



## Community Development – Planning

695 Warner Parrott Road | Oregon City OR 97045

Ph (503) 722-3789

### Planning & Public Works Development Services Review for Townhomes

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: **17.16.030**, **17.08**, and **17.10** to complete this form.

"Townhouse" or "townhome" means a dwelling unit that is part of a row of two or more attached dwelling units, where each unit is located on an individual lot and shares at least one common wall with an adjacent dwelling unit. Please fill out a worksheet for ***each*** townhome unit.

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**.

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 townhome unit  
☐ An addition to an existing townhome unit

Type of Existing Dwelling:

- ☐ Single Family Detached  
☐ Single Family Attached  
☐ Duplex

No more than six consecutive townhouses that share a common wall are allowed.

Number of units attached in proposed building: \_\_\_\_\_

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 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 (Bldg)                | <input type="checkbox"/> High Water Table (DS)     | <input type="checkbox"/> CFEC                               |

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.

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☐ Not Applicable

**4. 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 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

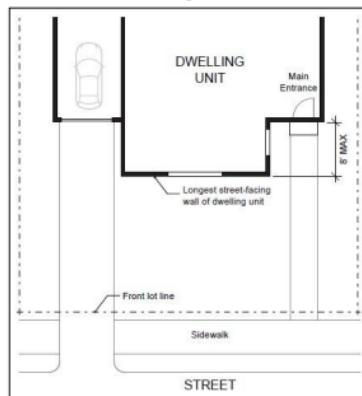
Staff Only: Are these standards met? Yes No NA Initial\_\_\_\_\_

## 6. Entrances (P)

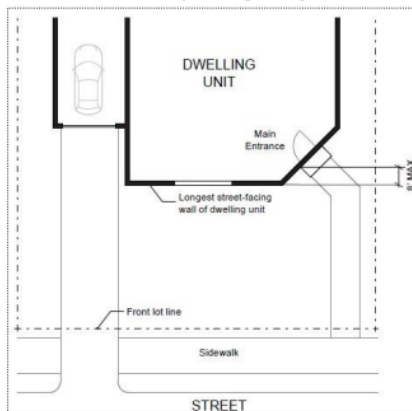
The main entrance of each townhome must:

- Be within eight feet of the longest street-facing wall of the dwelling unit, if the lot has public street frontage; and
- Pick one:
  - ☐ Face the street
  - ☐ Be at an angle of up to forty-five degrees from the street
  - ☐ Face a common open space or private access or driveway that is abutted by dwellings on at least two sides
  - ☐ Open onto a porch that is at least twenty-five square feet in area, and that has at least one entrance facing the street or has a roof.

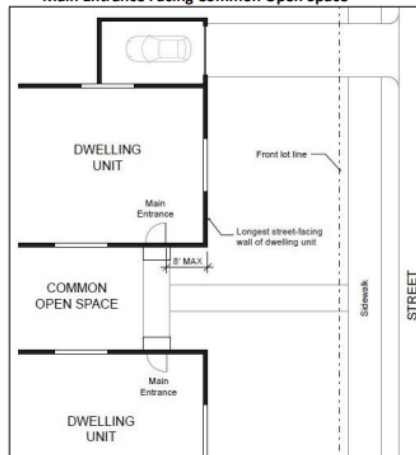
Main Entrance Facing the Street



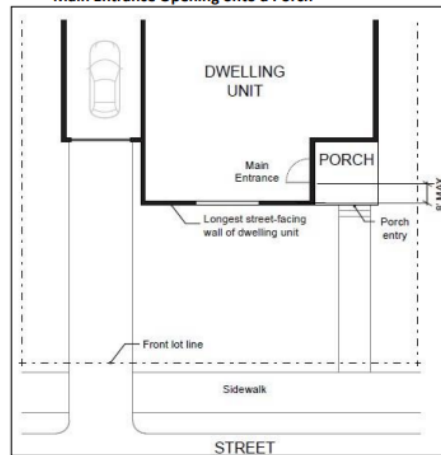
Main Entrance at Forty Five Degree Angle from the Street



Main Entrance Facing Common Open Space



Main Entrance Opening onto a Porch



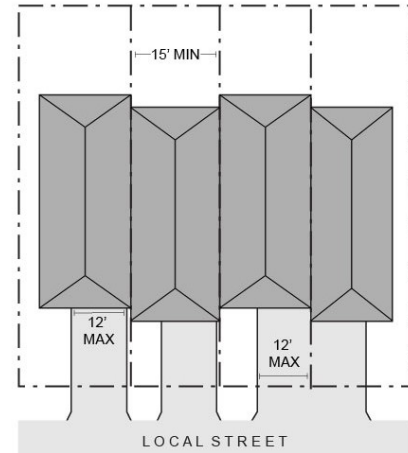
Staff Only: Are these standards met? Yes No NA Initial\_\_\_\_\_

## 7. Driveway Access and Parking (P)

### Townhouses with Parking in the Front Yard

Where townhouses have frontage on a public street, garages on the front façade of a townhome must meet the following standards

- ✓ Outdoor on-site parking and maneuvering areas shall not exceed twelve feet wide on any lot;
- ✓ The garage width shall not exceed twelve feet.
- ✓ Each townhouse lot shall have a street frontage on a local street.
- ✓ For two abutting lots in the same townhouse project, driveways are encouraged to be paired and abut along the lot line to create one shared driveway approach, which may be between 20 to 24 feet in width, meeting all other standards of **OCMC 16.12.035**.



