



## Community Development – Planning

695 Warner Parrott Road | Oregon City OR 97045  
Ph (503) 722-3789

### Planning & Public Works Development Services Review for Duplex Residential Units

*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 #: \_\_\_\_\_

Middle Housing Land Division, Partition or Subdivision Name and Lot Number, if applicable: \_\_\_\_\_

Application is for:

- A new duplex
- A duplex addition of \_\_\_\_\_ square feet
- A new detached duplex unit where one of the units is more than five years old.

Will any 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 Resource 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. Lot Specific Conditions of Approval (P/DS)

*Applicable to new land divisions. Please list any lot-specific requirements identified in the land division staff report approval (e.g. mitigation trees, home orientation, easements, etc.). If needed, contact Planning for a copy of the report.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Not Applicable

## 4. Building Height and Setbacks (P)

*Identify the building height and the setbacks (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 N/A Initial \_\_\_\_\_

## 5. 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 Not Applicable Initial \_\_\_\_\_

## 6. Unit Configuration (P)

Duplexes consisting of two detached dwelling units are permitted provided that one dwelling unit on the lot is an existing dwelling unit that received final inspection at least five years ago.

Age of existing dwelling unit \_\_\_\_\_

In the case of a duplex with detached dwelling units, each street-facing façade that can be seen from the street shall meet the home design standards.

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

## 7. Entrances (P)

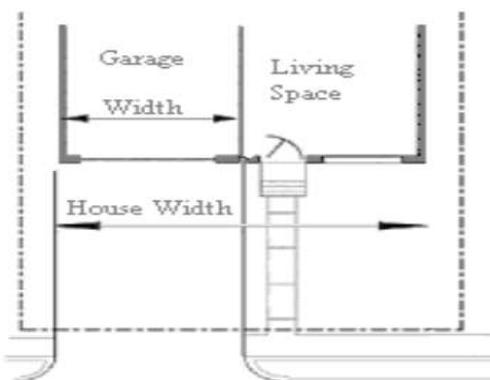
The main entrance for each single-family detached residential unit, and the main entrance for at least one unit in a duplex shall:

- Face the street
- Open to a porch on a street-facing façade that is at least sixty square feet with a minimum depth of five feet.

The main entrance of one or more dwelling units on a flag lot shall face either the front lot line or the side lot line adjoining the flagpole.

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

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



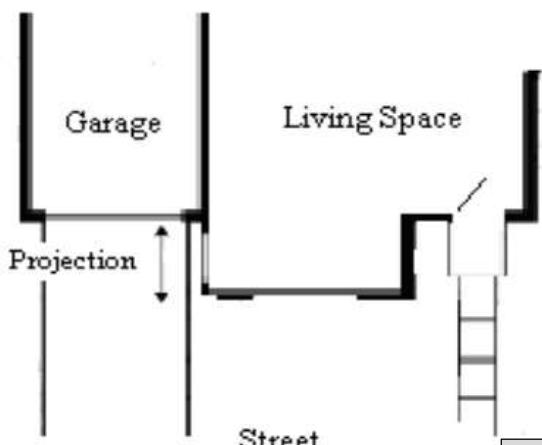
1. \_\_\_\_\_ Width of Building
2. \_\_\_\_\_ Width of Garage (measured from the inside wall)
3. \_\_\_\_\_ Divide line 2 by 1 and multiply by 100

- 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 Not Applicable Initial \_\_\_\_\_

## 9. 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.
- 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 Not Applicable Initial \_\_\_\_\_

**10. Applicability of Residential Design Elements (P)**Are you building an addition to a duplex?  Yes  NoAre you building a carport or garage?  Yes  NoAre you expanding an existing carport or garage?  Yes  No

*If you have marked **no** on all of the above, please contact Planning to determine which portions of the remainder of the application are applicable to your proposal.*

**11. 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 12.

 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 12.

 The Garage is on the Side or Rear of the building.

- The front of the home shall include 5 home design elements from item 12.

 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 12.

 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 12 (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 12.

