



Planning & Development Services Review for New Manufactured Home or Accessory Structure in Existing MH Park

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: 17.10 and 17.20 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: _____

Mt. Pleasant MH Park Clairmont MH Park Cherry Lane MH Park Space Number _____

Description of Work _____

1. Applicable Overlay Zones, Plans or Fees

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

Staff Only

Additional Review Required? Yes No Initial _____

2. 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? Yes No Not Required Initial _____

3. 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

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

4. 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

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

5. 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.

Minimum requirement:

- 15 feet to the outer boundary of the manufactured home park for manufactured home units.
- 5 feet to the outer boundary of the manufactured home park for accessory structures.
- 6 feet between manufactured home units (not required for accessory structures)

Home

Setback to Park Boundary: _____ Left Setback to Adjacent Space: _____

Right Setback to Adjacent Space: _____

Rear Setback to Adjacent Space: _____

Accessory Structure of Carport

Not Applicable, no new carports or accessory structures proposed

Setback to Park Boundary: _____ Left Setback to Adjacent Space: _____

Right Setback to Adjacent Space: _____

Rear Setback to Adjacent Space: _____

Is the proposed structure attached to the manufactured home unit? Yes No

<i>Staff Only</i>			
Building Setback Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

6. Height (P)

Structures may be no taller than 35 feet.

Height of Building Proposed: _____

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

7. Parking (P)

A minimum of one parking space shall be provided for each manufactured home within the park or adjacent to each unit.

Number of Parking Stalls Proposed: _____

Driveway Carport or Garage Reserved stall in shared parking lot

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

7. Additional Site Requirements

Does the proposal include removal of an existing landscaping area or common open space? Yes No

Does the proposal include reconfiguration of the private streets within the MH Park? Yes No

Does the proposal include creating new MH unit spaces? Yes No

Does the proposal include changes to the driveway from the public street into the MH Park? Yes No

If you answered yes to any of the additional site requirements questions above, please contact Planning staff at 503.722.3789 or in person at 698 Warner Parrott Road, Oregon City. The proposal may require additional Planning review.

<i>Staff Only</i>	
Additional Review Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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