



Planning and Development Services Review for Triplex and Quadplex Residential Units

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 17.16 to complete this form. If your triplex or quadplex cannot meet the standards in this packet you may apply for a Type II modification to the design standards. Contact planning staff for more details.

Development Services (DS) may be contacted at 503.496.1560 and Planning (P) 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): _____ Number of total units _____

Subdivision/Partition File Number: (If Applicable): _____ Lot Number: _____

- Application for: A new triplex or quadplex An addition to an existing structure to create a triplex or quadplex
- A new detached triplex unit where one of the units is more than five years old.

Will existing structure(s) be demolished? Yes No

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.

- Individually Designated Historic Structure (P)
- Historic Overlay District (P)
- Barlow Trail Corridor (P)
- Willamette River Greenway Overlay District (P)
- High Water Table (P)
- Natural Resources Overlay District (P)
- Police Annexation Agreement (P)
- Sewer Moratorium Area (P)
- Flood Management Overlay District (P)
- Geologic Hazards Overlay District (P)
- Thayer Pond Area (P)
- None

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

Lot Specific Conditions of Approval (DS/P)

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). Contact the Planning Division for a copy of the staff report.

Not Applicable

Lot Size, Density, Building Height and Setbacks (P)

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

Zoning Designation: _____ Building Height: _____
Left Setback: _____ Right Setback: _____
Garage Setback: _____ Rear Setback: _____
Front Setback: _____ Rear Porch Setback: _____
Front Porch Setback: _____ Projection into Setback: _____

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

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	Staff Only	staff initial _____

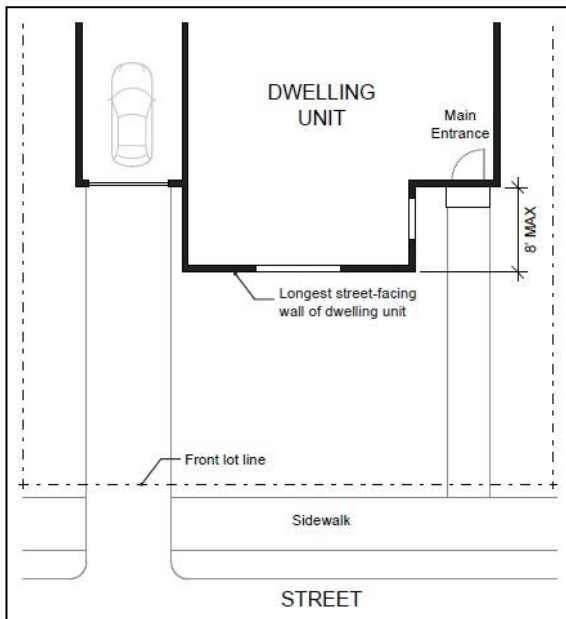
Entrances (P)

At least one main entrance for each triplex or quadplex structure must be within eight feet of the longest street-facing wall of the dwelling unit, if the lot has public street frontage; and

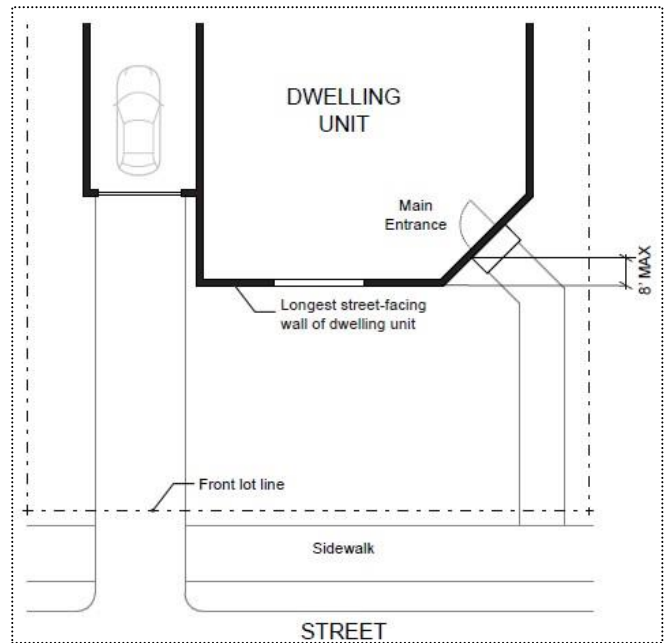
(pick one)

- Face the street
- Be at an angle of up to forty-five degrees from the street
- Face a common open space or private access or driveway that is abutted by dwellings on at least two sides
- Open onto a porch that is at least twenty five square feet in area, and that has at least one entrance facing the street or have a roof

