

Applicable Addendums

In addition to this form, the following addendums may be required. If you answer yes to a questions below, please fill out the corresponding addendum.

Addendum 1: Façade Changes is required for:

- Replacement of exterior building materials
- Additions of up to 200 SF to office/retail/commercial/multi-family buildings
- Additions of up to 1,000 SF to industrial buildings
- Modifications to awnings or projections
- Modifications to windows or doors
- Modifications to parapets or rooflines
- Modifications to building entrances

Addendum 2: Building Additions is required for:

- Additions of up to 200 SF to office/retail/commercial/multi-family buildings
- Additions of up to 1,000 SF to industrial buildings
- Accessory structures up to 200 SF in size on office/retail/commercial/multi-family properties
- Accessory structures of up to 1,000 SF on industrial properties

Addendum 3: Parking Lots is required for:

- Changes to parking lot layout or circulation
- Repaving of previously approved parking lots with no changes to striping
- Removal or relocation of parking stalls
- Shared parking agreements

Addendum 4: Landscaping is required for:

- Changes to existing landscaping
- New landscaping

Addendum 4b: Tree Removal is required for:

- On-site tree removal only with no other landscaping changes

If other landscaping changes are proposed in addition to the tree removal, please complete Addendum 4: Landscaping

Addendum 5: Outdoor Lighting is required for:

- Changes to on-site outdoor lighting
- New outdoor lighting

This addendum is not required for changes to interior lighting or street lighting.

Addendum 6: Pedestrian Circulation is required for:

- Changes to on-site pedestrian paths and walkways
- New on-site pedestrian paths and walkways
- Removal of on-site pedestrian paths and walkways

Addendum 7: Fences, Walls, Retaining Walls, and Hedges is required for:

- Modifications to existing fences, walls, retaining walls and hedges
- New fences, walls, retaining walls and hedges

Addendum 8: Mechanical Units is required for:

- New rooftop, ground-mounted, or wall-mounted exterior mechanical units
- Replacement of rooftop, ground-mounted, or wall-mounted exterior mechanical units

Addendum 9: Refuse and Recycling Enclosures is required for:

- New refuse and recycling enclosures
- Modifications to existing refuse and recycling enclosures

Addendum 10: Bicycle Parking is required for:

- Changes to existing bicycle parking
- Removal of bicycle parking
- New bicycle parking

Addendum 11: Temporary Structures is required for:

- Temporary structures onsite for no more than 30 days, excluding mobile vendors

Addendum 12: Demolition is required for:

- Demolition of a structure or portion of a structure

Addendum 13: Transitory Food Carts is required for:

- Food carts to be located on private property for less than 5 hours in a 24-hour period

Submittal Checklist

Minimum Submittal Requirements for all Applications

- Type I Site Plan and Design Review application and all applicable addendums
- A narrative describing the proposed development
- A scaled site plan showing existing conditions and the proposed development
- Pictures of existing conditions
- Previous land use reviews and associated conditions of approval
- Electronic copy of all application materials
- Application fees
- Additional submittal requirements identified below

Additional Submittal Requirements for Additions

- Materials board or images of proposed building materials
- A scaled site plan showing:
 - Existing and proposed property boundaries and dimensions
 - Existing and proposed property elevations (if there is more than a 4-ft. elevation differential, plan must also show 2-ft. intervals)
 - Existing and proposed locations of easements.
 - Existing and proposed utility locations
 - Existing and proposed surface drainage
- Building elevations and floor plans
- A title report or trio
- A completed land use application form

Additional Submittal Requirements for Landscaping Changes

- A landscaping plan prepared by a landscape architect
- A letter from a certified arborist for tree removal of a hazardous tree for reduced replanting

Additional Submittal Requirements for Refuse and Recycling Enclosures

- Plans showing building materials used and height of the enclosure(s)

Additional Submittal Requirements for Lighting Changes

- Exterior lighting plan showing type, height, and area of illumination or a letter from an engineer or other qualified lighting professional indicating that illumination levels are met

Additional Submittal Requirements for Shared Parking Agreements

- A copy of recorded deed, lease, contract, or other similar document authorizing the shared parking
- Documentaiton identifying the location of the properties associated with the parking agreement

Additional Submittal Requirements for Parking Lot Repaving

- An aerial photograph identifying the location of the existing parking lot striping
- A site plan that includes dimensions of all existing and proposed drive aisles and stalls

Additional Submittal Requirements for Transitory Food Carts

- Copies of Clackamas County Helath Department Permits
- Parking calculations for the principal use of the site if located in a parking lot

Please note that in addition to Site Plan and Design Review, building permits must be obtained for any work on a commercial or multi-family strucutre. For more information on building permit requirements, please contact the Building Division at 503-722-3789.