	55%
With ADU	except 45%	except 45%	except 45%	except 60%	except 65%
Cottage cluster	None	None	None	None	None
Minimum lot width: All	65 feet	60 feet	50 feet	35 feet	25 feet
Except townhouse	20 feet	20 feet	20 feet	20 feet	20 feet
Minimum lot depth: All	80 feet	75 feet	70 feet	70 feet	70 feet
Except townhouse	75 feet	75 feet	70 feet	70 feet	70 feet
Minimum front yard setback: All	20 feet, except 15 feet — Porch	15 feet, except 10 feet — Porch	10 feet, except 5 feet — Porch	10 feet, except 5 feet — Porch	5 feet, except 0 feet — Porch
Except cottage cluster	10 feet	10 feet	10 feet	10 feet, except 5 feet — Porch	5 feet, except 0 feet — Porch
Minimum interior side yard setback: All	8 feet	7 feet	5 feet	5 feet	5 feet
Except townhouse	0 feet attached) 8 feet (side)	0 feet attached) 7 feet (side)	0 feet attached) 5 feet (side)	0 feet attached) 5 feet (side)	0 feet (attached) 5 feet (side)
Minimum corner side yard setback	10 feet	10 feet	10 feet	7 feet	7 feet
Minimum rear yard setback	20 feet, except 15 feet — Porch 10 feet — ADU, cottage cluster	20 feet, except 15 feet — Porch 10 feet — ADU, cottage cluster	20 feet, except 15 feet — Porch 10 feet — ADU, cottage cluster	20 feet, except 15 feet — Porch 10 feet — ADU, cottage cluster	20 feet, except 15 feet — Porch 10 feet — ADU, cottage cluster

Projections from buildings. Ordinary building projections such as cornices, eaves, overhangs, canopies, sunshades, gutters, chimneys, flues, sills or similar architectural features may project into the required yards up to twenty-four inches.

Through lot setbacks. Through lots having a frontage on two streets shall provide the required front yard on each street. The required rear yard is not necessary.