



Planning & Development Services Review for Townhome 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 or incorrect, 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 17.16.030 to complete this form. **Development Services (DS) may be contacted at 503.496.1560 and Planning may be reached at 503.722.3789.**

"Townhouse" or "townhome" means a dwelling unit that is part of a row of two or more attached dwelling units, where each unit is located on an individual lot and shares at least one common wall with an adjacent dwelling unit. Please fill out a worksheet for each townhome unit.

Applicant: _____ File # _____

Site Address or Clackamas County Map and Tax Lot: _____

Project Name (If Applicable): _____

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

Application for: A new townhome unit An addition to an existing townhome unit

Type of Existing Dwelling: Single Family Detached Duplex Single Family Attached

No more than six consecutive townhouses that share a common wall are allowed.

○ Number of units attached in proposed building _____

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.

- | | | |
|---|--|---|
| <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 |

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

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.

Questions? Contact Development Services (DS) at 503-496-1560

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 _____

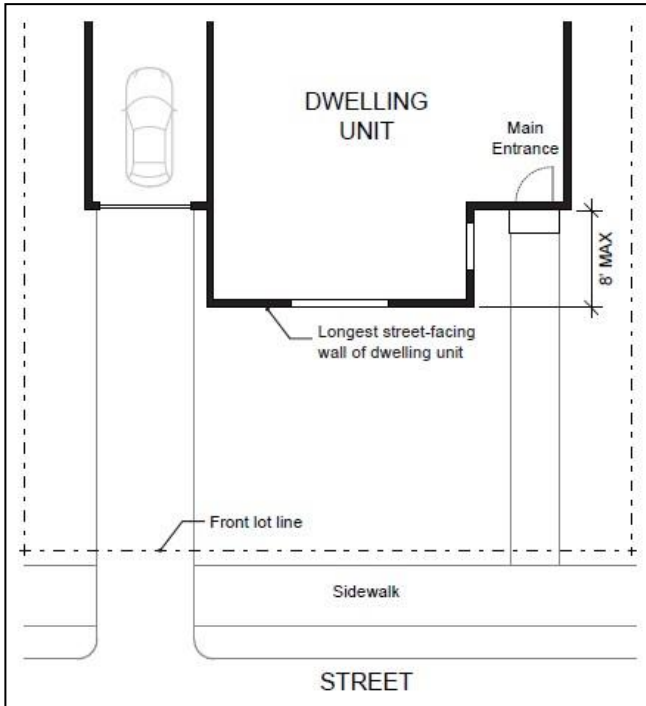
Entrances (P)

The main entrance of each townhouse must:

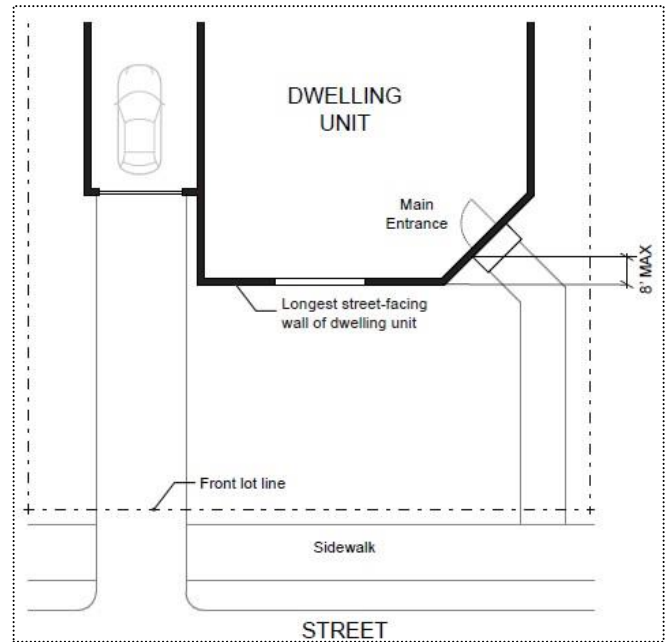
Be within eight feet of the longest street-facing wall of the dwelling unit, if the lot has public street frontage; and **(pick one)**