 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 12 (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 12; 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

## 12. Corner Duplexes (P)

1. *The front of the home on a corner or through lot shall have the number of elements required in **17.14.030**.*
2. *The other street-facing side of the residence on a corner lot or through lot shall include the following:*
  - a. Windows and doors for a minimum of fifteen percent of the lineal length of the ground floor facade;
  - b. Minimum four-inch window trim; **and**
  - c. Three additional residential design elements selected from **OCMC 17.14.040.A** as listed in the following item #13.

Not Applicable, not a corner duplex

*Staff Only:* Corner duplex standards met? Yes No Not Applicable Initial

### 13. Design Elements (P)

## Required number of elements for the Front of the Home

Required number of elements on each unit if a Corner Duplex

Staff  
Only

## Unit 1    Unit 2

1.   Dormers.
2.   Gable roof or Hip roof.
3.   Building face with 2 or more offsets of  $\geq 16$  inches. Number of offsets \_\_\_\_\_
4.   Roof overhang of  $\geq 16$  inches. Size of roof overhang \_\_\_\_\_
5.   Entry recessed  $\geq 2$  feet behind the front façade and  $\geq 8$  feet wide. Distance entry recessed from the front façade \_\_\_\_\_ Width of entry \_\_\_\_\_
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 \_\_\_\_\_  $(\text{Window} / \text{Wall length}) * 100$  \_\_\_\_\_
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, cladded 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  $\geq 9$  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 pervious pavers or porous pavement.

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

#### 14. Street Trees (P)

*A street tree is required for all new duplexes or additions 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 application for an addition to an existing duplex?  Yes  No

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 to your home? If yes, provide the following information.

1. \_\_\_\_\_ Length of property frontage (portion of property which abuts a street)
2. \_\_\_\_\_ Trees required: Line 1 divided by 35, round down
3. \_\_\_\_\_ Number of existing street trees in the Right-of-Way
4. Is line 3 equal to or greater than 25?  Yes – an additional street tree(s) must be planted.  
 No – additional tree not required.

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 \_\_\_\_\_

## 15. Residential Yard Tree Requirements (P)

*On site trees ensure that residential lots are landscaped and to encourage the retention of trees, minimize the impact of tree loss during development and ensure a sustainable tree canopy in Oregon City **OCMC***

**17.14.080.** *The amount of trees to be protected, planted or paid into a tree fund is based on your lot size and due prior to occupancy.*

Lot Size (square feet)	Inches of Tree Diameter Required to be Protected, Planted or Paid into Tree Fund
0 – 4,999	4"
5,000 – 7,999	6"
8,000 – 9,999	8"
10,000 – 14,9	10"
15,000 +	12"

### Option 1: Tree Preservation

If you choose to utilize existing trees to meet this requirement the following standards apply:

- The trees shall be located on private property.
- The trees shall be a minimum of 2" caliper, measured at breast height.
- Species identified in the Large Native and Heritage Tree Species are counted as twice the size.  
(Example: an Oregon White Oak with a 2" caliper at DBH is counted as 4").

### Option 2: Mitigation Trees

Recent subdivisions and partitions may already have been required to plant trees to make up for the trees which were removed with the land division. Please refer to land division approval to identify the number and size of mitigation trees required for your property.

### Option 3: Trees to be Planted

If you choose to utilize existing trees to meet this requirement, the following standards apply:

- All deciduous trees shall measure a minimum 2" caliper at 6" above the root crown and all coniferous trees shall be a minimum of 6' in height.
- Mitigation trees required for the subdivision may be counted.
- Trees planted on R-6, R-8 and R-10 zoned lots shall include at least one tree in the front yard setback, unless it is demonstrated that it is not feasible due to site constraints.
- Trees planted on R-5 and R-3.5 zoned lots may be planted anywhere on the lot as space permits.
- Species identified in the Large Native and Heritage Tree Species are counted as twice the size.  
Example: an Oregon White Oak with a 2" caliper at 6" above the root crown is counted as 4".

#### Species Which Count as Twice the Size

Common Name	Scientific Name
American Elm Hybrids (disease resistant)	Ulmus spp.

