



**Planning and Zoning**  
**Department of Transportation and Development**  
Development Services Building  
150 Beavercreek Road | Oregon City, OR 97045  
503-742-4500 | [zoninginfo@clackamas.us](mailto:zoninginfo@clackamas.us)  
[www.clackamas.us/planning](http://www.clackamas.us/planning)

**STAFF USE ONLY**

Land use application for:

**RECONSTRUCTION, REPAIR, REHABILITATION  
ADDITION, OR OTHER IMPROVEMENT IN THE  
FLOODPLAIN MANAGEMENT DISTRICT**

(Only for non-substantial improvement of pre-FIRM structure)

**Application Fee: \$814**

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):
<b>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.</b>		
Applicant signature:		Date:

## A. Review applicable land use rules:

This application is subject to the provisions of [Section 703, Floodplain Management District \(FMD\)](#) 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 **\$814**. 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;
  - Size, location, and spatial arrangement of all proposed and existing structures, fences, roads, driveways, parking areas, and easements, each with identifying labels and dimensions;
  - Setbacks of all structures from lot lines and easements;
  - Areas of cut, fill, and grading;
  - 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).
- ☐ **Evidence of pre-FIRM construction:** Provide evidence (e.g. building permits, tax records, dated photographs, dated aerial images, previous land use approvals) that the structure was built before March 1, 1978.
- ☐ **Evidence of market value:** Provide evidence of the market value of the structure before the start of construction. "Start of construction" is defined in ZDO Subsection 703.04(HH). The "market value" of the structure shall be determined at the time of the most recent reconstruction, repair, rehabilitation, addition, or other improvement, either before the improvement is started, or if the structure has been damaged and is being restored, before the damage occurred. The market value of the structure shall be the structure's real market value that is provided by the County Department of Assessment and Taxation.
- ☐ **Evidence of project cost:** Provide evidence of the total cost of your proposed reconstruction, repair(s), rehabilitation(s), addition(s), and other improvements, as outlined on the Building Permit application. The cost ultimately shall be verified or determined by the County Building Codes Division.

- ☐ **“No-Rise” certification:** If the structure is located in the floodway and an increase in ground coverage will result from your proposal, you must provide a “no-rise” certification. This is a certification that is provided by a professional engineer or licensed architect that demonstrates through accompanying hydrologic and hydraulic analyses, performed in accordance with standard engineering practice and National Flood Insurance Program rules and regulations, that an encroachment within the floodway will not result in any increase in the flood levels during the regulatory flood discharge. The supporting technical data should be based on the standard step-backwater computer model used to develop the 100-year floodplain shown on the Flood Insurance Rate Map.

### C. Describe the project:

Describe all of the proposed reconstruction, repair(s), rehabilitation(s), addition(s), and/or other non-substantial improvements to the pre-FIRM structure:

## FAQs

### **When is a permit for reconstruction, repair, rehabilitation, addition, or other improvement in the Floodplain Management District required?**

A “pre-FIRM structure” is a structure built before March 1, 1978, the effective date of the first Flood Insurance Rate Map (FIRM) for the County, and hence, prior to the date when detailed flood hazard data and flood elevations were provided to the County, and prior to the date when the County gained formal admittance the National Flood Insurance Program (NFIP).

Reconstruction, repair, rehabilitation, addition, or other improvement of a pre-FIRM structure is exempt from the requirement to obtain a floodplain development permit and from compliance with ZDO Subsections 703.10 and 703.11, provided it is not a “substantial improvement” and where the structure has not sustained “substantial damage”, as defined in Subsections 703.05(KK) and 703.05(JJ), respectively.

However, per Subsection 703.06, reconstruction, repair, rehabilitation, addition, or other improvement of a pre-FIRM structure requires approval of a Reconstruction, Repair, Rehabilitation, Addition, or Other Improvement in the Floodplain Management District permit.

### **What is the permit application process?**

Such 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.

### **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.

### **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](mailto:zoninginfo@clackamas.us). You can also find information online at the Planning and Zoning website: [www.clackamas.us/planning](http://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](mailto: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?