- 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

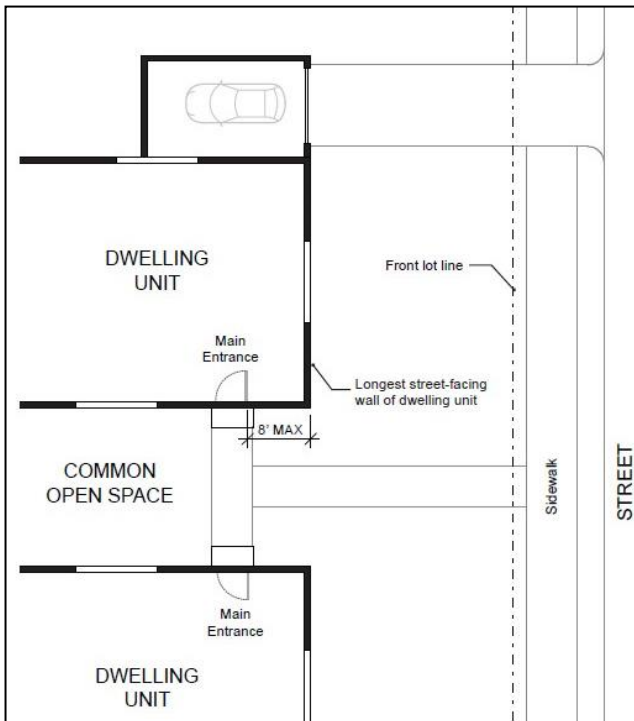
Main Entrance Facing the Street



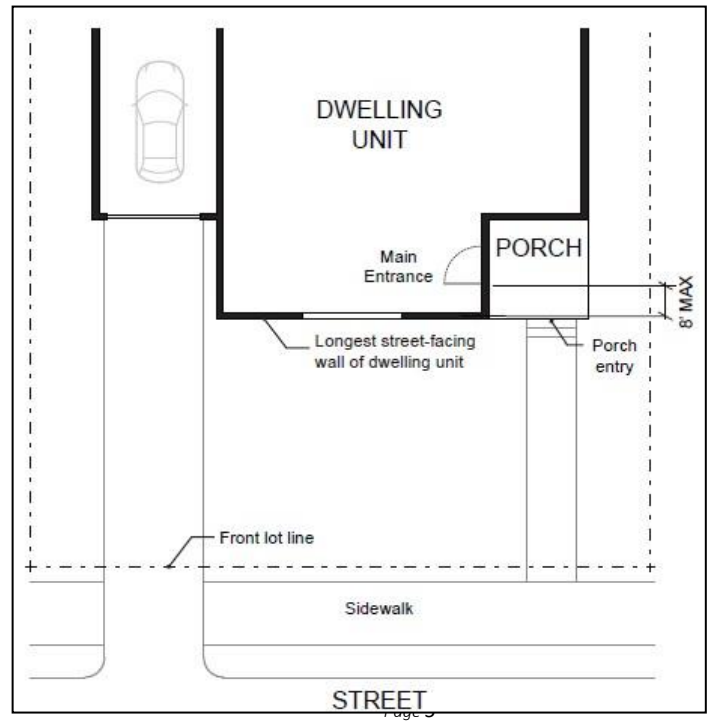
Main Entrance at Forty Five Degree Angle from the Street



Main Entrance Facing Common Open Space



Main Entrance Opening onto a Porch



Are these standards met? Yes No N/A

Staff Only

staff initial _____

Stormwater (DS)

Questions? Contact Development Services (DS) at 503-496-1560

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? Yes No N/A

Staff Only

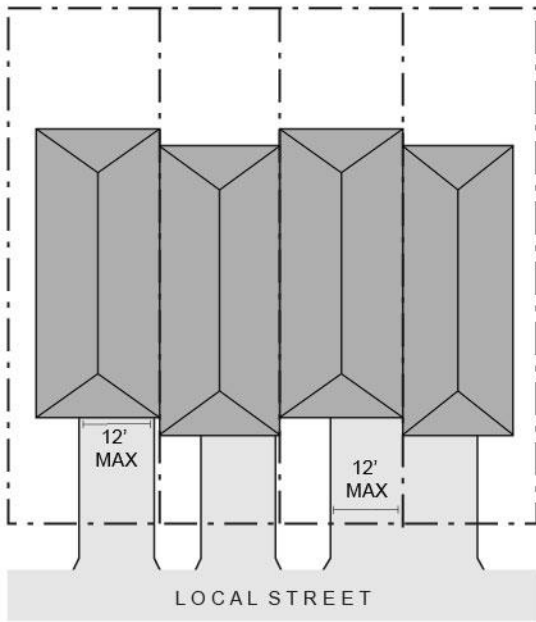
staff initial _____

Driveway Access and Parking

Townhouse driveway access and parking.

