



## Community Development – Planning

695 Warner Parrott Road | Oregon City OR 97045

Ph (503) 722-3789

### Planning & Public Works Development Services Review for New Additions

Please complete this packet and submit with your building permit application which needs to include a site plan drawn to scale. **If any** section of this packet is incomplete, it will be returned.

Planning Division (P) Approval By: \_\_\_\_\_ Date: \_\_\_\_\_

Development Services (DS) Approval By: \_\_\_\_\_ Date: \_\_\_\_\_

Please refer to the following chapters of the Oregon City Municipal Code: **17.08**, **17.10** and **17.14** to complete this form.

For additional information regarding processes, fees, restrictions, etc., contact:  
Planning (P) at 503-722-3789 or [ocplanning@orccity.org](mailto:ocplanning@orccity.org) and  
Public Works Development Services (DS) at 971-204-4601 or [ocpublicworks@orccity.org](mailto:ocpublicworks@orccity.org).

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Site Address: \_\_\_\_\_

or Clackamas County Map and Tax Lot #: \_\_\_\_\_

Subdivision Name and Lot Number, if applicable: \_\_\_\_\_

Application is for an addition of \_\_\_\_\_ square feet

Will existing structure(s) be demolished? ☐ Yes ☐ No

#### 1. Applicable Overlay Zones, Plans or Fees (P/DS)

Please identify all overlay districts identified on your Property Zoning Report available from [OC WebMaps / Oregon City, OR](#). If any of the items below are marked, additional review may be needed.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Individually Designated Historic Structure (P) | <input type="checkbox"/> Historic District (P)     | <input type="checkbox"/> NROD-Natural Resources Overlay (P) |
| <input type="checkbox"/> Willamette River Greenway District (P)         | <input type="checkbox"/> Barlow Trail Corridor (P) | <input type="checkbox"/> Geologic Hazards Overlay (DS)      |
| <input type="checkbox"/> Flood Management Overlay (Building)            | <input type="checkbox"/> High Water Table (DS)     | <input type="checkbox"/> None                               |

Staff Only: Additional Review Required? Yes No Initial \_\_\_\_\_

#### 2. Plat Restrictions (P/DS)

Identify the size and location of all restrictions on your plat below and on the site plan. Plats may be obtained at: [OC WebMaps / Oregon City, OR](#).

Easements (PUE, SSE, etc.): \_\_\_\_\_

Non-Vehicular Accessways (NVA): \_\_\_\_\_

Other Restrictions: \_\_\_\_\_

Staff Only: Plat Restrictions Approved? Yes No Initial \_\_\_\_\_

**3. Building Height and Setbacks (P)**

Identify the building height and the **distance between the proposed foundation/support and the property line**. Refer to the Dimensional Standards Table on the back page of this document for details. Provide building and site plans with all the dimensions below.

Zoning Designation: \_\_\_\_\_ Building Height: \_\_\_\_\_ Projection into Setback: \_\_\_\_\_

Distance from LEFT property line: \_\_\_\_\_ Distance from RIGHT property line: \_\_\_\_\_

Distance from Front property line: \_\_\_\_\_ Distance from REAR property line: \_\_\_\_\_

Distance from property line to Front Porch: \_\_\_\_\_ Distance from property line to Rear Porch: \_\_\_\_\_

Distance from ROW (Right-of-Way property line to Garage: \_\_\_\_\_

Staff Only: Building Height and Setbacks met? Yes No NA Initial \_\_\_\_\_

**4. Lot Coverage (P)**

Structures 200 square feet or greater (excluding decks, covered and uncovered porches and eave overhangs), are limited to the following maximum lot coverage:

R-5 Dwelling District:	50%
R-3.5 Dwelling District:	55%
R-2 Dwelling District:	85%
MUC-1 District:	80% (including parking lots)
MUC-2, MUD District:	90% (including parking lots)
MUD Design District:	95% (including parking lots)
NC District:	85% (including parking lots)

- \_\_\_\_\_ Square footage of all existing building footprints over 200 square feet (see exclusions above).
- \_\_\_\_\_ Square footage of all proposed building footprints over 200 square feet (see exclusions above).
- \_\_\_\_\_ Total square footage of all building footprints over 200 square feet (line a + b)
- \_\_\_\_\_ Total square footage of property
- \_\_\_\_\_ Line c divided by line d and multiplied by 100

