



Planning and Development Services Review for Middle Housing Land Division

Please complete this packet prior to submittal of building permits and attach a site plan drawn to scale. If any section of the application is incomplete, the application 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: OCMC 16.24 to complete this form. Development Services (DS) may be contacted at 503.496.1560 and Planning (P) may be reached at 503.722.3789.

File # _____ Associated Middle Housing Building Permit Numbers: _____

Applicant: _____

Phone: _____ Email Address: _____

Site Address or Clackamas County Map and Tax Lot: _____

Project Name (If Applicable): _____

Type of Middle Housing Land Division

duplex triplex quadplex townhouse project cottage cluster

Number of dwelling units involved in the Middle Housing Land Division: _____

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

Please identify all overlay districts identified on your [Property Zoning Report](#). If any of the items below are marked, please contact the associated department for additional processes, fees and restrictions.

- Individually Designated Historic Structure (P)
- Willamette River Greenway Overlay District (P)
- Police Annexation Agreement (P)
- Geologic Hazards Overlay District (P)
- Historic Overlay District (P)
- High Water Table (P)
- Sewer Moratorium Area (P)
- Thayer Pond Area (P)
- Barlow Trail Corridor (P)
- Natural Resources Overlay District (P)
- Flood Management Overlay District (P)
- None

Staff Only

Are these standards met? Yes No N/A staff initial _____

Lot Specific Conditions of Approval (DS/P)

Applicable from previous land divisions. Please list any lot-specific requirements identified in the land division staff report approval (e.g. mitigation trees, home orientation, easements, etc). Contact the Planning Division for a copy of the staff report.

Not Applicable

Are these standards met? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Staff Only	staff initial _____
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Preliminary Plat (DS)

The following shall be included in all middle housing land division preliminary plat submittals.

The preliminary plat shall specifically and clearly show the following features and information on the maps, drawings, application form or attachments. The preliminary plat layout may be prepared by a civil engineer, architect, land use planner or similarly qualified professional. All maps and site drawings shall be at a minimum scale of one inch to fifty feet

Refer to the [Subdivision Plat Review Checklist](#) for required items.

If you have a question about whether an item is needed for a middle housing land division proposal contact Development Services for clarification.

Are these standards met? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Staff Only	staff initial _____
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Middle Housing Criteria for Approval (P/DS)

Separate utilities are provided for each dwelling unit Yes____ No____

The applicant proposes exactly one dwelling unit on each resulting lot, except for lots, parcels or tracts used as common areas Yes____ No____

Did the parent project provide sufficient dedication and improvement that complies with minimum right of way and improvement standards of OCMC 16.12, or dedication and/or improvements of the abutting street right of way as part of the Building Permit Review? Yes____ No____

The type of middle housing developed on the original lot shall not be altered by a middle housing land division. For example, cottage cluster units within a cottage cluster do not become single-family detached residential units after a middle housing land division. *Will the middle housing development be altered as part of this middle housing land division proposal?* Yes____ No____

Are these standards met? Yes No N/A

Staff Only

staff initial _____

Building Code Compliance (B)

The applicant demonstrates that buildings or structures on a resulting lot will comply with applicable building codes provisions relating to new property lines and, notwithstanding the creation of new lots, that structures or buildings located on the newly created lots will comply with the Oregon residential specialty code.

Applicant Response:

Are these standards met? Yes No N/A

Building Division

staff initial _____

Easements (DS)

The applicant provides for easements necessary for each dwelling unit on the plan for:

- i. Locating, accessing, replacing and servicing all utilities;
- ii. Pedestrian access from each dwelling unit to a private or public road;
- iii. Any common use areas or shared building elements;
- iv. Any dedicated driveways or parking; and
- v. Any dedicated common area

Copies of the proposed easements are to be attached to this submittal packet

Applicant Response:

Are these standards met? Yes No N/A

Building Division

staff initial _____

Conditions of Approval (P/DS)

The following conditions will be added to each approval in addition to any items not currently meeting middle housing land division requirements.

- Prohibiting the further division of the resulting lots or parcels.
- Notation to appear on the final plat indicating that the approval was given under Section 2 of Senate Bill 458 (2021) as a middle housing land division.
- Recordations of all required easements by the tentative plan on a form acceptable to the City, as determined by the City Attorney.
- Middle housing land divisions are subject to the final plat standards and procedures as specified in OCMC 16.08.100 to 16.08.105, except as specifically provided otherwise in this report.
- A notice of middle housing land division for each middle housing lot shall be recorded with the county recorder that states:
 1. The middle housing lot may not be further divided.
 2. No more than one unit of middle housing may be developed on each middle housing lot.
 3. The dwelling developed on the middle housing lot is a unit of middle housing and is not a single family detached residential unit, or any other housing type.

Middle Housing Land Use Notice Requirements

Staff Only

Submitted: _____

21-Day Completeness: _____

63-Day Deadline: _____

NOD: _____

Land Use Notice Mailed on _____

Signs Posted from _____ to _____

Public Comments received Yes___ No_____

If yes- are comments related to approval criteria?

City Decision and Conditions of Approval

staff use only

Date _____

File # _____

(P) = Verify that condition of approval has been met with the Planning Division.

(DS) = Verify that condition of approval has been met with the Development Services Division.

(B) = Verify that condition of approval has been met with the Building Division.

(F) = Verify that condition of approval has been met with Clackamas Fire Department.

Based on the analysis and findings as described above, Staff concludes that the proposed Middle Housing Land Division can meet the requirements as described in the Oregon City Municipal Code by complying with the Conditions of Approval provided below. Therefore, the Community Development Director approves file _____ with conditions, based upon the findings in this application and associated plans.

Process Notes

A final plat is not required prior to issuance of building permits for middle housing proposed with a middle housing land division.

A middle housing land division tentative plan is void if and only if a final plat is not approved within three years of the tentative approval. Expiration of expedited land division tentative plans shall comply with the provisions of OCMC 17.50.200.

Lot Sales

A. No person shall negotiate to sell any lot in a landdivision until a preliminary plat has been approved pursuant to this title.

B. No person shall complete the sale of any lot in any subdivision until the final subdivision plat for the development has been approved under this title and properly recorded with the county.

Thank you for completing the application form. Please submit this form with your building permit to through our [online portal](#). Our offices are open 9:00am – 4:00pm Monday – Thursday for question and assistance (695 Warner Parrott Road) . For additional information, please contact Development Services (DS) at 971-204-4601 and Planning at 503.722.3789. Thank you

