



**Building Height and Setbacks**

*Building additions must be in compliance with height and setback standards of the underlying zoning district.*

Identify the building height and setbacks (distance between proposed addition and property lines) of the proposed addition. All setback distances must be identified on an associated site plan drawn to scale.

Zoning District: \_\_\_\_\_

Closest Front Setback: \_\_\_\_\_

Furthest Front Setback: \_\_\_\_\_

Closest Right Setback: \_\_\_\_\_

Addition Height: \_\_\_\_\_

Closest Left Setback: \_\_\_\_\_

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

Closest Rear Setback: \_\_\_\_\_

**Traffic Sight Obstructions**

Does the proposed development comply with the traffic sight restrictions and clear vision area identified in Chapter 10.32 of the Oregon City Municipal Code?  Yes  No

*Questions? Contact Public Works – Development Services Division (503) 496-1560*

**Outdoor Storage**

Outdoor stage (not including parking) is prohibited in most zoning designations. Is outdoor storage proposed?

Yes  No

**2.2 Institutional, office, multi-family, retail, and commercial buildings**

Does the proposal include changes to an institutional, office, multi-family, retail, or commercial building?

If so, please complete this section. If not, please proceed to the next section.  Yes  No

**Siting of Structures**

a. How much street frontage does the site have? \_\_\_\_\_ ft.

b. If the answer in (a) is less than 40 feet, skip to section (B).

c. If the answer in (a) is 100 feet or more;

60% of the site frontage shall be occupied by buildings placed within five feet of the property line.

Street Frontage \_\_\_\_\_ ft. X 0.6 = \_\_\_\_\_ %

d. If the answer in (a) is more than 40 feet but less than 100 feet;

50% of the site frontage shall be occupied by buildings placed within five feet of the property line.

Street Frontage \_\_\_\_\_ ft. X 0.5 = \_\_\_\_\_ %

e. A larger front yard setback may be approved through site plan and design review if the setback area incorporates at least one element from the following list for every five feet of increased setback requested.

f. Amount of Setback Requested: \_\_\_\_\_ ft.

g. Number of elements required: \_\_\_\_\_.

Tables, benches or other approved seating area.

Cobbled, patterned or paved stone or enhanced concrete.

Pedestrian scale lighting.

Sculpture/public art.

Fountains/Water feature.

- At least twenty square feet of landscaping or planter boxes for each tenant facade fronting on the activity area.
  - Outdoor café.
  - Enhanced landscaping or additional landscaping.
  - Other elements, as approved by the Community Development Director, that can meet the intent of this section.
- Other elements: \_\_\_\_\_

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

**Building Orientation**

- Does the frontmost architecturally significant façade face toward the street? Yes  No
- Does the building have a functional primary entrance which faces toward the street? Yes  No
- Is the primary building entrance recessed or framed by a sheltering element such as one of the following?
- Arcade Yes  No
- Portico Yes  No
- The entrance is recessed Yes  No
- Not Applicable**

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

**6c. Entryways**

**Entryways**

*Entrances shall include a doorway and a minimum of four (4) of the following elements:*

- Display windows
- Recesses or projections
- Peaked roof or raised parapet over the door;
- Canopy of at least five feet in depth;
- Porch
- Distinct materials
- Architectural details such as tile work and moldings
- Pedestrian amenities such as benches, planters and planter boxes
- Landscape treatments integrating arbors, low walls, trellis work, or similar materials

*Trellises, canopies and fabric awnings may project up to five feet into front setbacks and public rights-of-way, provided that the base is not less than eight feet at the lowest point and no higher than ten feet above the sidewalk.*

**Not Applicable**

- Projections are proposed into front setbacks
- Projections are proposed into the public right-of-way
- Minimum Clearance \_\_\_\_\_ ft. Maximum Height above sidewalk \_\_\_\_\_ ft.

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

**Floor Area Ratio**

Minimum floor area ratios must be in compliance with FAR standards of the underlying zoning district including: MUC-2: 0.25 FAR, MUE: 0.25 FAR, MUD (within Downtown Design District): 0.50 FAR and MUD (outside of Downtown Design District): 0.30 FAR.

