



## Type I Minor Site Plan & Design Review

Staff use only:

File #: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved

Approved with Conditions

Denied

Notes: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Company: \_\_\_\_\_ CCB #: \_\_\_\_\_ Business License #: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby acknowledge that what results from my project will be properly maintained. (required for approval)

Site Address: \_\_\_\_\_ Clackamas Co. Map/Tax Lot #: \_\_\_\_\_

Project Description: \_\_\_\_\_

Zoning: \_\_\_\_\_ Current Use of the Property: \_\_\_\_\_

Are you proposing a change in use of the property?  Yes  No

**Review Items:** (check all that

- Exterior Building Façade Changes ..... Complete **Addendum 1**
- Building Additions\* ..... Complete **Addendum 2**
- Parking Lot Changes\* ..... Complete **Addendum 3**
- Landscaping Changes ..... Complete **Addendum 4**
- Tree Removal ..... Complete **Addendum 4b**
- Outdoor Lighting Alterations ..... Complete **Addendum 5**
- Pedestrian Circulation Changes ..... Complete **Addendum 6**
- Fences, Hedges, Walls, Retaining Walls ... Complete **Addendum 7**
- Mechanical Equipment Installations ..... Complete **Addendum 8**
- Refuse Enclosure Projects ..... Complete **Addendum 9**
- Bicycle Parking Changes ..... Complete **Addendum 10**
- Temporary Structures ..... Complete **Addendum 11**
- Demolition Projects ..... Complete **Addendum 12**
- Food Carts (Mobile Food Units)\* ..... Complete **Addendum 13**
- Outdoor Dining & Retail ..... Complete **Addendum 14**

**Addenda Required:**

**Other Review Items:**

- Re-Roof Only ... Complete **Re-Roofing Addendum**
- Repair Work Only ... Complete **Repair Addendum**
- ADA Facility Installations, Upgrades, or Changes
- Shared Parking Agreements
- Phased Subdivision or Occupancy Plan for issuance of and early Certificate of Occupancy for when full development is not yet constructed\*

\*Item may require an Extended Review.

An Extended Review or a review of 3 or more Addenda will incur additional fees.

Consult the [Planning Fee Schedule](#) for more information.

Consult the [Guide to Addenda](#) to determine what documents are required for submission of a complete application.



## Community Development – Planning

695 Warner Parrott Road | Oregon City OR 97045

Ph (503) 722-3789

### Applicable Overlay Zones

Please identify all overlay districts identified on your Property Zoning Report. The presence of an overlay district may require public review in a Type II Minor Site Plan and Design Review process.

<input type="checkbox"/> Designated Historic Property	<input type="checkbox"/> Historic Overlay District	<input type="checkbox"/> Barlow Trail Corridor
<input type="checkbox"/> Willamette River Greenway Overlay District	<input type="checkbox"/> High Water Table	<input type="checkbox"/> Geologic Hazards Overlay District
<input type="checkbox"/> Flood Management Overlay District	<input type="checkbox"/> Natural Resources Overlay District	<input type="checkbox"/> Not Applicable

### Does this application relate to other Building or Planning permits or reviews? **Not Applicable**

Please list all Building Permits or Planning files associated with this property and project:

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### I have included the following items with my Type I Minor Site Plan & Design Review application:

Check all that apply.

- Site Plan (Required. See our webpage "[How To Draw a Site Plan](#)" for more information)
- Elevation drawings
- Vicinity Map
- Photos
- Required Addenda
- Other \_\_\_\_\_

### Additional Questions:

1. Does the location of the proposed development include any public easement?  Yes  No

Contact Public Works to attain any required permits. Public Works permit #: \_\_\_\_\_

2. Does the proposal include any work within or projections over the right-of-way?  Yes  No

Contact Public Works to attain any required permits. Public Works permit #: \_\_\_\_\_

3. Does the proposal include utility work or changes to stormwater facilities?  Yes  No

Contact Public Works to attain any required permits. Public Works permit #: \_\_\_\_\_

Public Works Development Services: 971-204-4601 or [ocpublicworks@orccity.org](mailto:ocpublicworks@orccity.org)

*Staff use only:*

Is the project eligible for Type I Site Plan and Design Review? Yes   No   Initials \_\_\_\_\_

Notes: \_\_\_\_\_

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