



Community Development – Planning

695 Warner Parrott Road | Oregon City OR 97045

Ph (503) 722-3789

Flood Management Overlay Checklist

Please refer **OCMC Section 17.42** for information.

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

- ☐ 1. A **completed application** form with All property owner signatures (P)
- ☐ 2. **Narrative** (P/DS)
 A complete and detailed narrative description of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference.
- ☐ 3. A detailed **Site Development Plan** showing: (P)
 - ☐ a. A delineation of the flood management areas on the subject property
 - ☐ b. Plan drawn to scale showing the nature, location, dimensions and elevation of the area in question; existing or proposed structures, fill, storage materials, drainage facilities, and the location of the foregoing.
 - ☐ c. The following information is specifically required:
 - ☐ i. Elevation in relation to mean sea level of the lowest floor (including basement) of all structures;
 - ☐ ii. Elevation of the Base Flood Elevation in relation to the project area
 - ☐ iii. Elevations of the Design Flood Elevation in relation to the project area
 - ☐ iv. Elevation in relation to mean sea level to which an structure has been floodproofed
 - ☐ v. Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in Section 17.42.170E.5
 - ☐ vi. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.
 - ☐ vii. Proposed cut and Fill with calculation to show balance
- ☐ 4. A current **Preliminary Title Report or Trio** for the subject property(ies). (P)
- ☐ 5. **Documentation** indicating there are **no liens favoring the City** for the subject site. (P)
- ☐ 6. **County Assessor's Office Receipt** indicating all taxes for the parcels involved are paid in full for the preceding tax year. (P)
- ☐ 7. **Additional Information or Reports**, if required in Pre-Application conference. (P/DS)
- ☐ 8. **Preliminary Storm Calculation**, if Stormwater Management is required. (DS)

- ☐ 9. **Electronic Version** of all application materials.
- ☐ 10. **Application fees** to be paid once invoice is generated. (P)

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

Incomplete applications will increase processing time.