



Community Development – Planning

695 Warner Parrott Road | Oregon City OR 97045

Ph (503) 722-3789

Planning & Public Works - Development Services Review for

New Manufactured Home or

Accessory Structure in Existing Manufactured Home Park

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: **17.10, 17.20** to complete this form.

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

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

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

Applicant: _____

Phone: _____ Email Address: _____

Site Address or Clackamas County Map and Tax Lot: _____

☐ Mt Pleasant MH Park ☐ Clairmont MH Park ☐ Cherry Lane MH Space # _____

Description of Work: _____

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 Resources 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 (DS/P)

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

Easements (PUE, SSE, etc.): _____

Non-Vehicular Accessways (NVA): _____

Other Restrictions: _____

Staff Only: Plat Restrictions Approved? Yes No Initial _____

3. Setbacks (P)

Identify the building 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 building and site plans with all the dimensions below.

Minimum requirements:

- a. 15 feet to the outer boundary of the manufactured home park for manufactured home units.
- b. 5 feet to the outer boundary of the manufactured home park for accessory structures.
- c. 6 feet between manufactured home units (not required for accessory structures).

Home:

Setback to Park Boundary: _____ Left Setback to Adjacent Space: _____

Right Setback to adjacent Space: _____ Rear Setback to adjacent space: _____

Accessory Structure of Carport

Setback to Park Boundary: _____ Left Setback to Adjacent Space: _____

Right Setback to adjacent Space: _____ Rear Setback to adjacent space: _____

Staff Only: Building Setbacks met? Yes No Initial_____

4. Height (P)

Structures may be no taller than 35 feet.

Height of building proposed: _____

Staff Only: Height Approved? Yes No Initial_____

5. Parking (P)

A minimum of one parking space shall be provided for each manufactured home within the park or adjacent to each unit.

Number of Parking Spaces proposed: _____

☐ Driveway

☐ Carport or Garage

☐ Reserved stall in shared parking lot

Staff Only: Parking Approved? Yes No Not Applicable Initial_____

For the following items, #6-#8, contact Public Works - Development Services
at ocpublicworks@orc.org or 971-204-4601 for assistance.

6. Stormwater (DS)

New projects may require stormwater improvements.

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

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_____

7. 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_____

8. Additional Site Requirements (P/DS)

Does the proposal include removal of an existing landscaping area or common open space? ☐ Yes ☐ No

Does the proposal include reconfiguration of the private streets within the MH park? ☐ Yes ☐ No

Does the proposal include creating new MH Unit spaces? ☐ Yes ☐ No

Does the proposal include changes to the driveway from the public street into the MH Park? ☐ Yes ☐ No

If you answered 'yes' to any of the additional site requirements questions above, the proposal may require additional planning review. Please contact Planning staff at 503.722.3789 or ocplanning@orc.org.

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.