Staff Only: Are these standards met? Yes No NA Initial \_\_\_\_\_

**5. Entrances (P)**

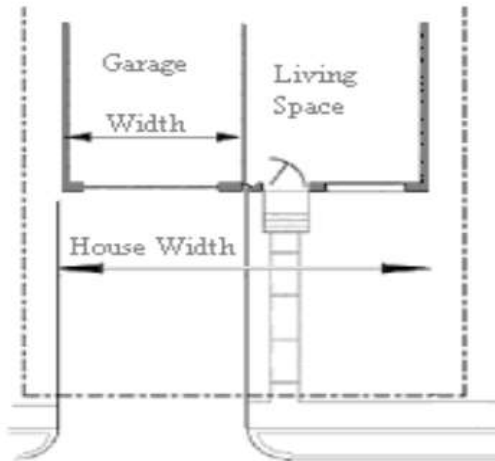
New or modified main entrances to the home shall meet one of the following requirements in **OCMC**

**17.14.050:**

- ☐ Face the street
- ☐ Open to a covered porch on a street-facing façade that is at least sixty feet in area and is a minimum depth of 5 feet.
- ☐ Flag lots: Entrance shall face the front lot line or side lot line adjoining the flagpole.

**6. Applicability of Residential Design Elements (P)**Are you building a carport or garage? ☐ Yes ☐ NoAre you expanding an existing carport or garage? ☐ Yes ☐ NoIf you have marked **No** on all of the above, proceed to section 11.

## 7. Width of Garages on Front of Building (P)



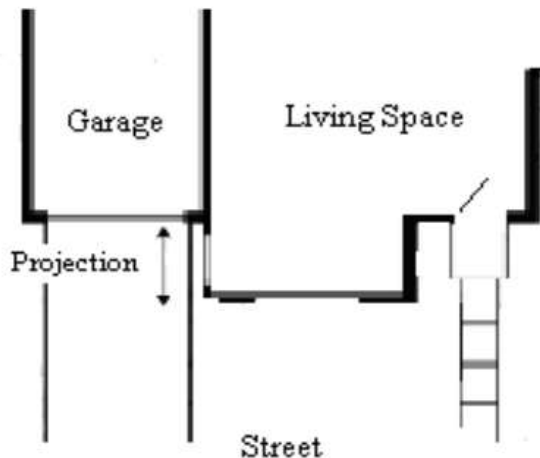
1. \_\_\_\_\_ Width of Building
2. \_\_\_\_\_ Width of Garage (measured from the inside walls)
3. \_\_\_\_\_ Divide line 2 by 1 and multiply by 100

Not Applicable – the home is less than 24 feet wide, has a rear/side loaded garage, or has no attached garage.

Staff Only: Width calculated correctly? Yes No NA Initial \_\_\_\_\_

## 8. Projection of Garages from the Living Space of the Building (P)

Measure the projection of the garage in relation to the furthest forward living space in the building. Do not include porches.



- ☐ There is no garage attached to the building.
- ☐ The garage is recessed \_\_\_\_\_ feet
- ☐ The garage is level with most forward living space.
- ☐ The garage extends \_\_\_\_\_ feet.
- ☐ Not Applicable – the home is less than 24 feet wide, has a rear/side loaded garage, or has no attached garage.

Staff Only: Projection calculated correctly? Yes No NA Initial \_\_\_\_\_

## 9. Home Design Options (P)

Please determine the applicable standard below. The garage width is measured from the interior of the garage. A garage may not be greater than 60% of the width of the home or project more than 8 feet from the adjacent living area. Porches are not considered in this determination.

- ☐ There is no Garage on the property.
  - The front of the home shall include 5 home design elements from item 10.
- ☐ The Garage is detached from the building.
  - If there is no garage attached to the house, the front of the home shall include 5 home design elements from item 10.
- ☐ The Garage is on the Side or Rear of the building.
  - The front of the home shall include 5 home design elements from item 10.
- ☐ The Building is less than 24 feet wide with a garage in front.
  - The garage shall not extend closer to the street than the adjacent living space; and
  - The garage shall be no wider than 12 feet; and

- The front of the home shall include 6 home design elements from the next page; and
- The home shall comply with one of the following:
  - There is interior living area above the garage which is set back no more than 4 feet from the garage; or
  - There is a covered balcony above the garage, at least the same length as the garage wall, at least 6 feet deep and accessible from the interior living area.

☐ The Garage is less than 50% of the width of the front of the building (measured at the inside wall).

☐ And does not project in front of the adjacent living space.

- The front of the home shall include 6 home design elements from item 10.

☐ And projects in front of the adjacent living space.

- The garage shall not extend more than 8 feet in front of the adjacent living space; and
- The front of the home shall include 9 home design elements from item 10 (including elements 6 or 20).

☐ The Garage is less than 60% of the width of the front of the building (measured from the inside wall).

