



Planning & Development Services Review for Single-Family Attached (SFA) 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. "Single-family attached residential units" means two or more dwelling units attached side by side with some structural parts in common at a common property line and located on separate and individual lots. Single-family attached residential units are also known as townhouse, townhome or rowhouse.

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): _____

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

Application for: A new SFA Unit An addition to an existing structure to create a new SFA unit

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

Will existing structure(s) be demolished? Yes No

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.

- 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. 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

3. 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: _____

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

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

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

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

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

6. Driveway Access and Parking

6a. Street Facing Garage / Parking Dimensions (P)

Garages for SFA units shall not extend closer to the street than the furthest forward living space on the street facing façade. The total of all garages on the front façade, and the outdoor parking in front yard shall not exceed forty feet wide.

Please provide the dimensions of the parking and maneuvering areas:

_____ ft. X _____ ft. (Max. permitted = 40 ft. wide)

The combined width of all garages shall not exceed 50% of the lot frontage:

Lot Frontage (the width of the lot abutting the street): Line A _____ feet.

Width of Garages (measured between interior walls): Line B _____ feet.

Percentage (Line A ÷ Line B) x 100: _____ %

Outdoor parking and maneuvering areas and individual garages shall not exceed 12 feet on any lot.

Individual Garage Width: _____ ft.

Outdoor Parking and Maneuvering Area Width: _____ ft.

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

6b. Driveways (DS)

Each property may have up to two (2) 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)

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

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

6c. Rear Loaded Driveways and Garages (DS)

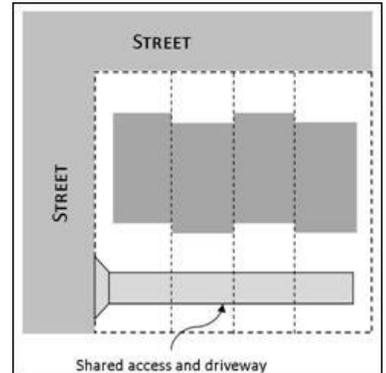
Corner Lots

Rear driveway access shall be provided via a single driveway on the side of the corner lot (see diagram). The City Engineer may alter this requirement based on street classifications, access spacing, or other provisions.

Is this a corner lot? Yes No

Not Applicable (Not a corner lot)

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



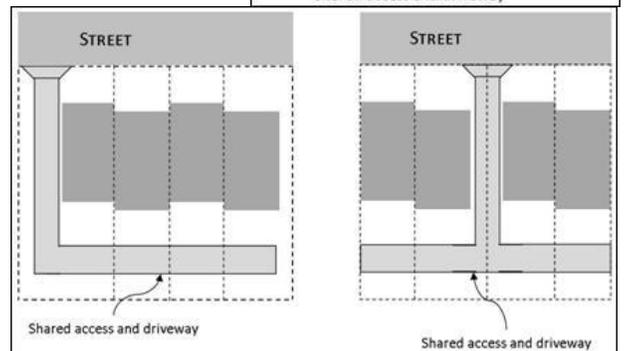
Interior Lots

Interior lots 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.

Does the driveway comply? Yes No

A development that includes consolidated access or shared driveways shall record access easements to allow normal vehicular access and emergency access.

Easement Recorded? Yes No



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

Note: developments that are serviced by alleys are exempt from section 6c.

6d. 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)

Staff Only
Driveway Width Approved?
 Yes No Not Required Initial _____

7. Street Improvements (DS)

New SFA 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)

Staff Only
Street Improvement Approved?
 Yes No Not Required Initial _____

8. 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: _____

Staff Only
Building Height and Setback Approved? Yes No Not Applicable Initial _____

9. 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: 70%

R-3.5 Dwelling District: 80%

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:..... _____

Not Applicable

Staff Only
Lot Coverage Approved? Yes No Not Applicable Initial _____

10. 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.

Not Applicable

Staff Only

Home Design Options Approved? Yes No Not Applicable Initial _____

11. 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 SFA Unit? Yes
If yes, is this part of a subdivision or partition from 2004 or newer? (no tree required) No (tree required)

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

12. Outdoor Space Requirements (P)

Each unit shall provide **at least 200 square feet of private outdoor living area** per OCMC 17.16.050.A including landscaping, porches, balconies or decks. This may be located in the front, rear or side yard and may be in more than one location. Please indicate the location, type and size of the outdoor space to be provided.

