



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

STAFF USE ONLY

Staff Initials: _____ File Number: _____

Land use application for:

**HABITAT CONSERVATION AREA (HCA) and
 WATER QUALITY RESOURCE AREA (WQRA)
 CONSTRUCTION MANAGEMENT PLAN**

Application Fee: \$455

(May qualify for a 25% reduction if filed with another Water Resource application)

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):
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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.

Applicant signature:	Date:
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A. Review applicable land use rules:

This application is subject to the provisions of [Section 706, Habitat Conservation Area District \(HCAD\)](#) and [Section 709, Water Quality Resource Area District \(WQRAD\)](#) 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 **\$455**. However, when more than one Water Resource application is filed concurrently on the same property, the highest application fee shall be paid in full and concurrent Water Resource application fees are reduced by 25%. (See the Planning and Zoning [Fee Schedule](#) for list of Water Resource applications.) 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.
- Plot plan:** Provide a plot plan (also called a site plan). The plot plan must be accurate and drawn to-scale on paper measuring no larger than 11 inches x 17 inches. The plot 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;
 - Location and type of existing and proposed development, including but not limited to: building footprints, roads, driveways, parking areas, utilities, onsite wastewater treatment facilities (e.g., septic tanks, septic drainfield areas, replacement drainfield areas, drywells), wells, landscaping, and filling or grading in an amount greater than 10 cubic yards, with each element labeled as either existing or proposed;
 - Location and width of existing adjacent roads and road rights-of-way;
 - Location of the Habitat Conservation Area (HCA) as identified pursuant to ZDO Subsection 706.07(A)(1)(c), and the location of the Water Quality Resource Area (WQRA) as identified pursuant to Subsection 709.07(A)(1)(c);
 - Drip lines outside the HCA of trees that are inside the HCA, and drip lines outside the WQRA of trees that are inside the WQRA;
 - Distance between the HCA boundary and proposed development outside the HCA, and distance between the WQRA boundary and proposed development outside the WQRA;
 - The site ingress and egress proposed to be used by construction vehicles;
 - Proposed equipment and material staging and stockpile areas; and
 - Proposed orange construction fencing required pursuant to ZDO Subsections 706.08(B) and 709.08(B).
- Erosion Prevention and Sediment Control (EPSC) plan:** Include an EPSC plan. This plan may be included on the plot plan if acceptable to the EPSC regulatory authority.
- Narrative for modification/waiver of construction fencing requirement (optional):** If a modification or waiver of the construction fencing requirement of ZDO Subsections 706.08(B) and 709.08(B) is proposed, provide a narrative demonstrating compliance with Subsections 706.08(B)(1) or (2) and 709.08(B)(1) or (2).

C. Answer the following questions:

Accurately answer the following questions in the spaces provided. Attach additional pages, if necessary.

1. Describe all of your proposed development, including any grading, filling, vegetation removal, utility improvements, and the installation/construction of any roads, wells, driveways, fences, septic systems, dwellings, and accessory structures:

2. Who is the Erosion Prevention and Sediment Control (EPSC) regulatory authority for the subject property?

- Clackamas County Service District No. 1
 - Boring Service Area
 - Fischer's Forest Park
 - Hoodland Service Area
 - North Clackamas Service Area
- Surface Water Management Agency of Clackamas County (SWMACC)
- Oak Lodge Water Services
- Clackamas County Transportation Engineering Division

3. ZDO Subsections 706.08(B) and 709.08(B) require that orange construction fencing (i.e. safety fencing, snow fencing, or a comparable product) be installed on or outside the boundaries of the Habitat Conservation Area (HCA) and Water Quality Resource Area (WQRA), respectively, except where the drip line of a protected tree extends outside the HCA or WQRA, in which case the drip line must be included inside the fencing.

Are you asking for a **modification** to these requirements?

- NO. The attached plot plan shows that orange construction fencing will be installed *without* a modification to these requirements.
- YES, and a narrative demonstrating compliance with Subsections 706.08(B)(1) or (2), and with Subsections 709.08(B)(1) or 2), is attached.

4. Will native soils be disturbed during development?

- NO
- YES, but disturbed native soils will be conserved on the subject property with the following actions:

E. Understand the following conditions:

The Construction Management Plan (CMP) permit, if approved, will be subject to these (and other) conditions:

1. Trees in the HCA shall not be used as anchors for stabilizing construction equipment.
2. Development shall not commence until the EPSC measures and fencing required pursuant to ZDO Subsections 706.08(A) and (B) and 709.08(A) and (B) are in place.
3. Compliance with the CMP shall be maintained until the development is complete.

FAQs

When is a Construction Management Plan (CMP) permit required?

Per Zoning and Development Ordinance (ZDO) [Section 706, Habitat Conservation Area District \(HCAD\)](#) and [Section 709, Water Quality Resource Area District \(WQRAD\)](#), a CMP permit is required for any development in the Habitat Conservation Area District (HCAD) or Water Quality Resource Area District (WQRAD), unless such development is either exempt pursuant to Subsections 706.04 and 709.04 and does not require a building or grading permit or is exempt pursuant to Subsections 706.06(A) and 709.06(A).

For the purposes of this application, “development” includes any manmade change defined as structures, roads, utilities, mining, dredging, paving, filling, or grading in amounts greater than 10 cubic yards. With respect to the HCA, it also includes any other activity that results in the removal of more than 10 percent or 20,000 square feet of the HCA vegetation on a lot of record, whichever is less; for the WQRA, development includes any other activity that results in the removal of more than 10 percent of WQRA vegetation on a lot of record.

What is the permit application process?

CMP 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?

A CMP *may* be permitted after an evaluation by the County of applicable standards of the ZDO. The permit 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.

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 within 20 days of when we deem the application to be complete.

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? | Cán Biên dịch hoặc Phiên dịch? | 번역 또는 통역?