



Type I Minor Site Plan & Design Review

Staff use only:

File #: _____ Reviewed by: _____ Date: _____

☐ Approved

☐ Approved with Conditions

☐ Denied

Notes: _____

Applicant Name: _____ Phone #: _____ Email: _____

Company: _____ CCB #: _____ Business License #: _____

Owner Name: _____ Phone #: _____ Email: _____

Owner Signature: _____ Date: _____

☐ I hereby acknowledge that what results from my project will be properly maintained. *(required for approval)*

Site Address: _____ Clackamas Co. Map/Tax Lot #: _____

Project Description: _____

Zoning: _____ Current Use of the Property: _____

Are you proposing a change in use of the property? ☐ Yes ☐ No

Review Items: *(check all that)*

- ☐ Exterior Building Façade Changes Complete **Addendum 1**
- ☐ Building Additions*..... Complete **Addendum 2**
- ☐ Parking Lot Changes* Complete **Addendum 3**
- ☐ Landscaping Changes Complete **Addendum 4**
- ☐ Tree Removal Complete **Addendum 4b**
- ☐ Outdoor Lighting Alterations..... Complete **Addendum 5**
- ☐ Pedestrian Circulation Changes Complete **Addendum 6**
- ☐ Fences, Hedges, Walls, Retaining Walls ... Complete **Addendum 7**
- ☐ Mechanical Equipment Installations..... Complete **Addendum 8**
- ☐ Refuse Enclosure Projects Complete **Addendum 9**
- ☐ Bicycle Parking Changes..... Complete **Addendum 10**
- ☐ Temporary Structures Complete **Addendum 11**
- ☐ Demolition Projects Complete **Addendum 12**
- ☐ Food Carts (Mobile Food Units)*..... Complete **Addendum 13**
- ☐ Outdoor Dining & Retail..... Complete **Addendum 14**

Addenda Required:

Other Review Items:

- ☐ Re-Roof Only ... Complete **Re-Roofing Addendum**
- ☐ Repair Work Only ... Complete **Repair Addendum**
- ☐ ADA Facility Installations, Upgrades, or Changes
- ☐ Shared Parking Agreements
- ☐ Phased Subdivision or Occupancy Plan for issuance of and early Certificate of Occupancy for when full development is not yet constructed*

**Item may require an Extended Review.*

An Extended Review or a review of 3 or more Addenda will incur additional fees.

Consult the [Planning Fee Schedule](#) for more information.

Consult the *Guide to Addenda* to determine what documents are required for submission of a complete application.



Applicable Overlay Zones

Please identify all overlay districts identified on your Property Zoning Report. The presence of an overlay district may require public review in a Type II Minor Site Plan and Design Review process.

- | | | |
|---|---|--|
| <input type="checkbox"/> Designated Historic Property | <input type="checkbox"/> Historic Overlay District | <input type="checkbox"/> Barlow Trail Corridor |
| <input type="checkbox"/> Willamette River Greenway Overlay District | <input type="checkbox"/> High Water Table | <input type="checkbox"/> Geologic Hazards Overlay District |
| <input type="checkbox"/> Flood Management Overlay District | <input type="checkbox"/> Natural Resources Overlay District | <input type="checkbox"/> Not Applicable |

Does this application relate to other Building or Planning permits or reviews? ☐ Not Applicable

Please list all Building Permits or Planning files associated with this property and project:

I have included the following items with my Type I Minor Site Plan & Design Review application:

Check all that apply.

- ☐ Site Plan (Required. See our webpage "[How To Draw a Site Plan](#)" for more information)
- ☐ Elevation drawings
- ☐ Vicinity Map
- ☐ Photos
- ☐ Required Addenda
- ☐ Other _____

Additional Questions:

- Does the location of the proposed development include any public easement? ☐ Yes ☐ No
Contact Public Works to attain any required permits. Public Works permit #: _____
- Does the proposal include any work within or projections over the right-of-way? ☐ Yes ☐ No
Contact Public Works to attain any required permits. Public Works permit #: _____
- Does the proposal include utility work or changes to stormwater facilities? ☐ Yes ☐ No
Contact Public Works to attain any required permits. Public Works permit #: _____

Public Works Development Services: 971-204-4601 or ocpublicworks@orc.org

Staff use only:

Is the project eligible for Type I Site Plan and Design Review? Yes No Initials _____

Notes: _____

Note: There may be more information required once your application has been reviewed.