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.

☐ 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

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)

Staff Only

Additional Review Required?  ☐ Yes ☐ No Initial ______

Updated August 1, 2019
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

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: ___________

<table>
<thead>
<tr>
<th>Standard</th>
<th>R-10</th>
<th>R-8</th>
<th>R-6</th>
<th>R-5</th>
<th>R-3.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum height</td>
<td>35 ft.</td>
<td>35 ft.</td>
<td>35 ft.</td>
<td>35 ft.</td>
<td>35 ft.</td>
</tr>
<tr>
<td>Minimum front yard setback</td>
<td>20 ft.</td>
<td>15 ft.</td>
<td>10 ft.</td>
<td>10 ft.</td>
<td>5 ft.</td>
</tr>
<tr>
<td>Minimum front porch setback</td>
<td>15 ft.</td>
<td>10 ft.</td>
<td>5 ft.</td>
<td>5 ft.</td>
<td>0 ft.</td>
</tr>
<tr>
<td>Minimum interior side yard setback</td>
<td>8 ft.</td>
<td>7 ft.</td>
<td>5 ft.</td>
<td>5 ft.</td>
<td>5 ft.</td>
</tr>
<tr>
<td>Minimum corner side yard setback</td>
<td>10 ft.</td>
<td>10 ft.</td>
<td>10 ft.</td>
<td>7 ft.</td>
<td>7 ft.</td>
</tr>
<tr>
<td>Minimum rear yard setback</td>
<td>20 ft.</td>
<td>20 ft.</td>
<td>20 ft.</td>
<td>20 ft.</td>
<td>20 ft.</td>
</tr>
<tr>
<td>Minimum rear porch setback</td>
<td>15 ft.</td>
<td>15 ft.</td>
<td>15 ft.</td>
<td>15 ft.</td>
<td>15 ft.</td>
</tr>
<tr>
<td>Minimum Garage setback</td>
<td>20 ft.</td>
<td>20 ft.</td>
<td>20 ft.</td>
<td>20 ft.</td>
<td>20 ft.</td>
</tr>
<tr>
<td>Minimum Garage setback (alley)</td>
<td>5 ft.</td>
<td>5 ft.</td>
<td>5 ft.</td>
<td>5 ft.</td>
<td>5 ft.</td>
</tr>
</tbody>
</table>

5. Lot Coverage (P)

Structures 200 square feet or greater (excluding decks, covered and uncovered porches and eve 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
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

![Diagram showing width of garage]

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.

![Diagram showing projection of garage]

□ 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_____

Updated August 1, 2019
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
## Home Design Elements

**Required Number of Elements on 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 ≥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, cladded 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.

[Staff Only]

Home Design Options Approved? □ Yes  □ No  □ Not Applicable  Initial ______

Not Applicable
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.

<table>
<thead>
<tr>
<th>Lot Size (square feet)</th>
<th>Inches of Tree Diameter Required to be Protected, Planted or Paid into Tree Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 4,999</td>
<td>4”</td>
</tr>
<tr>
<td>5,000 – 7,999</td>
<td>6”</td>
</tr>
<tr>
<td>8,000 – 9,999</td>
<td>8”</td>
</tr>
<tr>
<td>10,000 – 14,999</td>
<td>10”</td>
</tr>
<tr>
<td>15,000 +</td>
<td>12”</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oregon White Oak</td>
<td>Quercus garryana</td>
</tr>
<tr>
<td>Pacific willow</td>
<td>Salix lucida spp. lasiandra</td>
</tr>
<tr>
<td>Western red cedar</td>
<td>Thuja plicata</td>
</tr>
<tr>
<td>Western hemlock</td>
<td>Tsuga heterophylla</td>
</tr>
<tr>
<td>Northern Red Oak</td>
<td>Quercus rubra</td>
</tr>
<tr>
<td>Bur Oak</td>
<td>Quercus macrocarpa</td>
</tr>
<tr>
<td>Bigleaf Maple</td>
<td>Acer macrophyllum</td>
</tr>
<tr>
<td>Grand Fir</td>
<td>Abies grandis</td>
</tr>
<tr>
<td>Douglas Fir</td>
<td>Pseudotsuga menziesii</td>
</tr>
<tr>
<td>American Elm hybrids (disease resistant)</td>
<td>Ulmus spp.</td>
</tr>
<tr>
<td>Western yew</td>
<td>Taxus brevifolia</td>
</tr>
</tbody>
</table>

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

 Staff Only

On Site Trees Approved? ☐ Yes ☐ No ☐ 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 of 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.

Staff Only

Street Tree Required Prior to Occupancy? ☐ Yes ☐ 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

Staff Only

Plat Restrictions Approved? ☐ Yes ☐ No ☐ 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

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

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)

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.

<table>
<thead>
<tr>
<th>Number of Interior and Exterior Parking Spaces Onsite</th>
<th>Minimum Driveway Width at Sidewalk or Property Line</th>
<th>Maximum Driveway Width at Sidewalk or Property Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>10 feet</td>
<td>12 feet</td>
</tr>
<tr>
<td>Two</td>
<td>12 feet</td>
<td>24 feet</td>
</tr>
<tr>
<td>Three or More</td>
<td>18 feet</td>
<td>30 feet</td>
</tr>
</tbody>
</table>

*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)
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 (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)

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