☐ And is recessed 2 or more feet from the adjacent living space.

- The front of the home shall include 7 home design elements from item 10.

☐ And is NOT recessed 2 feet from the adjacent living space.

- The garage shall not extend more than 4 feet in front of the adjacent living space; and
- The front of the home shall include 8 home design elements from item 10 (including elements 6 or 20).

☐ The Garage is side-oriented in front of the building.

- The garage shall not extend more than 32 feet in front of the adjacent living space; and
- The front of the home shall include 6 home design elements from item 10; and
- Windows shall occupy a minimum of 15% of the street-facing garage wall.
- The garage wall may not exceed 60% of the length of the street facing façade.

☐ Not Applicable

Staff Only: Correct Option chosen? Yes No Initial \_\_\_\_\_

## 10. Design Elements (P)

\_\_\_\_\_ Required Number of Elements on the Front of the Home

\_\_\_\_\_ Required Number of Elements on the Corner (Street Side of the Home)

- |    |                          |  |
|----|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> Dormers.  |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> Gable roof or Hip roof.   |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> Building face with 2 or more offsets of $\geq 16$ inches. Number of offsets _____   |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> Roof overhang of $\geq 16$ inches. Size of roof overhang _____  |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> Entry recessed $\geq 2$ feet behind the front façade and $\geq 8$ feet wide. Distance entry recessed from the front façade _____ Width of entry _____ |

Staff  
Only

☐  
☐  
☐  
☐  
☐

6. ☐ ☐  $\geq 60$  square foot covered front porch that is  $\geq 5$  feet deep; or  $\geq 40$  square foot covered porch with railings that is  $\geq 5$  feet deep and elevated entirely  $\geq 18$  inches.  
Total Size of porch \_\_\_\_\_ Total Depth \_\_\_\_\_ Elevation of porch \_\_\_\_\_
7. ☐ ☐ Bay window that extends  $\geq 12$  inches outward from the main wall of a building.  
Extension of bay window \_\_\_\_\_
8. ☐ ☐ Windows and main entrance doors that occupy  $\geq 15\%$  of the lineal length of the home (not including the roof and excluding any windows in a garage door).  
Length of Wall \_\_\_\_\_  
Linear length of windows \_\_\_\_\_ (Window / Wall length) \* 100 \_\_\_\_\_
9. ☐ ☐ Window grids in all windows (excluding windows in the garage door or front door).
10. ☐ ☐  $\geq 4$  inch window trim. Width of trim \_\_\_\_\_
11. ☐ ☐ **Worth 2 elements.**  $\geq 4$  inch window trim on all elevations of the house.  
Width of trim \_\_\_\_\_
12. ☐ ☐ **Worth 2 elements.** Wood, clad wood, or fiberglass windows on all of the elevations.
13. ☐ ☐ **Worth 2 elements.** Windows recessed  $\geq 2$  inches from the facade on all of the elevations.
14. ☐ ☐ Front balcony that projects from the wall of the building and is enclosed by a railing or parapet.
15. ☐ ☐  $\geq 60$  square feet of shakes, shingles, brick, stone or other similar decorative materials.  
Square footage of shakes, shingles, brick, stone or other similar decorative materials \_\_\_\_\_
16. ☐ ☐ All garage doors are 9 feet in width or less.
17. ☐ ☐ All garage doors wider than 9 feet are designed to resemble 2 smaller garage doors.
18. ☐ ☐  $\geq 2$  windows in each garage door.
19. ☐ ☐ A third garage door is recessed a minimum of 2 feet from the living space.
20. ☐ ☐ A window over the garage door that is  $\geq 12$  square feet with  $\geq 4$  inch window trim.  
Square Footage of Window \_\_\_\_\_ Trim Size \_\_\_\_\_
21. ☐ ☐ The living space of the dwelling is within 5 feet of the front yard setback.
22. ☐ ☐ The driveway is composed entirely of previous pavers or porous pavement.

Staff Only: Design Elements Approved? Yes No Initial \_\_\_\_\_

**11. Street Trees (P)**

*A street tree is required for all additions of 25% or more of the existing square footage of the home (including living space and garages) if there is not at least one existing street tree for every 35 feet of frontage. If this permit is for a unit in a new land division, street trees are already provided.*

Is this part of a subdivision or partition from 2004 or newer?

☐ Yes, tree NOT required      ☐ No, tree IS required

Are you applying for an addition of 25% or more of existing square footage to your home? If yes, provide the following information.

