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

Staff Initials: *File Number:*

Land use application for:

DESIGN REVIEW

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:	Estimated construction cost:	Pre-application conference file number:

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 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:

A. Complete a pre-application conference:

You must attend a pre-application conference with Planning and Zoning staff before filing this application. Information about the pre-application conference process and a request form are available from the Planning and Zoning website.

B. Review applicable land use rules:

This application is subject to the provisions of Section 1102, *Design Review* 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.

C. 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:** Refer to the FAQs at the end of this form and to the adopted *Fee Schedule* for applicable fees and refund policies. 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.

☐ **Narrative describing the proposed use and demonstrating compliance with ZDO Section 1000, *Development Standards*, and the standards of the applicable zoning district(s)**

☐ **Engineering geologic study,** if required pursuant to ZDO Section 1002, *Protection of Natural Features*, or 1003, *Hazards to Safety*

☐ **Preliminary statements of feasibility from service providers and a Site Evaluation or Authorization Notice from the Septic & Onsite Wastewater Program**, as applicable and if required pursuant to ZDO Section 1006, *Utilities, Street Lights, Water Supply, Sewage Disposal, Surface Water Management, and Erosion Control* (forms for preliminary statements of feasibility are available at the Planning and Zoning website)

☐ **Transportation impact study**, if required pursuant to ZDO Section 1007, *Roads and Connectivity*

☐ **Lot size and density calculations** showing compliance with ZDO Section 1012, *Lot Size and Density*, if applicable to the proposal

☐ **Vicinity map:** The map must show the location of the subject property in relation to adjacent properties, roads, bikeways, pedestrian access, utility access, and manmade or natural site features that cross the boundaries of the subject property.

☐ **Existing conditions map:** The map must be drawn to a scale of not less than one inch = 50 feet, and must show all of the following, as listed in ZDO Subsection 1102.02(G):

- Contour lines at two-foot intervals for slopes of 20% or less within an urban growth boundary (UGB); contour lines at five-foot intervals for slopes exceeding 20% within a UGB; contour lines at 10-foot intervals outside a UGB; and the source of contour information;

- Slope analysis designating portions of the site according to the following slope ranges and identifying the total land area in each category: zero to 20%, greater than 20% to 35%, greater than 35% to 50%, and greater than 50%;
- Drainage;
- Potential hazards to safety, including areas identified as mass movement, flood, soil, or fire hazards pursuant to ZDO Section 1003;
- Natural features, such as rivers, streams, wetlands, underground springs, wildlife habitat, earth mounds, and large rock outcroppings;
- Wooded areas, significant clumps or groves of trees, and specimen conifers, oaks, and other large deciduous trees (where the site is heavily wooded, an aerial photograph, at a scale of nor more than 1 inch = 400 feet, may be submitted and only those trees that will be affected by the proposed development need be sited accurately);
- Overlay zoning districts regulated by ZDO Section 700, *Special Districts;*
- Noise sources;
- Sun and wind exposure;
- Significant views;
- Structures, impervious surfaces, utilities, onsite wastewater treatment systems, landscaping, driveways and easements (e.g. access, utility, storm drainage), with notes as to whether these will remain or be removed, and with dimensions of driveways and easements; and
- All of the following that are on or adjacent to the subject property, including dimensions and, if applicable, names: existing roads, platted unconstructed roads, railroad rights-of-way, bikeways, curbs, sidewalks, pedestrian pathways, accessways and trails.

☐ **Proposed site plan:** The map must be drawn to a scale of not less than one inch = 50 feet, and must show all of the following, as listed in ZDO Subsection 1102.02(H):

- The subject property, including contiguous property under the same ownership as the subject property, and adjacent properties;
- Property lines and dimensions for the subject property (indicate any proposed changes to these)
- Natural features to be retained;
- Location, dimensions, and names of all existing or platted roads or other public ways, easements, and railroad rights-of-way on or adjacent to the subject property;
- Location of at least one temporary benchmark and spot elevations;
- Location and dimensions of structures, impervious surfaces, and utilities, whether proposed or existing and intended to be retained (for phased developments, include future buildings);
- Approximate location and size of storm drainage facilities;
- Relation to transit; parking and loading areas, including dimensions and number of individual parking and load spaces and drive aisles; bicycle racks; walkways; and pedestrian crossings;
- Orientation of structures showing windows and doors;
- Location and type of lighting;
- Service areas for waste disposal, recycling, loading, and delivery;
- Location of mail boxes;
- Freestanding signs; and
- Pedestrian amenities.

