



# Planning & Development Services Review for A New Duplexes

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 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 File Number: \_\_\_\_\_

- Application for:  A new duplex       A duplex addition of \_\_\_\_\_ square feet  
 A corner duplex       Conversion of an existing structure to a duplex

## 1. 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                                   |

<i>Staff Only</i>
Additional Review Required? <input type="checkbox"/> Yes <input type="checkbox"/> 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.

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### 3. 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

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

### 4. 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

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

### 5. 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

Staff Only			
Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial _____

### 6. 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: \_\_\_\_\_

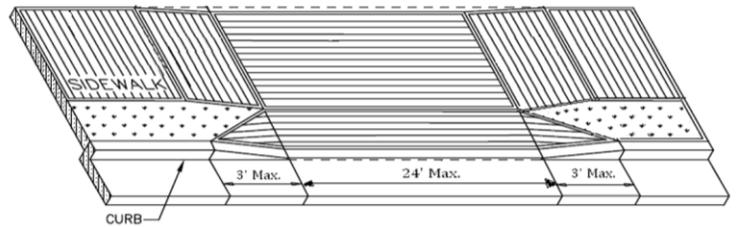
Not Applicable (No driveway or access taken from alley)

Staff Only			
Number of Driveways Approved?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required	Initial _____

## 7. 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?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required	Initial _____

## 8. Street Improvements (DS)

New duplexes 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](http://www.orcity.org) and submit it to the Development Services Division.

Not Applicable (No addition proposed)

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

## 9. Unit Configuration (P)

1. Do the two units share a common wall?  Yes  No

2. Please identify the proposed unit configuration.  Side-by-side  Stacked vertically

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

## 10. Main Entrance (P)

These standards are not applicable for duplexes located on a flag lot with a pole length of more than 100 feet.

The main entrance of at least one unit in a duplex must comply with one of the main entrance requirements below. For corner duplex, both units must comply with one of the main entrance requirements below.

Unit 1  Unit 2  Main entrance is located on a façade that faces the street

Main entrance opens to a covered porch on a street facing façade that is at least 60 SF with a minimum depth of 5 feet.

Staff Only			
Main Entrance Approved?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable	Initial _____

**11. 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 dimensional standards of your zoning designation in Title 17 of the Oregon City Municipal Code. Provide the associated building and site plans with all of the dimensions below.

Zoning Designation: \_\_\_\_\_

Building Height: \_\_\_\_\_

Number of Stories: \_\_\_\_\_

Minimum Garage Setback: \_\_\_\_\_

Minimum Front Setback: \_\_\_\_\_

Minimum Front Porch Setback: \_\_\_\_\_

Minimum Left Setback: \_\_\_\_\_

Minimum Right Setback: \_\_\_\_\_

Minimum Rear Setback: \_\_\_\_\_

Minimum Rear Porch Setback: \_\_\_\_\_

Maximum Projection into Setback: \_\_\_\_\_

*Staff Only*  
Building Height and Setback Approved?  Yes  No  Not Applicable Initial \_\_\_\_\_

**12. 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 and Historic Commercial District: 55% Maximum Lot Coverage

R-2 Dwelling District: 85% 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 \_\_\_\_\_

**13. Street Tree (P)**

A street tree is required for all new duplexes or additions 25% or more of the existing square footage of the home.

Are you applying for a duplex in a new subdivision 2004 or newer?  Yes  No

If yes, please continue to Section 13, Applicability of Residential Design Elements

1. Length of property frontage (portion of property which abuts a street) \_\_\_\_\_

2. Number of street trees required: Line 1 divided by 35 (round down) \_\_\_\_\_

3. Number of existing street trees along property frontage: \_\_\_\_\_

If the number in line 3 is less than the number in line 2, an additional street tree must be planted.

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*  
Street Tree Required Prior to Occupancy?  Yes  No Initial \_\_\_\_\_

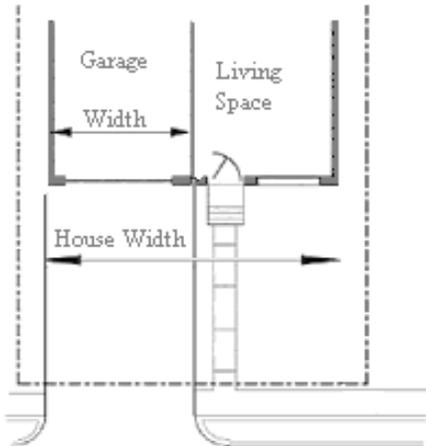
**14. Applicability of Residential Design Elements (P)**

- Are you building a new duplex (including conversion of an existing structure)?  Yes  No
- Are you building an addition to a duplex?  Yes  No
- Are you building a carport or garage?  Yes  No
- Are you expanding an existing carport or garage?  Yes  No

*If you have marked **no** on all of the above, please proceed to Section 18.*

*If you are building a duplex on a flag lot with a pole length greater than 100 feet, please proceed to Section 20.*

**15. Width of Garage on Front of Home (P)**



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

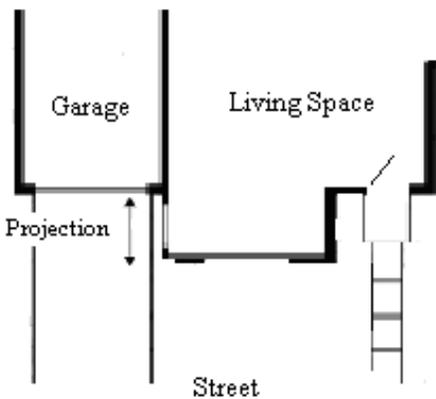
Not Applicable – The home is less than 24 feet wide, has a rear/side Loaded garage, has no attached garage.

*Staff Only*

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

**16. Projection of Garage from the Living Space of the Home (P)**

*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 \_\_\_\_\_

## 17. 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 duplex 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 page 6.
- The Garage is not on a street-facing side.**
  - The front of the home shall include 5 home design elements from the next page.
- The Duplex 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 Duplex (Measured at the Inside Walls of the Garage).**
  - 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 8 or 20).
- **The Garage is Less than 60% of the Width of the Front of the Home (Measured at the Inside Walls of the Garage).**
  - 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 8 or 20).
- The Garage is Side-Oriented to the Front Lot Line.**
  - 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.
- Not Applicable**

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

## 18. Additional Standards for Corner Duplexes (P)

Each street-facing side of a corner duplex shall comply with the option identified above.

Number of home design elements required for each unit in a corner duplex \_\_\_\_\_

- Not Applicable, not a corner duplex

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



## 20. On Site Trees For all New Homes (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. 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 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	<i>Pseudotsuga menziesii</i>
American Elm hybrids (disease resistant)	<i>Ulmus</i> spp.
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 _____

*Thank you for completing the application form. Please submit this form to the Planning and Building Divisions located at 698 Warner Parrott Road from 8:30am – 3:30pm Monday – Friday 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*