Lot Size: \_\_\_\_\_ Floor Area Ratio: \_\_\_\_\_

Sq. Ft. of Existing Building: \_\_\_\_\_ Sq. Ft. of Proposed Addition: \_\_\_\_\_

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

**Windows**

Additions, relocation, or removal of windows and/or must be in compliance with Oregon City Municipal Code Section 17.62.055.J.

**Does the proposal include changes to windows or doors?**  Yes  No  
**If so, please complete this section. If not, please proceed to the next section.**

Are any windows or doors being added?  Yes  No

Are any windows or doors being removed?  Yes  No

Are any windows or doors being relocated?  Yes  No

Please describe the proposed window and/or door modifications in detail:

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*Transparent windows or doors facing the street are required. Windows are measured in lineal fashion, and must be located between 3.5 feet and 6 feet from the ground. For example, a one-hundred foot long building elevation would be required to have at least sixty feet (60% of 100 feet) of windows in length located between the height of 3.5 feet and 6 feet from the ground.*

	Ground Floor: Front and Street Facing Facades	Upper floor(s): Front and Street Facing Facades	Ground Floor: Side Facades	Upper Floor(s): Side(s) Facades
Non-Multi-Family (or portions of buildings thereof)	60%	10%	30%	10%
Multi-Family (or Portions of Buildings Thereof)	15%	15%	10%	10%

**Proposed Transparency**

	Front Façade	Right Side Façade	Left Side Façade	Rear Façade
Length of Wall being Modified				

Lineal Length of Windows, Glass Doors, or Openings in the Building Wall at Pedestrian Level				
Percent Transparency				

Are any false windows and door openings proposed?  Yes  No

If yes, false windows located within 20 feet of a right-of-way shall be utilized as display windows with a minimum display depth of 36 inches. Does the proposal comply?  Yes  No

Please Explain: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Multi-Family Only:**

Proposed width of window trim? \_\_\_\_\_

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

**Additional Standards for Corner Lots for Office/Retail/Commercial/Institutional Uses**

Not Applicable, the proposed project does not include modifications to a building located on a corner.

Is the primary building entrance located within 25 feet of the corner of the lot?  Yes  No

One of the following treatments is required for main entrances of buildings on corner lots. Mark all that apply.

- Prominent architectural elements, such as increased building height of massing, cupola turrets, or pitched roof, at the corner of the building, or within twenty-five feet of the corner of the building.
- Chamfer the corner of the building (i.e. cut the corner at a forty-five-degree angle and a minimum of ten feet from the corner) and incorporate extended weather protection (arcade or awning), special paving materials, street furnishings, or plantings in the chamfered area.

Please Explain: \_\_\_\_\_

*If the proposed project includes modifications to the primary entrance of a building located on a transit street, please complete the Additional Standards along Transit Streets section.*

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

**Additional Standards along Transit Streets**

Not Applicable, the proposed project does not include modifications to a building located on a transit street.

Is the primary building entrance oriented towards the transit street?  Yes  No

Does the site have frontage on more than one transit street?  Yes  No

If the site has frontage on more than one transit street, is a main entrance provided on each street or on the corner where the two streets intersect?  Yes  No

Is the building façade that faces the transit street more than 300 feet in length?  Yes  No

Length of building façade facing the transit street \_\_\_\_\_

Are two or more transit-oriented entrances provided?  Yes  No

Is the building entrance facing the transit street well lighted and visible from the transit street?  Yes  No

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

### 2.3 General Industrial Zone Requirements

*Additions to buildings must demonstrate compliance with building materials, pedestrian circulation and parking standards. **Addendum 1: Exterior Façade Changes, Addendum 3: Parking Lots, and Addendum 6: Pedestrian Circulation** must be completed.*

Does the proposal include changes to an industrial use in the GI zone?  Yes  No

**If yes, please complete this section. If not, please proceed to the next section.**

If the site abuts or faces a residential or commercial use, a yard of at least twenty-five feet is required on the side abutting or facing the adjacent residential/commercial uses in order to provide a buffer area.

Abutting Uses

North \_\_\_\_\_ South \_\_\_\_\_

East \_\_\_\_\_ West \_\_\_\_\_

Is a buffer of at least twenty-five feet provided on the side abutting/facing a residential or commercial use?

