



# Planning & Development Services Review for New Homes and Additions

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 (P) may be reached at 503.722.3789.

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Site Address or Clackamas County Map and Tax Lot: \_\_\_\_\_

Project Name (If Applicable): \_\_\_\_\_ Lot Number: \_\_\_\_\_

Subdivision/Partition Name & File Number: \_\_\_\_\_

Application for:  A new home  An addition of \_\_\_\_\_ square feet

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

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*  
Additional Review Required?  Yes  No Initial \_\_\_\_\_

### 2. 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.

\_\_\_\_\_  
\_\_\_\_\_

### 3. Main Entrance on the Home (P)

New or modified main entrances to the home shall meet one of the following requirements in OCMC 17.14.050:

- Be located on a façade that faces a street; or
- Open to a covered porch on a street-facing facade that is at least 60 square feet and is a minimum depth of 5 feet  
 Total Size \_\_\_\_\_ Total Depth \_\_\_\_\_
- Flag lots: Entrance shall face the front lot line or side lot line adjoining the flag pole

*Staff Only*

Main Entrance Approved?  Yes  No  Not Applicable Initial \_\_\_\_\_

#### 4. 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 the table below. Provide the associated building and site plans with all of the dimensions below.

- Zoning Designation: \_\_\_\_\_
- Building Height: \_\_\_\_\_ Proposed Left Setback: \_\_\_\_\_
- Number of Stories: \_\_\_\_\_ Proposed Right Setback: \_\_\_\_\_
- Proposed Garage Setback: \_\_\_\_\_ Proposed Rear Setback: \_\_\_\_\_
- Proposed Front Setback: \_\_\_\_\_ Proposed Rear Porch Setback: \_\_\_\_\_
- Proposed Front Porch Setback: \_\_\_\_\_ Proposed Projection into Setback: \_\_\_\_\_

Standard	R-10	R-8	R-6	R-5	R-3.5
Maximum height	35 ft.	35 ft.	35 ft.	35 ft.	35 ft.
Minimum front yard setback	20 ft.	15 ft.	10 ft.	10 ft.	5 ft.
Minimum front porch setback	15 ft.	10 ft.	5 ft.	5 ft.	0 ft.
Minimum interior side yard setback	8 ft.	7 ft.	5 ft.	5 ft.	5 ft.
Minimum corner side yard setback	10 ft.	10 ft.	10 ft.	7 ft.	7 ft.
Minimum rear yard setback	20 ft.	20 ft.	20 ft.	20 ft.	20 ft.
Minimum rear porch setback	15 ft.	15 ft.	15 ft.	15 ft.	15 ft.
Minimum Garage setback	20 ft.	20 ft.	20 ft.	20 ft.	20 ft.
Minimum Garage setback (alley)	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.

*Staff Only*

Building Height and Setback Approved?  Yes  No  Not Applicable 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 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: 55% 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:..... \_\_\_\_\_

Not Applicable

*Staff Only*

Lot Coverage Approved?  Yes  No  Not Applicable Initial \_\_\_\_\_

## 6. Applicability of Residential Design Elements (P)

Are you building a new home?

Yes

No

Are you building a new carport or garage?

Yes

No

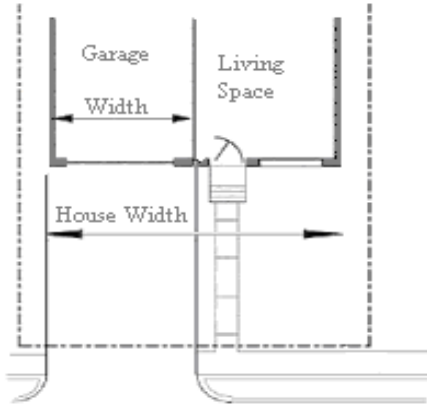
Are you expanding the size of an existing carport or garage?

Yes

No

If you have marked **no** on all of the above, please proceed to section 12.

## 7. Width of Garage on Front of Home



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:..... \_\_\_\_\_

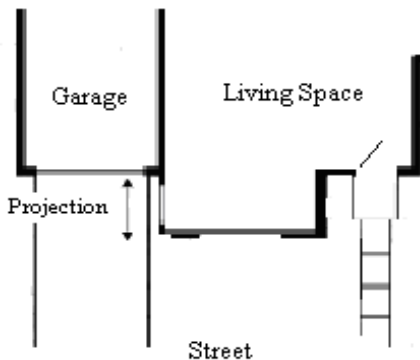
Not Applicable – The home is less than 24 feet wide, has a rear/side Loaded garage, or has no attached garage.

*Staff Only*

Width Calculated Correctly?  Yes  No  Not Applicable Initial \_\_\_\_\_

## 8. Projection of Garage from the Living Space of the Home

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.

*Staff Only*

Projection Calculated Correctly?  Yes  No  Not Applicable Initial \_\_\_\_\_

## 9. Corner Lots and Through Lots

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

The **front** of the home shall comply with one of the Home Design Options above; **and**

The **other street-facing side** of the home 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

*Staff Only*

Corner and Through Lot Standards Met?  Yes  No  Not Applicable Initial \_\_\_\_\_

## 10. Home Design Options

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 Home.** 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 Home.**

- The front of the home shall include 5 home design elements from the next page.