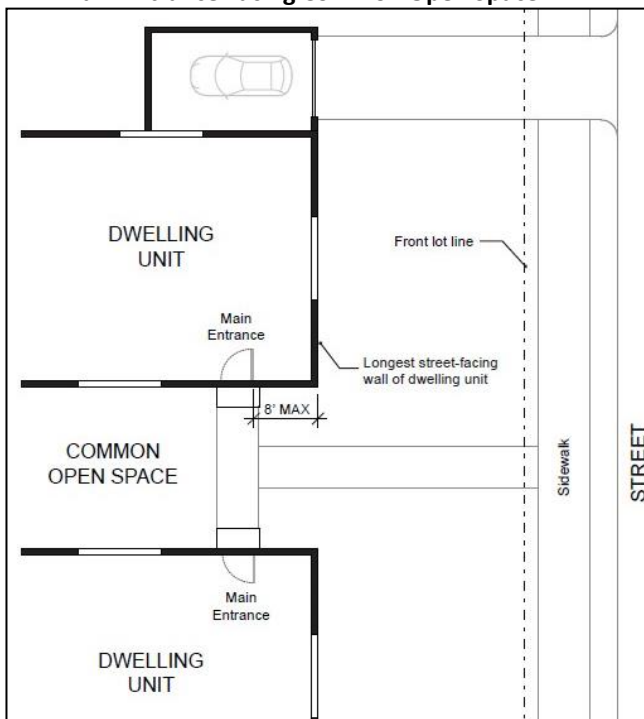
Main Entrance Facing the Street



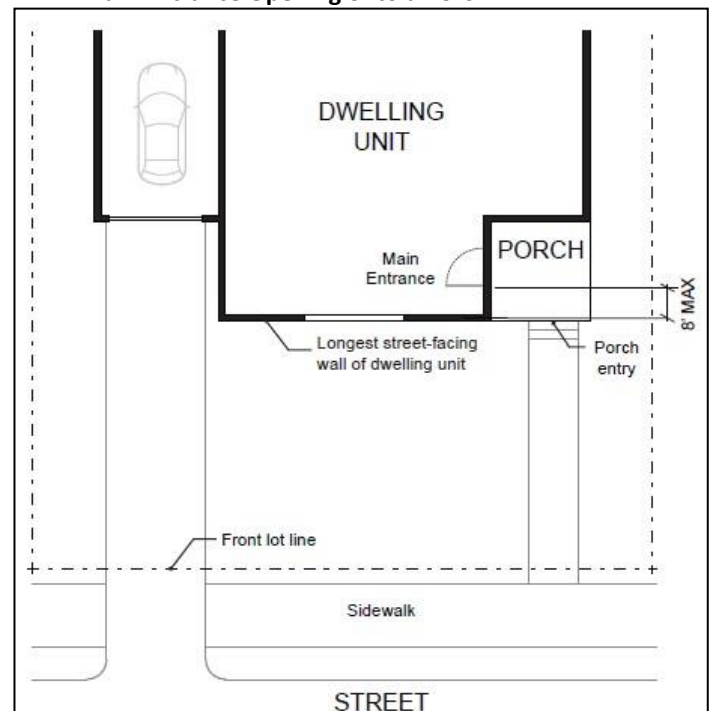
Main Entrance at Forty Five Degree Angle from the Street



Main Entrance Facing Common Open Space



Main Entrance Opening onto a Porch



Detached triplexes (P)

Triplexes consisting of three detached dwelling units, or one detached and two attached 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 triplex with detached dwelling units, each street-facing façade that is not separated from the street property line by a dwelling shall meet the home design options/elements in this packet.

Please indicate which of the units are street facing ___Unit 1 ___Unit 2 ___Unit 3

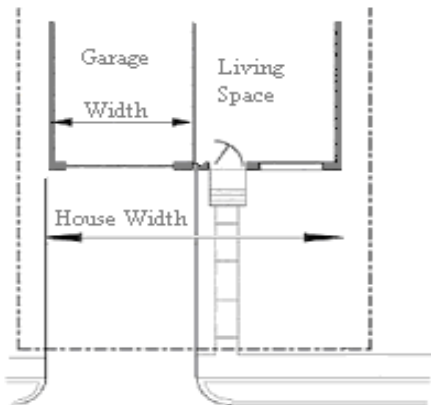
Any detached dwelling unit that is not separated from the street property line by a dwelling along more than 50 percent of its street-facing façade shall provide at least one main entrance meeting the entrance standards above.

Existing homes that are retained as part of a detached tri-plex proposal are not required to meet the home design options/elements in this packet unless alteration are made that do not comply with the home design options.

Staff Only

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

Width of Garages on Front of Building (P)



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

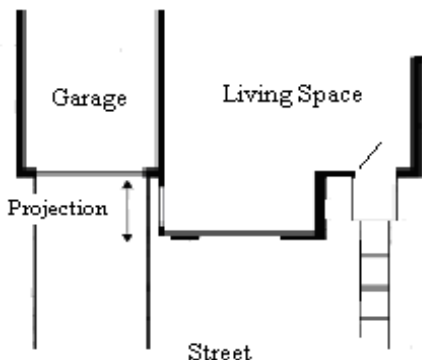
- Not Applicable – The home is less than 24 feet wide, has a rear/side Loaded garage, or has no attached garage.

