



Community Development – Planning

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

Planning & Public Works Development Services Review for Internal Conversion

*Please complete this packet **PRIOR** to submittal of building permits and 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 **17.20.030** to complete this form.*

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

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

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

Applicant: _____

Phone: _____ Email Address: _____

Site Address: _____

or Clackamas County Map and Tax Lot #: _____

Project Description: _____

Zoning District: _____

1. Conversion Eligibility

A. What year was the existing home built? _____

B. Size of property: _____ SF

C. Total number of units proposed, including existing ADUs: Two Three Four

NOTE: a minimum of 2,500 SF of lot area is required per unit proposed.

D. Does the proposal include an addition of more than 500 SF? Yes No

If the proposal includes an addition, please complete the Additions to Single-Family Homes Packet.

E. Has an addition of more than 500 SF been constructed over the past two years? Yes No

Staff Only: Eligible? Yes No Not Required Initial _____

2. 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.

Individually Designated Historic Structure (P) Historic District (P) NROD-Natural Resources Overlay (P)

Willamette River Greenway District (P)
 Flood Management Overlay (Building)

Barlow Trail Corridor (P)
 Geologic Hazards Overlay (DS)
 High Water Table (DS)
 None

Staff Only: Additional Review Required? Yes No Initial _____

3. 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 _____

4. 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

5. Design (P)

A. Entrances: Only one entrance may be located on the primary street-facing façade.

Describe new entrances proposed and show them on your site plan: _____

B. Building Materials: Any expansion or modification completed with the internal conversion shall be constructed with similar exterior building materials as that of the existing dwelling, or an acceptable substitute to be approved by the Community Development Director.

	Existing Materials	Proposed New Materials
Siding material		
Roofing material		
Window material		
Trim Type		

C. Fire escapes or exterior stairs for access to an upper-level unit created through an internal conversion shall not be located on the front of the dwelling.

Staff Only: Eligible? Yes No Not Applicable Initial _____

6. Parking (P)

One off-street parking space is required for internal conversions with two units, and two off-street parking spaces are required for internal conversions with three or four units. Show parking on the site plan with dimensions labeled. The space shall be a minimum of eight feet in width and eighteen feet in length.

Number of units proposed: _____ How many off-street spaces are provided? _____

Width of space _____ Length of space _____

*For the following items, #15-#19, contact Public Works Development Services
at ocpublicworks@orcity.org or 971-204-4601 for assistance.*

7. 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: _____

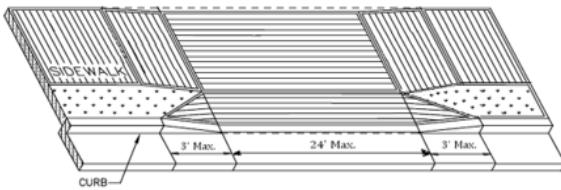
Not Applicable (No driveway or access taken from alley)

**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 _____

8. 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: Driveway Width Approved? Yes No Not Required Initial _____

9. Street Improvements (DS)

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 do not currently exist.

1. _____ Square footage 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, contact public works to determine next steps.

Not Applicable (No addition proposed)

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

10. 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.

- _____ Square footage of all new or replaced impervious surface (asphalt, concrete, buildings, structures)
- 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_____

11. 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_____

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.