Yes  No  N/A

Outdoor storage within building or yard space other than required setbacks and such occupied yard space shall be enclosed by a sight-obscuring wall or fence of sturdy construction and uniform color or an evergreen hedge not less than 6' in height located outside the required yard. Is outdoor storage proposed?

Yes  No

Please Explain: \_\_\_\_\_

**Not Applicable**

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

## 2.4 Multi-Family Open Space

Does the proposal include changes to the open space for a multi-family use?  
If so, please complete this section. If not, the packet is complete.

Yes  No

- In residential zones, each development shall provide a minimum of one hundred square feet of open space per dwelling unit.
- In non-residential, commercial and mixed-use zones, each development shall provide a minimum of fifty square feet of open space per dwelling unit.
- Required setback areas shall not count toward the open space requirement unless setback areas are incorporated into spaces that meet all other requirements of this section.
- Required open space areas may be counted towards both the open space requirements and the minimum landscaping requirements in OCMC 17.62.050.A, if the spaces meet the requirements of both sections.
- Not Applicable**

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

### Useable Open Space

- Common open spaces shall be accessible to all residents of the development and include landscaped courtyards, decks, gardens with pathways, children's play areas, common rooftop decks and terraces, and other multipurpose recreational or green spaces. Common open spaces may be used to meet one hundred percent of the usable open space requirement.
- Minimum dimensions for common open space shall be twelve feet with a minimum size of two hundred square feet for developments with twenty units or less, and twenty feet with a minimum size of four hundred square feet for developments with twenty-one or more units.
- How many units are proposed? \_\_\_\_\_
- What is the smallest dimension of the common open space? \_\_\_\_\_ feet.
- What is the size (total amount) of the common open space? \_\_\_\_\_ square feet.

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

Common open space shall feature a mix of natural and recreational amenities to make the area more functional and enjoyable for a range of users. Sites with twenty units or less shall provide a minimum of two of the following amenities, and sites with twenty-one units or more shall provide a minimum of three of the following amenities and an additional amenity for every twenty units over forty, rounded up.

- Landscaping areas.
- Community gardening areas.

- Large trees expected to reach over eighteen inches dbh at maturity.
- Seating.
- Pedestrian-scaled lighting.
- Hard-surfaced pedestrian paths in addition to those required for internal pedestrian circulation.
- Paved courtyard or plaza.
- Gazebos or other decorative shelters.
- Play structures for children.
- Sports courts.
- An alternative amenity as approved by the Community Development Director.

Alternative proposed \_\_\_\_\_

Total Number of Amenities proposed \_\_\_\_\_

**Not Applicable**

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

- Common open space shall be separated from ground level windows, streets, service areas and parking lots with landscaping, low-level fencing, and/or other treatments as approved by the City that enhance safety and privacy for both the common open space and dwelling units.

Type of Separation Proposed \_\_\_\_\_

Is the area of separation indicated on the site plan?  Yes  No

- Common open space shall be accessible from the dwelling units and, as appropriate, from public streets and sidewalks. The space shall be oriented to encourage activity from local residents.
  - Is the common open space accessible from the dwelling units?  Yes  No
  - Is the common open space accessible from the public street?  Yes  No
  - Is the common open space oriented to encourage activity from local residents?  Yes  No

**Not Applicable**

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

**Private Open Space**

*Private open space that is not open to all residents includes balconies, patios, and other outdoor multi-purpose recreational or green spaces. It may be used to meet up to fifty percent of the usable open space requirement.*

- Is private open space proposed for each unit?  Yes  No
- If yes, are you counting the amount of private open space toward the common open space requirement  Yes  No
- Total amount of common open space required \_\_\_\_\_ sq. ft.
- Total amount of private open space proposed \_\_\_\_\_ sq. ft.

*Minimum dimensions for private open space shall be five feet with a minimum size of forty square feet.*

- What is the smallest dimension of the private open space? \_\_\_\_\_ feet.
- What is the size (total amount) of the private open space? \_\_\_\_\_ square feet.

*Indoor recreational space may be used to meet up to twenty-five percent of the usable open space requirement provided the space is:*

- Accessible to all dwelling units.
- Designed for and includes equipment for a recreational use (e.g., exercise, group functions, etc.).

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