



Natural Resource Overlay Review Application Checklist

1. ___ **A Completed Application Form with All Property Owner Signatures** (P)
2. ___ **Narrative** (P)
A complete and detailed narrative description of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference.
3. ___ **Site Plan Drawings** (P)
 - A. For the entire subject property (NROD and non-NROD areas):
 1. The NROD district boundary. This may be scaled in relation to property lines from the NROD Map;
 2. 100 year floodplain and floodway boundary (if determined by FEMA);
 3. Creeks and other waterbodies;
 4. Any wetlands, with the boundary of the wetland that will be adjacent to the proposed development determined in a wetlands delineation report prepared by a professional wetland specialist and following the Oregon Division of State Lands wetlands delineation procedures;
 5. Topography shown by contour lines of 2 or 1 foot intervals for slopes less than 15% and by 10 foot intervals for slopes 15% or greater;
 6. Existing improvements such as structures, utility lines, fences, driveways, parking areas, etc.
 7. Extent of the required Vegetated Corridor required by [Table 17.49.110](#).
 - B. Within the NROD area of the subject property:
 1. The distribution outline of shrubs and ground covers, with a list of most abundant species;
 2. Trees 6 inches or greater in diameter, identified by species. When trees are located in clusters they may be described by the approximate number of trees, the diameter range, and a listing of dominant species;
 3. An outline of the disturbance area that identifies the vegetation that will be removed. All trees to be removed with a diameter of 6 inches or greater shall be specifically identified as to number, trunk diameters and species;
 4. If grading will occur within the NROD, a grading plan showing the proposed alteration of the ground at 2 foot vertical contours in areas of slopes less than 15% and at 5 foot vertical contours of slopes 15% or greater.
4. ___ **Construction Management Plan** (P)
A construction management plan including:
 1. Location of site access and egress that construction equipment will use;
 2. Equipment and material staging and stockpile areas;
 3. Erosion control measures that conform to City of Oregon City erosion control standards;
 4. Measures to protect trees and other vegetation located outside the disturbance area.
5. ___ **Mitigation Site Plan** (P)
A mitigation site plan demonstrating compliance with Section 17.49.180 or 17.49.190, including:
 1. Dams, weirs or other in-water features;
 2. Distribution, species composition, and percent cover of ground covers to be planted or seeded;
 3. Distribution, species composition, size, and spacing of shrubs to be planted;
 4. Location, species and size of each tree to be planted;

5. Stormwater management features, such as retention, infiltration, detention, discharges and outfalls;
6. Water bodies or wetlands to be created, including depth;
7. Water sources to be used for irrigation of plantings or for a water source for a proposed wetland.

6. ___ **Mitigation Plan Report** (P)

A mitigation plan report that accompanies the above mitigation site plan is also required. The report shall be prepared by an environmental professional with experience and academic credentials in one or more natural resource areas such as ecology, wildlife biology, botany, hydrology or forestry. The mitigation plan report shall, at a minimum, discuss:

1. Written responses to each applicable Mitigation Standard 17.49.180 or 17.49.190 indicating how the proposed development complies with the mitigation standards;
2. The resources and functional values to be restored, created, or enhanced;
3. Documentation of coordination with appropriate local, regional, state and federal regulatory/resource agencies such as the Oregon Department of State Lands (DSL) and the United States Army Corps of Engineers (USACE);
4. Construction timetables;
5. Monitoring and Maintenance practices pursuant to Section 17.49.230 (F) and a contingency plan for undertaking remedial actions that might be needed to correct unsuccessful mitigation actions during the first 5 years of the mitigation area establishment.

7. ___ **Recommended: Neighborhood Association Meeting** (P)

- A sign-in sheet of meeting attendees
- A summary of issues discussed
- A letter from the neighborhood association or CIC indicating that a neighborhood meeting was held.
- If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign in sheet of attendees and a summary of issues discussed.

8. ___ **Pre-Application Conference Notes from Planning and Development Services Divisions** (P)

9. ___ **Additional Information or Reports** (P)

If Required in Pre-Application Conference.

10. ___ **A Current Preliminary Title Report or Trio for the Subject Property(ies)** (P)

11. ___ **Mailing Labels for Owners within 300 Feet of the Subject Site or Fee for City-Provided Labels** (P)

The names and addresses of property owners within 300 feet of the site from a title company.

12. ___ **Documentation indicating there are no liens favoring the City for the subject site** (P)

13. ___ **A receipt from the County Assessor's Office indicating that all taxes for the parcels involved are paid in full for the preceding tax year**(P)

14. ___ **Electronic Version of All Application Materials** (P)

15. ___ **All Required Application Fees** (P)

(P) = Contact the Planning Division at (503) 722.3789 with any questions regarding this item.

(DS) = Contact the Development Services Division at (503) 657.0891 with any questions regarding this item.

Incomplete applications will not be processed.