



Community Development – Planning

695 Warner Parrott Road | Oregon City OR 97045

Ph (503) 722-3789

Natural Resource Overlay Checklist

For information regarding processes, fees, restrictions, etc., contact:

Planning (P) at 503-722-3789 or ocplanning@orc.org.

- ☐ 1. A **Completed Application** form with All property owner signatures
- ☐ 2. A complete and **Detailed Narrative with Code Responses** of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference.
- ☐ 3. **Site Plan Drawings:**
 - ☐ A. For the entire subject property (NROD and non-NROD areas):
 - ☐ i. The NROD boundary. This may be scaled in relation to property lines from the NROD map
 - ☐ ii. 100-year floodplain and floodway boundary (if determined by FEMA)
 - ☐ iii. Creeks and other bodies of water
 - ☐ iv. Any wetlands, with the boundary of the wetland that will be adjacent to the proposed development determined in a wetland's delineation report prepared by a professional wetland specialist and following the Oregon Division of State Lands wetlands delineation procedures
 - ☐ v. Topography shown by contour lines of 2- or 1-foot intervals for slopes less than 15% and by 10 feet intervals for slopes of 15% or greater
 - ☐ vi. Existing improvements such as structures, utility lines, fences, driveways, parking areas, etc.
 - ☐ vii. Extent of the Vegetated Corridor required, see Table 17.49.110 found in [OCMC 17.49.110](#)
 - ☐ B. Within the NROD area of the subject property:
 - ☐ i. The distribution outline of shrubs and ground covers, with a list of most abundant species
 - ☐ ii. Trees 6-inch or greater in diameter, identified by species. When trees are in clusters, they may be described by the approximate number of trees, the diameter range and a listing of dominant species.
 - ☐ iii. An outline of the disturbance area that identifies the vegetation that will be removed. All trees to be removed with a diameter of 6 inches or greater shall be specifically identified as to number, trunk diameters and species
 - ☐ iv. If grading will occur within the NROD, a grading plan showing the proposed alteration of the ground at 2-foot vertical contours in areas of slopes less than 15% and at 5 foot vertical contours of slopes 15% and greater
- ☐ 4. **Construction Management Plan** that includes:
 - ☐ A. Location of site access and egress that construction equipment will use
 - ☐ B. Equipment and material staging and stockpile areas
 - ☐ C. Erosion control measures that conform to City of Oregon City standards
 - ☐ D. Measures to protect trees and other vegetation located outside the disturbance area

- ☐ 5. **Mitigation Site Plan** demonstrating compliance with Section 17.49.180 or 17.49.190 including:
- ☐ A. Dams, weirs or other in-water features
 - ☐ B. Distribution, species composition, and percent cover of ground covers to be planted or seeded
 - ☐ C. Distribution, species composition, size and spacing of shrubs to be planted
 - ☐ D. Location, species and size of each tree to be planted
 - ☐ E. Stormwater management features, such as retention, infiltration, detention, discharges and outfalls
 - ☐ F. Water bodies or wetlands to be created, including depth
 - ☐ G. Water sources to be used for irrigation of plantings or for a water source for a proposed wetland
- ☐ 6. **Mitigation Plan Report**
- A mitigation plan report that accompanies the above mitigation site plan is also required. The report shall be prepared by an environmental professional with experience and academic credentials in one or more natural resource areas such as ecology, wildlife biology, botany, hydrology or forestry. The mitigation plan report shall, at a minimum, discuss:
- ☐ A. Written responses to each applicable Mitigation Standard 17.49.180 or 17.49.190 indicating how the proposed development complies with the mitigation standards
 - ☐ B. The resources and functional values to be restored, created or enhanced
 - ☐ C. Documentation of coordination with appropriate local, regional, state and federal regulatory/resource agencies such as the Oregon Department of State Lands (DSL) and the United States Army Corps of Engineers (USACE)
 - ☐ D. Construction timetables
 - ☐ E. Monitoring and Maintenance practices pursuant to Section 17.49.230(F) and a contingency plan for undertaking remedial actions that might be needed to correct unsuccessful mitigation actions during the first 5 years of the mitigation area establishment
7. **Recommended: Neighborhood Association meeting:**
- ☐ A. A sign-in sheet of the meeting attendees
 - ☐ B. A Summary of issues discussed
 - ☐ C. A letter from the Neighborhood Association or CIC indicating that a meeting was held.
 - ☐ D. If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign sheet of attendees and a summary of issues discussed.
- ☐ 8. **Pre-Application Conference Notes**
- ☐ 9. **Additional Information or Reports**, if required from Pre-Application Conference
- ☐ 10. A current **Preliminary Title Report or Trio** for the subject property(ies).
- ☐ 11. **Documentation** indicating there are **no liens favoring the City** for the subject site.
- ☐ 12. **County Assessor's Office Receipt** indicating all taxes for the parcels involved are paid in full for the preceding tax year.
- ☐ 13. **Application fees** to be paid once invoice is generated.
- ☐ 14. **Electronic Version of Application Materials**

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

Incomplete applications will increase processing time.