☐ **Grading plan:** The plan must be drawn to a scale of not less than one inch = 50 feet, and must show the location and extent of proposed grading, general contour lines, slope ratios, slope stabilization proposals, and natural resources protection consistent with ZDO Sections 1002 and 1003

☐ **Architectural drawings:** The drawings must show all of the following, as listed in ZDO Subsection 1102.02(J):

- Building elevations, including any building signs, with identifications of the dimensions, area, color, materials, and means of illumination of such signs and also identifying and showing dimensions of any electronic message center or other changeable copy sign areas;
- Building sections;
- Floor plans;
- Color and type of building materials;
- Elevation of freestanding sign(s) identifying the dimensions (including total height and height between the bottom of the sign and the ground), area, color, materials, and means of illumination, and also identifying and showing dimensions of any electronic message center or other changeable copy sign areas; and
- Gross floor area, in square feet, of each structure; floor area ratio, if a minimum floor area ratio standard applies; and the number of dwellings.

☐ **General landscaping plan:** The plan must be drawn to a scale of not less than one inch = 50 feet, and must show the elements required on the proposed site plan and all of the following, as listed in ZDO Subsection 1102.02(K):

- Existing plants and groups and plants proposed;
- Description of soil conditions; plans for soil treatment such as stockpiling of topsoil or addition of soil amendments; and plant selection requirements relating to soil conditions;
- Erosion controls, including plant materials and soil stabilization, if any;
- Irrigation systems;
- Landscape-related structures such as fences, terraces, decks, patios, shelters, and play areas; and
- Open space and recreational areas and facilities, if applicable.

☐ **Transportation improvement plan:** The plan must include proposed cross-sections for roads to be constructed or improved, including widths of travel lanes, bikeways, sidewalks, curbs, pedestrian pathways, and landscape strips. Identify the proposed landscape plan for any landscape strips, including street tree types, size, and location, and identify any proposed dedication of right-of-way.

☐ **RCO District and PMU1 site mater plan:** If the proposed development is in the Regional Center Office (RCO) District or a Planned Mixed Use 1 (PMU1) site, include any master plan required by ZDO Subsection 1102.03(B).

☐ **OA District master plan:** If the proposed development is in the Office Apartment (OA) District, include any master plan required by ZDO Subsection 1102.03(C).

☐ **Mobile vending unit narrative:** If the proposed development is for a mobile vending unit that exceeds the standards for both a level two and a level three mobile vending unit, include a narrative explaining how the proposal complies with the standards in ZDO Subsection 837.05.

Note: *Pursuant to ZDO Subsection 1307.07(C)(2), the Planning Director or designee may modify the preceding list of submittal requirements. Please consult the information provided in your pre-application conference.*

FAQs

When is a Design Review permit required?
Approval of a Design Review permit is required by the Zoning and Development Ordinance ZDO) for any development, redevelopment, expansions, and improvements in commercial and industrial zoning districts, except for uses approved through a zone change to Neighborhood Commercial (NC) District, and in the following residential zoning districts:

- High Density Residential (HDR)
- Medium Density Residential (MR-1)
- Medium High Density Residential (MR-2)
- Mountain Recreational Resort (MRR), except for detached single-family dwellings, manufactured homes, and their accessory uses if they are not part of a condominium development
- Planned Medium Density Residential (PMD)
- Regional Center High Density Residential (RCHDR)
- Special High Density Residential (SHD)
- Village Apartment (VA)
- Village Townhouse (VTH)

A Design Review permit is also required for specific types of residential development in other residential zoning districts, and for any other use as required by the Planning Director, the County Hearings Officer, or the Board of County Commissioners.

What is the permit application process?
Design Review permits are subject to a "Type II" land use application process, as provided for in Section 1307 of the ZDO. Type II decisions include notice to owners of nearby land, the Community Planning Organization (if active), service providers (sewer, water, fire, etc.), and affected government agencies. If the application is approved, the applicant must comply with any conditions of approval identified in the decision. The application review procedure may be modified, pursuant to Subsection 1102.04(A) or (B), to include Design Review Committee review and recommendation to the Planning Director prior to issuance of the Planning Director's decision. The Planning Director's decision can be appealed to the County Land Use Hearings Officer.

What is needed for the County to approve a land use permit?
Applications for Design Review *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.

Are all the submittal requirements listed in this application necessary?
County Staff, acting under the authority of the Planning Director per ZDO Subsection 1307.07(C)(2), has the ability to modify the submittal requirements for Design Review such that they are appropriate to the scope and context of the project. Any modifications to the submittal requirements should be discussed with Staff and identified through the required pre-application conference. Regardless of whether the submittal requirements are modified, it remains the applicant's obligation to demonstrate that all approval criteria are met

FAQs continued

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 II land use application within 45 days of when we deem the application to be complete. State law generally requires a final County decision on a land use permit application in an urban area within 120 days of the application being deemed complete, and within 150 days for a land use permit in a rural area, although there are some exceptions.

If an application is submitted and then withdrawn, will a refund be given?
Please see Planning & Zoning Fee Schedule under "Other Fees" *here.* 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?