**The Home 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 Home (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 Home (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 Home.**

- 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**

<i>Staff Only</i>			
Correct Option Chosen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

## 11. Home Design Elements

Required Number of Elements on the Front of the Home: \_\_\_\_\_

Required Number of Elements on the Corner (Street Side) of the Home: \_\_\_\_\_

Front    Corner (Street Side)

1. \_\_\_\_\_    \_\_\_\_\_    Dormers.
2. \_\_\_\_\_    \_\_\_\_\_    Gable roof or Hip roof.
3. \_\_\_\_\_    \_\_\_\_\_    Building face with 2 or more offsets of  $\geq 16$  inches.    Number of offsets \_\_\_\_\_
4. \_\_\_\_\_    \_\_\_\_\_    Roof overhang of  $\geq 16$  inches.    Size of roof overhang \_\_\_\_\_
5. \_\_\_\_\_    \_\_\_\_\_    Entry recessed  $\geq 2$  feet behind the front façade and  $\geq 8$  feet wide.  
Distance entry recessed from the front façade \_\_\_\_\_    Width of entry \_\_\_\_\_
6. \_\_\_\_\_    \_\_\_\_\_     $\geq 60$  square foot covered front porch that is  $\geq 5$  feet deep; or  
 $\geq 40$  square foot covered porch with railings that is  $\geq 5$  feet deep and elevated entirely  $\geq 18$  inches.  
Total Size of porch \_\_\_\_\_    Total Depth \_\_\_\_\_    Elevation of porch \_\_\_\_\_
7. \_\_\_\_\_    \_\_\_\_\_    Bay window that extends  $\geq 12$  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 street-facing windows (excluding windows in the garage door or front door).
10. \_\_\_\_\_    \_\_\_\_\_     $\geq 4$  inch window trim.    Width of trim \_\_\_\_\_
11. \_\_\_\_\_    \_\_\_\_\_    **Worth 2 elements.**  $\geq 4$  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  $\geq 2$  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. \_\_\_\_\_    \_\_\_\_\_     $\geq 60$  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  $\geq 9$  feet in width or less.
17. \_\_\_\_\_    \_\_\_\_\_    All garage doors wider than 9 feet are designed to resemble 2 smaller garage doors.
18. \_\_\_\_\_    \_\_\_\_\_     $\geq 2$  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  $\geq 12$  square feet with  $\geq 4$  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.

Not Applicable

*Staff Only*

Home Design Options Approved?     Yes     No     Not Applicable    Initial \_\_\_\_\_

## 12. On Site Trees (For all New Homes)

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 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 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 spp. 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	<i>Acer macrophyllum</i>
Grand Fir	<i>Abies grandis</i>
Douglas Fir	<i>Pseudotsuga menziesii</i>
American Elm hybrids (disease resistant)	<i>Ulmus spp.</i>
Western yew	<i>Taxus brevifolia</i>

### 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): \_\_\_\_\_

Not Applicable

<i>Staff Only</i>			
On Site Trees Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required Initial _____

**13. Street Tree (P)**

*A street tree is required for all new homes or additions 25% or more of the existing square footage of the home if there is not already one street tree for every 35 feet pf property frontage per OCMC 17.14.090.*

Property frontage length \_\_\_\_\_ feet    Number of existing street trees \_\_\_\_\_

Are you applying for a new home?  Yes

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)

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.*

<i>Staff Only</i>			
Street Tree Required Prior to Occupancy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial _____

**14. 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

<i>Staff Only</i>			
Plat Restrictions Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required Initial _____

### 15. Grading (DS)

The placement or removal of fill on a property may require additional review and permits. Please refer to OCMC Chapter 14.48 for additional information.

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

*Staff Only*

Fill Approved?  Yes  No  Not Required Initial \_\_\_\_\_

### 16. 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.

Please refer to OCMC Chapter 13.12 for additional information.

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*

Approved?  Yes  No Initial \_\_\_\_\_

### 17. 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)

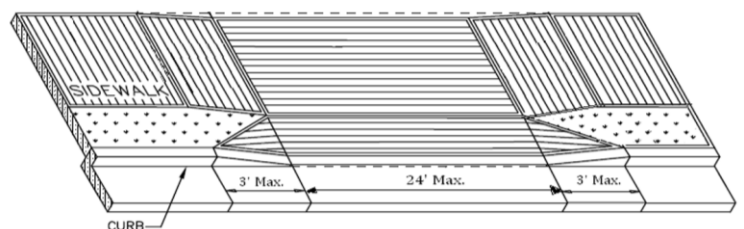
*Staff Only*

Number of Driveways Approved?  
 Yes  No  Not Required Initial \_\_\_\_\_

### 18. 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*

Driveway Width Approved?  
 Yes  No  Not Required Initial \_\_\_\_\_



### 19. 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 currently do not exist.

1. Square footage of the existing home (not including garage(s))..... \_\_\_\_\_

2. New square footage proposed (not including 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](http://www.orcity.org) and submit it to the Development Services Division.

Not Applicable (No addition proposed)

<i>Staff Only</i>			
Street Improvement Approved?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required	Initial _____

*Thank you for completing the application form. Please submit this form to the Planning and Building Divisions located at 695 Warner Parrott Road from 9:00am – 4:00pm Monday – Thursday with a Building Permit Application Checklist and all necessary documentation. For additional information, please contact Development Services (DS) at 503.496.1560 and Planning at 503.722.3789. Thank you*