



Planning and Zoning
Department of Transportation and Development
Development Services Building
150 Beavercreek Road | Oregon City, OR 97045
503-742-4500 | zoninginfo@clackamas.us
www.clackamas.us/planning

STAFF USE ONLY

Land use application for:

RECREATIONAL VEHICLE AS SECOND DWELLING

Application Fee: \$460

Staff Initials:

File Number:

APPLICANT INFORMATION

Applicant name:	Applicant email:	Applicant phone:	
Applicant mailing address:	City:	State:	ZIP:
Contact person name (if other than applicant):	Contact person email:	Contact person phone:	
Contact person mailing address:	City:	State:	ZIP:

PROPOSAL

Brief description of proposal:

SITE INFORMATION

Site address:	Comprehensive Plan designation:	Zoning district:
Map and tax lot #: Township: _____ Range: _____ Section: _____ Tax Lot: _____ Township: _____ Range: _____ Section: _____ Tax Lot: _____ Township: _____ Range: _____ Section: _____ Tax Lot: _____		Land area:
Adjacent properties under same ownership: Township: _____ Range: _____ Section: _____ Tax Lot: _____ Township: _____ Range: _____ Section: _____ Tax Lot: _____		

Printed names of all property owners:	Signatures of all property owners:	Date(s):
<i>I hereby certify that the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.</i>		
Applicant signature:		Date:

A. Review applicable land use rules:

This application is subject to the provisions of Section 847, *Recreational Vehicles as Second Dwellings* of the [Clackamas County Zoning and Development Ordinance](#) (ZDO).

It is also subject to the ZDO's definitions, procedures, and other general provisions, as well as to the specific rules of the subject property's zoning district and applicable development standards, as outlined in the ZDO.

B. Turn in all of the following:

- ☐ **Complete application form:** Respond to all the questions and requests in this application, and make sure all owners of the subject property sign the first page of this application. Applications without the signatures of *all* property owners are incomplete.
- ☐ **Application fee:** The cost of this application is **\$460**. Payment can be made by cash, by check payable to "Clackamas County", or by credit/debit card with an additional card processing fee using the [Credit Card Authorization Form](#) available from the Planning and Zoning website. Payment is due when the application is submitted. Refer to the FAQs at the end of this form and to the adopted [Fee Schedule](#) for refund policies.
- ☐ **Site plan:** Provide a site plan (also called a plot plan). A [Site Plan Sample](#) is available from the Planning and Zoning website. The site plan must be accurate and drawn to-scale on paper measuring no larger than 11 inches x 17 inches. The site plan must illustrate all of the following (when applicable):
 - Lot lines, lot/parcel numbers, and acreage/square footage of lots;
 - Contiguous properties under the same ownership;
 - All existing and proposed structures, recreational vehicle sites, fences, roads, driveways, parking areas, and easements, each with identifying labels and dimensions, as well as property lines and easements;
 - Distances between the proposed recreational vehicle to be used as a second dwelling and all existing development, driveways, easements, and property lines;
 - Significant natural features (rivers, streams, wetlands, slopes of 20% or greater, geologic hazards, mature trees or forested areas, drainage areas, etc.); and
 - Location of utilities, wells, and all onsite wastewater treatment facilities (e.g., septic tanks, septic drainfield areas, replacement drainfield areas, drywells).
- ☐ **Proof of residence:** Provide evidence that the existing dwelling is the primary residence of one or more of the property owners. Primary residence means a dwelling in which an owner resides for at least six months in each calendar year. Evidence provided may include a valid driver's license or identification card issued by the state of Oregon; voter registration card; or other similar documents.
- ☐ **Title:** Attach a copy of the recreational vehicle's title with the Department of Transportation.
- ☐ **Evidence of sink and toilet in the RV:** Provide photos or other evidence demonstrating that the recreational vehicle contains a sink and toilet.

C. Answer the following questions:

1. List all dwellings that exist currently on the subject property and identify the type of dwelling (permanent, temporary, accessory, or guest house).
2. Is any dwelling or portion of a dwelling on the subject property rented for residential tenancy or used as a short-term rental?
 - ☐ Yes
Please explain:
 - ☐ No
3. Identify the recreational vehicle type proposed for use as a second dwelling (e.g. park trailer, travel trailer, pickup camper) and its total square footage in the full set-up mode:
4. The proposed recreational vehicle is owned by:
 - ☐ Property owner
 - ☐ Tenant
 - ☐ Other: _____
5. Describe how each of the following services will be provided to the recreational vehicle:
 - a. Sewage disposal:
 - b. Water supply:
 - c. Electrical supply:
 - d. Stormwater drainage:

FAQs

When is a Recreational Vehicle as Second Dwelling permit required?

The Zoning and Development Ordinance (ZDO) allows the use of a recreational vehicle as a second dwelling in certain residential zones, accessory to a primary single-family dwelling. This type of use requires a Recreational Vehicle as a Second Dwelling land use permit.

What is the permit application process?

Recreational Vehicle as a Second Dwelling permits are subject to a “Type I” land use application process, as provided for in [Section 1307](#) of the ZDO. Public notice of Type I applications and decisions is not provided. A written decision on a Type I application is made by Planning and Zoning staff, and there is no County-level process to appeal that decision. If the application is approved, the applicant must comply with any conditions of approval identified in the decision.

What is needed for the County to approve a land use permit?

An RV as a second dwelling *may* be permitted after an evaluation by the County of applicable standards of the ZDO. The applicant is responsible for providing evidence that their proposal does or can meet those standards. In order to address the standards, the information requested in this application should be as thorough and complete as possible. A permit will only be approved or denied after a complete application is received and reviewed. The County approves an application only if it finds that the proposal meets the standards or can meet the standards with conditions.

If approved, how long would the permit be valid?

The approval is valid for a period of four years from the date of the final decision. This means that all County development permits must be obtained within the four-year period, or the land use approval will expire.

How long will it take the County to make a decision about an application?

The County makes every effort to issue a decision on a Type I land use application for an RV as a Second Dwelling within 6 weeks of the date we deem the application to be complete.

If an application is submitted and then withdrawn, will a refund be given?

If a submitted Type I application is withdrawn before a decision on the application is issued, 75% of the application fee paid, or the fee paid minus \$250, whichever is less, will be refunded. No refund will be given after a decision is issued. The \$5 Technology Fee is non-refundable.

Who can help answer additional questions?

For questions about the County’s land use permit requirements and this application form, contact Planning and Zoning at **503-742-4500** or zoninginfo@clackamas.us. You can also find information online at the Planning and Zoning website: www.clackamas.us/planning.

Clackamas County is committed to providing meaningful access and will make reasonable accommodations, modifications, or provide translation, interpretation or other services upon request. Please contact us at 503-742-4545 or drenhard@clackamas.us.

503-742-4545: ¿Traducción e interpretación? | Требуется ли вам устный или письменный перевод?
翻译或口译? | Cần Biên dịch hoặc Phiên dịch? | 번역 또는 통역?