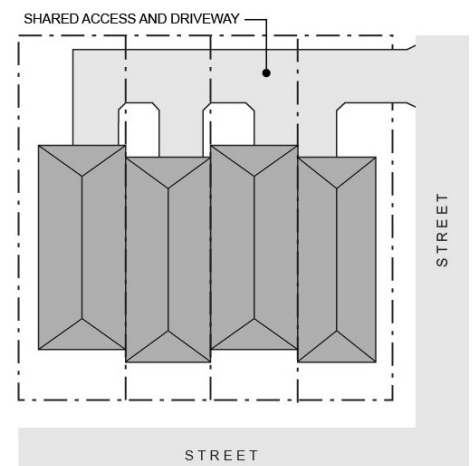
Staff Only: Are these standards met? Yes No NA Initial\_\_\_\_\_

### Garages not Located in the Front Yard:

Garages not on the front façade and townhouses which do not include off-street parking in the front yard must meet the following standards.

- ✓ Off-street parking areas shall be accessed on the back façade or located in the rear yard. No off-street parking shall be allowed in the front yard or side yard.
- ✓ Development that includes a corner lot shall take access from a single driveway on the side of the corner lot. The city engineer may alter this requirement based on street classifications, access spacing, or other provisions.

### Development with Corner Lot Access

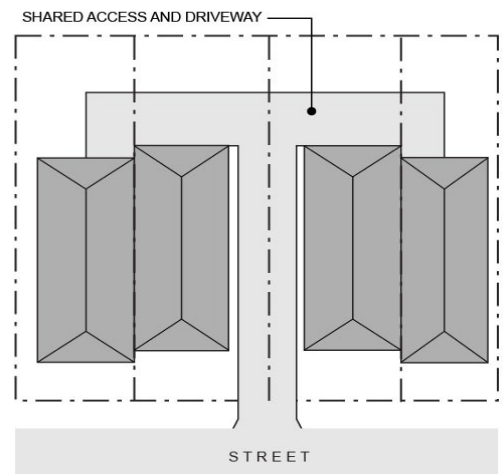


Staff Only: Are these standards met? Yes No NA Initial\_\_\_\_\_

### Development with Consolidated Access:

Development that does not include a corner lot shall consolidate access for all lots into a single driveway. The access and driveway are not allowed in the area directly between the front façade and front lot line of any of the single-family attached dwellings.

- ✓ A development that includes consolidated access or shared driveways shall record access easements to allow normal vehicular access and emergency access.
- ✓ Developments served by an alley providing access to the rear yard are exempt from compliance with **OCMC 17.16.040**.



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

**8. Design Elements (P)**

Select a minimum of 6 elements for the front of the home.

Identify by unit the required number of elements needing to be met, and then list the element #s being used.

Building #1- # of Elements Required \_\_\_\_\_ Elements met (#s): \_\_\_\_\_

Building #2- # of Elements Required \_\_\_\_\_ Elements met (#s): \_\_\_\_\_

Building #3- # of Elements Required \_\_\_\_\_ Elements met (#s): \_\_\_\_\_

Building #4- # of Elements Required \_\_\_\_\_ Elements met (#s): \_\_\_\_\_

Staff Only

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 \_\_\_\_\_ (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  $\geq 9$  feet in width or less.
17. All garage doors wider than 9 feet are designed to resemble 2 smaller garage doors.

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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 \_\_\_\_\_

## 9. Street Trees (P)

*A street tree is required for all new homes 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 3-4 plex? ☐ 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. \_\_\_\_\_ 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: Divide Line 5 by 35, round down
7. \_\_\_\_\_ Number of existing street trees in the Right-of-Way
8. Is line 7 less than the number on line 6? ☐ 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 \_\_\_\_\_

## 10. 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. lasiandra
Western Hemlock	Tsuga heterophylla
Western Red Cedar	Thuja plicata
Western Yew	Taxus brevifolia



**Option 4: Payment to the Tree Fund (Fee in Lieu)**

*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, #11-#16, contact Public Works - Development Services at [ocpublicworks@orc.org](mailto:ocpublicworks@orc.org) or 971-204-4601 for assistance.*

**11. 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: \_\_\_\_\_

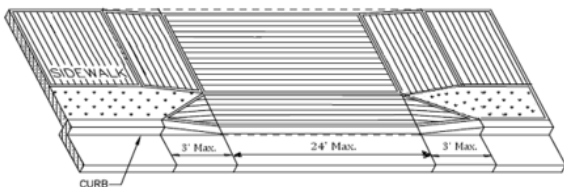
☐ Not Applicable (No driveway or access taken from alley)

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

**12. 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 12 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 \_\_\_\_\_



**13. Street Improvements (DS)**

New townhome units or 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. 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\_\_\_\_\_

**14. 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\_\_\_\_\_

**15. 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\_\_\_\_\_

**16. Sufficient Infrastructure (DS)**

For all triplexes, quadplexes, townhouses and cottage clusters in residential zones, the city shall work with the applicant to ensure that sufficient infrastructure will be provided, or can be provided, to include:

- ✓ Connection to public wastewater system capable of meeting established service levels.
- ✓ Connection to a public water system capable of meeting established service levels.
- ✓ Access via public or private streets meeting adopted emergency vehicle access standards to a city's public street system.
- ✓ Storm drainage facilities capable of meeting established service levels for storm drainage.

*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.