Bigleaf Maple	Acer macrophyllum
Bur Oak	Quercus macrocarpa
Douglas Fir	Pseudotsuga menziesii
Grand Fir	Abies grandis
Northern Red Oak	Quercus rubra
Oregon White Oak	Quercus garryana
Pacific Willow	Salix lucida spp. laetiandra
Western Hemlock	Tsuga heterophylla
Western Red Cedar	Thuja plicata
Western Yew	Taxus brevifolia

#### Option 4: Payment to the Tree Fund

This option may be used where site characteristics or construction preferences do not support the preservation or planting options identified above. The payment, made prior to occupancy, goes to a dedicated fund for trees. The large native or heritage tree incentive does not apply when using this option.

#### Complete the information below for the Option Chosen:

Size of lot: \_\_\_\_\_ Minimum Inches of Tree Caliper Required Onsite: \_\_\_\_\_

**Option 1: Existing Trees Preserved.** Identify Caliper and Location: \_\_\_\_\_

**Option 2: Mitigation Trees.** Identify Species and Caliper: \_\_\_\_\_

**Option 3: Trees Proposed to be Planted.** Identify Species, Caliper & Location: \_\_\_\_\_

**Option 4: Tree Fund.** Identify the Number Required Trees for Fee-in-lieu: \_\_\_\_\_

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

For the following items, #16-#21, contact Public Works - Development Services  
at [ocpublicworks@orcity.org](mailto:ocpublicworks@orcity.org) or 971-204-4601 for assistance.

#### 16. Number of Driveways (DS)

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: \_\_\_\_\_

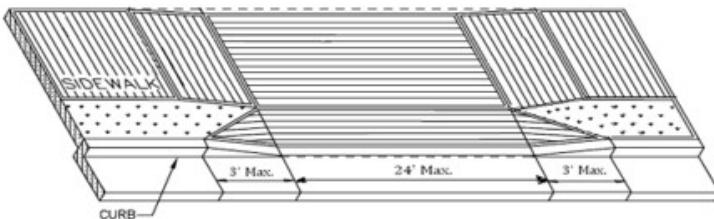
Not Applicable (No driveway or access taken from alley)

\*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 \_\_\_\_\_

## 17. 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: Number of Driveways Approved? Yes    No    Not Required

## 18. Street Improvements (DS)

New duplexes may require street improvements such as a sidewalk, planter strip, street tree, etc., if they do not currently exist. State if any of the following are proposed. **CONTACT DS/PW Engineering** for assistance if you have questions about this section.

(Y=Yes or N/A = Not applicable)

1. \_\_\_\_\_ Road widening.      Width \_\_\_\_\_ ft.
2. \_\_\_\_\_ Curb and Gutter.      Width \_\_\_\_\_ ft.
3. \_\_\_\_\_ Sidewalk.      Width \_\_\_\_\_ ft. Curb Tight \_\_\_\_\_ or Planter Strip \_\_\_\_\_ (Y/N)
4. \_\_\_\_\_ Modification Requested
5. \_\_\_\_\_ No Improvements Required

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

## 19. Stormwater (DS)

New projects may require stormwater improvements.

Stormwater flow control and/or water quality requirements exist for projects that create:

5,000 square feet of new or replaced impervious surface.

500 square feet of new impervious surface (in the NROD overlay).

1,000 square feet of new or replaced impervious surface and is a commercial use.

1. \_\_\_\_\_ Square footage of all new or replaced impervious surface (asphalt, concrete, buildings, structures)
2. Does the proposal use fuel dispensing, major material storage, a washing facility, heavy chemical use, or has land with known contamination?  Yes  No

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

## 20. 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 \_\_\_\_\_

**21. Middle Housing Land Division**

According to **OCMC 16.24.050. A.2**, separate utilities are required for each dwelling unit on lots created by a Middle Housing Land Division.

Will this development be part of a middle housing land division?  Yes  No

Are separate utilities for each unit provided?  Yes  No

Staff Only: Standard Met? 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.