1. \_\_\_\_\_ Square footage of proposed addition
2. \_\_\_\_\_ Existing square footage of your home (including the living space and garage)
3. \_\_\_\_\_ Divide line 1 by line 2 and multiply by 100
4. Is line 3 equal to or greater than 25? ☐ Yes, tree required    ☐ No, tree not required

5. \_\_\_\_\_ Length of property frontage (portion of property which abuts a street)
6. \_\_\_\_\_ Trees required: Line 5 divided by 35, round down
7. \_\_\_\_\_ Number of existing street trees in the Right-of-Way

If the number on line 7 is less than the number on line 6, an additional street tree(s) must be planted.

8. Tree Required? ☐ Yes    ☐ No

If a street tree(s) is required, please complete the following:

Species (identified on the Street Tree list\*\* or by a certified arborist): \_\_\_\_\_

Size (min. of 2" in caliper measured 6" above the root crown): \_\_\_\_\_

Planting location: \_\_\_\_\_

*Refer to Chapter 12.08 of the Oregon City Municipal Code for additional restrictions on placement of the street tree. The Planning Division may approve other options such as planting a tree in your front yard, designating an existing tree in your front yard as a street tree, or paying into a street tree fund.*

**\*\*Street tree list: *Oregon City street tree list***

Staff Only: Street tree standards met?    Yes    No    Initial \_\_\_\_\_

*For the following items, #15-#19, contact Public Works Development Services at [ocpublicworks@orcify.org](mailto:ocpublicworks@orcify.org) or 971-204-4601 for assistance.*

**13. Number of Driveways (DS)**

☐ Not Applicable (No driveway or access taken from alley) – Skip to Section 15.

*Each property may have up to one (1) driveway per street frontage\*. Do not count alleys. Lots located on minor arterial and collector streets may have limited access.*

Number of street frontages: \_\_\_\_\_ Number of existing driveways: \_\_\_\_\_

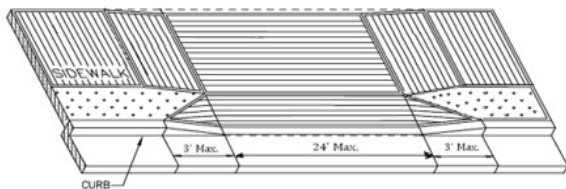
Number of driveways proposed: \_\_\_\_\_

*\*Middle housing properties with only one building may be allowed one driveway for every two units, provided that spacing standards and/or driveway width requirements are met.*

Staff Only: Number of Driveways Approved?    Yes    No    Not Required    Initial \_\_\_\_\_

**14. Driveway Width (DS)**

The width of the driveway curb cut is limited at the sidewalk and property line by the number of interior or exterior parking spaces onsite, including the driveway. Show the driveway and curb cut on your site plan.



Minimum Driveway approach Width is 10 feet.

Maximum Driveway approach Width is 24 feet.

Middle Housing Combined Driveways may be up to 36 feet wide when all other standards are met. Driveway design to meet OC504/OC504A.

Width of driveway proposed: \_\_\_\_\_ Ft

Width of wings proposed: \_\_\_\_\_ Ft ☐ Not Applicable

Staff Only: Driveway Width Approved? Yes No Not Required Initial\_\_\_\_\_

**15. Street Improvements (DS)**

Additions of more than 50% of the existing square footage of the home may require street improvements such as a sidewalk, planter strip, street tree, etc., if they do not currently exist.

1. \_\_\_\_\_ Square footage existing home, including living space and garage(s).
2. \_\_\_\_\_ New square footage proposed, including living space and garage(s).
3. \_\_\_\_\_ Line 2 divided by line 1 and multiplied by 100.

If line 3 is 50% or more, contact public works to determine next steps.

☐ Not Applicable (No addition proposed)

Staff Only: Are these standards met? Yes No Not Required Initial\_\_\_\_\_

**16. Grading (DS)**

The placement or removal of fill on a property may require additional review and permits.

Are you moving or placing more than 6" of fill below the building footprint? ☐ Yes ☐ No

If yes, a geotechnical report is required approving the fill placement from Public Works.

Do you have an approved geotechnical report? ☐ Yes ☐ No

Are you moving or placing 10 or more cubic yards of fill onsite? ☐ Yes ☐ No

If yes, a grading permit is required from Public Works.

Do you have an approved grading permit? ☐ Yes ☐ No

Staff Only: Fill Approved? Yes No Initial\_\_\_\_\_

Staff only

PW/DS Comments: \_\_\_\_\_

\_\_\_\_\_

Approved? Yes No Initial\_\_\_\_\_

**Turn this completed packet in with your building permit application packet.**

Note: There may be more information required once your application has been reviewed.