Outdoor Space Location 1

Location:
Front Side Rear
Size: _____ sq. ft. (min. 100 sq. ft.)
Type and Dimensions:
Landscaping _____ X _____ (min. 10 ft.)
Porches (min. 60 sq. ft., min. 5 ft. deep; or
 (min. 40 sq. ft. w/ railings,
min. 5 ft. deep / elevated min. 18")
Balconies (min. 48 sq. ft, min. depth 5 ft.)
Decks _____ X _____ (min. 10 ft.)
Patio _____ X _____ (min. 10 ft.)

Outdoor Space Location 2 (If applicable)

Location:
Front Side Rear
Size: _____ sq. ft. (min. 100 sq. ft.)
Type and Dimensions:
Landscaping _____ X _____ (min. 10 ft.)
Porches (min. 60 sq. ft., min. 5 ft. deep; or
 (min. 40 sq. ft. w/ railings,
min. 5 ft. deep / elevated min. 18")
Balconies (min. 48 sq. ft, min. depth 5 ft.)
Decks _____ X _____ (min. 10 ft.)
Patio _____ X _____ (min. 10 ft.)

Outdoor Space Location 3 (If applicable)

Location:
Front Side Rear
Size: _____ sq. ft. (min. 100 sq. ft.)
Type and Dimensions:
Landscaping _____ X _____ (min. 10 ft.)
Porches (min. 60 sq. ft., min. 5 ft. deep; or
 (min. 40 sq. ft. w/ railings,
min. 5 ft. deep / elevated min. 18")
Balconies (min. 48 sq. ft, min. depth 5 ft.)
Decks _____ X _____ (min. 10 ft.)
Patio _____ X _____ (min. 10 ft.)

Outdoor Space Location 4 (If applicable)

Location:
Front Side Rear
Size: _____ sq. ft. (min. 100 sq. ft.)
Type and Dimensions:
Landscaping _____ X _____ (min. 10 ft.)
Porches (min. 60 sq. ft., min. 5 ft. deep; or
 (min. 40 sq. ft. w/ railings,
min. 5 ft. deep / elevated min. 18")
Balconies (min. 48 sq. ft, min. depth 5 ft.)
Decks _____ X _____ (min. 10 ft.)
Patio _____ X _____ (min. 10 ft.)

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

13. 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</i> spp. <i>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</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

Standard	Zone				NC Existing Lot	NC New Lot
	R-5	R-3.5	R-2	MUC		
Min. lot size	2,500 sq. ft. / Unit	2,000 sq. ft. / Unit	6,000 sq. ft.	NA	NA	2,000 sq. ft. / Unit
Min. floor area ratio	NA	NA	NA	0.25	NA	NA
Min. net density	7.0 du/acre	10 du/acre	17.4 du / ac	17.4 du / ac	10 du/ac	10 du/acre
Max. net density	17.4 du/acre	21.8 du /acre	21.8 du / ac	NA	21.8 du/ac	21.8 du /acre
Max. height	35 ft.	35 ft.	35 ft.	60 ft.	40 ft.	40 ft.
Min. height.	NA	NA	NA	25 ft. / 2 stories	NA	NA
Max. lot coverage	70%	80%	85%	90% (incl parking lot)	NA	NA
Min. lot width	35 ft.	20 ft.	50 ft.	NA	NA	20 ft.
Min. lot depth	70 ft.	70 ft.	70 ft.	NA	NA	70 ft.
Min. front yard setback	10 ft.	5 ft.	5 ft.	NA	NA	5 ft.
	5 ft. - Porch	0 ft. - Porch	0 ft. – Porch	NA	NA	0 ft. - Porch
Max. front yard setback	NA	NA	20 ft.	5 ft.		NA
Min. interior side yard setback	5 ft.	5 ft.	5 ft.	NA, except 20' abutting residential*	NA, except 10' abutting residential*	5 ft.
Min. corner side yard setback	7 ft.	7 ft.	5 ft.	NA	NA	7 ft.
Min. rear yard setback	20 ft.	20 ft.	10 ft.	NA, except 20' abutting residential*	NA, except 10' abutting residential*	20 ft.
	15 ft. - porch	15 ft. - porch	5 ft. - porch	NA	NA	15 ft. - porch
Garage setback – ROW	20 ft.	20 ft. from ROW	20 ft. from ROW	NA	NA	20 ft. from ROW
Garage setback - Alley	5 ft. from alley	5 ft. from alley	5 ft. from alley	NA		5 ft. from alley
Min. required landscaping (including landscaping within a parking lot)	NA	NA	15%	10%	15%	15%

**plus one foot additional setback for every one foot of building height over thirty-five feet.*