- A. Where townhouses have frontage on a public street, garages on the front façade of a townhome must meet the following standards
- ✓ Outdoor on-site parking and maneuvering areas shall not exceed twelve feet wide on any lot;
 - ✓ The garage width shall not exceed twelve feet.
 - ✓ Each townhouse lot shall have a street frontage on a local street.
 - ✓ For two abutting lots in the same townhouse project, driveways are encouraged to be paired and abut along the lot line to create one shared driveway approach, which may be between 20 to 24 feet in width, meeting all other standards of OCMC 16.12.035.

Townhouses with Parking in the Front Yard



Are these standards met? Yes No N/A

Staff Only

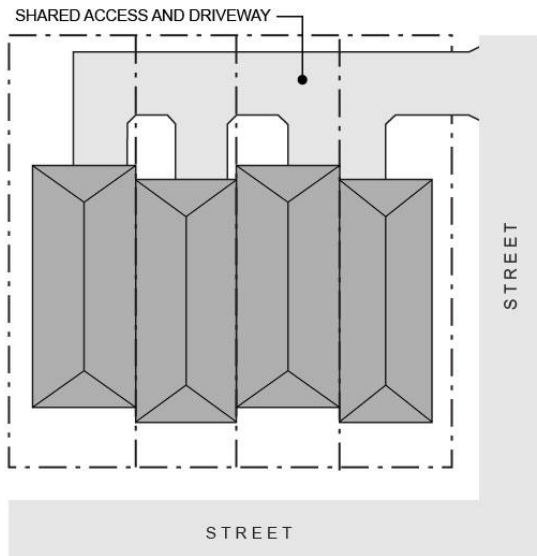
staff initial _____

Garages Not Located in The Front Yard

Garages not on the front façade and townhouses which do not include off-street parking in the front yard must meet the following standards.

- ✓ Off-street parking areas shall be accessed on the back façade or located in the rear yard. No off-street parking shall be allowed in the front yard or side yard.
- ✓ Development that includes a corner lot shall take access from a single driveway on the side of the corner lot. The city engineer may alter this requirement based on street classifications, access spacing, or other provisions.

Development with Corner Lot Access



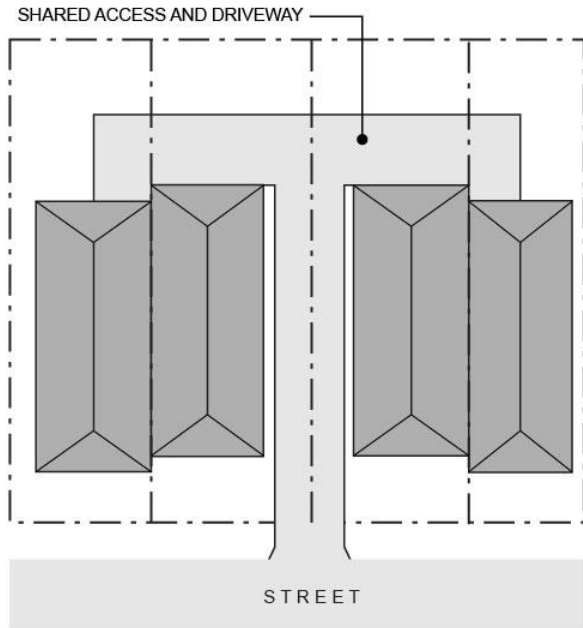
Are these standards met? Yes No N/A

Staff Only

staff initial _____

Development with Consolidated Access

Development that does not include a corner lot shall consolidate access for all lots into a single driveway. The access and driveway are not allowed in the area directly between the front façade and front lot line of any of the single-family attached dwellings.



- ✓ A development that includes consolidated access or shared driveways shall record access easements to allow normal vehicular access and emergency access.
- ✓ Developments served by an alley providing access to the rear yard are exempt from compliance with OCMC 17.16.040.A and 17.16.040.B.

Are these standards met? Yes No N/A

Staff Only

staff initial _____

Driveway Approach Width (DS)

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

Minimum: 10 feet

Maximum: 12 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: _____

Not Applicable (No driveway or access taken from alley)

Street Improvements (DS)

New townhome units 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)

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

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: _____

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

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, MUD District: 90% (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:..... _____

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

Home Design Elements

Please select a minimum of 6 elements for the front of the home.

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 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? Yes No N/A

Staff Only

staff initial _____

Street Trees (P)

A street tree is required for all new homes or additions 25% or more of the existing square footage of the home. If this permit is for a unit in a new land division, street trees are already provided.

Are you applying for a new Townhome Unit? Yes No

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.

Are these standards met? Yes No N/A

Staff Only

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 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): _____

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

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? Yes No N/A Staff Only staff initial _____

Thank you for completing the application form. Please submit this form with your building permit to permits@orcify.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.