Staff Only

Width Calculated Correctly? Yes No Not Applicable Initial _____

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 _____

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 the next page.
- 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 the next page.
- The Garage is on the Side or Rear of the Building**
 - The front of the home shall include 5 home design elements from the next page.
- 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 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 6 or 20).
- **The Garage is Less than 60% of the Width of the Front of the Building (Measured at the Inside Wall).**
 - 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 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 the next page; 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 facade
 - Not Applicable**

Corner Lots and Through Lots (P)

Corner and through lots shall meet **all** of the following:

- The **front** of the building shall comply with one of the Home Design Options above; **and**
- The **other street-facing side** of the building shall comply with 3 of the design options on page 6 **and**
- The **other street-facing** shall comply with home design element #8; **and**
- The **other street-facing** shall comply with home design element #10.

Not Applicable

<i>Staff Only</i>			
Corner and Through Lot Standards Met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

Design Elements (P)

In the case of a triplex with detached dwelling units, each street-facing façade that is not separated from the street property line by a dwelling shall meet the required elements.

Please identify by unit the required number of standards needing to be met.

Building # _____ elements required _____ elements met (list) _____
 Building # _____ elements required _____ elements met (list) _____
 Building # _____ elements required _____ elements met (list) _____

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).
 Length of Wall _____
 Linear length of windows _____
 Divide line 2 by line 1 and multiply by 100 _____
9. _____ Window grids in all street-facing 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 a minimum of one foot 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.

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

A street tree is required for all new 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.

Are you applying for a new 3-4 plex? Yes
 If yes, is this part of a subdivision or partition from 2004 or newer? (no tree required) No (tree required)

Are you applying for an addition to your home? Yes

1. Square footage of proposed addition _____
2. Existing square footage of your home (including the living space and garage) _____
3. Divide line 1 by Line 2 and multiply by 100 _____
4. Is line 3 25 or greater? Yes (tree required) No (tree not required)

Frontage: _____
 Trees Required (Frontage divided by 35): _____
 Existing Street Trees in the Right-of-Way: _____
 Tree Required? Yes No

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.

Staff Only

Are these standards met? Yes No N/A

staff initial _____

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 per 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 – 14,999		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 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").

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>lasianдра</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	<i>Acer macrophyllum</i>
Grand Fir	<i>Abies grandis</i>

Douglas Fir
American Elm hybrids (disease resistant)
Western yew

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	Staff Only	staff initial _____

Plat Restrictions (DS)

Identify the size and location of all restrictions / easements on the recorded 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: _____

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

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

Minimum Off-Street Parking (P)

A minimum of two onsite parking spaces and a maximum of four onsite parking spaces are required for each triplex or quadplex proposal.

No. of spaces provided: _____

Staff Only			
Off-Street Parking Approved?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required	Initial _____

Parking in Residential Zones (P)

Garages on the front façade and off-street parking areas in the front yard, are permitted in compliance with the following standards:

- ✓ Outdoor onsite parking and maneuvering areas shall not exceed a total of forty feet wide or fifty percent of the lot frontage, whichever is less
 - Size of parking/maneuvering area _____
- ✓ The combined width of all garages shall not exceed forty feet or fifty percent of the lot frontage, whichever is less.
 - Combined width of garages _____

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

Parking in Commercial Zones (P)

Parking areas shall be located behind the building façade that is closest to the street, below buildings, or on one or both sides of buildings, except where the following conditions exist:

- ✓ The site does not abut a collector or arterial street (i.e. the site abuts a local street);
- ✓ The site is not a corner lot and the site is less than twenty thousand square feet in size;
- ✓ There is an existing topographic constraint that precludes locating the parking area in conformance with this standard.

Proposed location of parking areas _____

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

Driveway Width (DS)

The width of the driveway curb cut (where the driveway meets the sidewalk or property line) is based on property use as shown in the table below. Show the driveway and curb cut on your site plan.

Driveway Approach Size Standards		
Property Use	Minimum Driveway Approach Width	Maximum Driveway Approach Width
3-4 Plexes	10 feet	24 feet

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

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

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. Contact Development Service for more information.

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

Number of driveways proposed: _____

Not Applicable (No driveway or access taken from alley)

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

Street Improvements (DS)

New 3-4 plexes 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.

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

For all triplexes, quadplexes, townhouses and cottage clusters in residential zones, the city shall work with the applicant to ensure that sufficient infrastructure will be provided, or can be provided, to include:

- ✓ Connection to a public wastewater system capable of meeting established service levels.
- ✓ Connection to a public water system capable of meeting established service levels.
- ✓ Access via public or private streets meeting adopted emergency vehicle access standards to a city's public street system.
- ✓ Storm drainage facilities capable of meeting established service levels for storm drainage.

Are these standards met? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Staff Only	staff initial _____
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Thank you for completing the application form. Please submit this form with your building permit to permits@orcity.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.