



Middle Housing Land Division Checklist

All materials shall be submitted electronically.

Online application: [Online Submittal of Land Use Applications | Oregon City, OR](#)

Allowed file types: gif jpg jpeg png pdf doc docx.

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

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

Building (B) at 503-722-3789 or permits@orc-city.org and

Public Works Development Services (DS) at 971-204-4601 or ocpublicworks@orc-city.org.

- 1. A **completed Online Land Use Application** form with All property owner signatures (P)
- 2. A **completed Middle Housing Land Division Application** (P/DS/B)
 - A complete and detailed narrative description of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference.
- 3. A **copy of the submitted or approved building permit application(s)** for the proposed middle housing construction. A shadow plat for future units is required if building permits for the units have not yet been submitted. (P/DS)
- 4. **Preliminary Plat/Existing Conditions:** (P/DS)
 - 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 plan drawings shall be at a minimum scale of one inch to fifty feet.
 - A separate utility plan shall be provided if not included on the plat.
 - If prepared by an Oregon Professional Land Surveyor – include Surveyor’s Name and Address.
 - a. The map scale and true north point
 - b. The location, width and names of all existing or platted streets, other public ways and easements within the proposed land division, and other important features, such as general outline and location of permanent buildings, pedestrian/bicycle accessways, watercourses, power lines, telephone lines, railroad lines, gas lines, water lines, municipal boundaries and section lines.
 - c. Approximate courses and distances of all parts of the land division.
 - d. Around the periphery of the proposed land division, the boundary lines and names of adjacent partitions and subdivisions, streets and tract lines of adjacent parcels of property.

- e. The location of natural hazard areas on and within 100 feet of the boundaries of the site including areas within the following:
 - Flood Management Overlay District
 - Geologic Hazards Overlay District
 - Historic Overlay District
 - Natural Resource Overlay District
- 5. A current **Preliminary Title Report or Trio** for the subject property(ies). (P)
- 6. **Documentation** indicating there are **no liens favoring the City** for the subject site. (P)
- 7. **County Assessor's Office Receipt** indicating all taxes for the parcels involved are paid in full for the preceding tax year. (P)
- 8. **Application fees** to be paid once invoice is generated. (P)
- 9. **Preliminary Storm Calculation**, if Stormwater Management is required. (DS)
- 10. If applicable, **Pre-Application Conference Notes from Planning and Development Services**. (P/DS)
- 11. Not Required, but recommended: **Neighborhood Association meeting**: (P)
 - A sign-in sheet of the meeting attendees
 - A Summary of issues discussed
 - A letter from the Neighborhood Association or CIC indicating that a meeting was held.
 - 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.

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

Incomplete applications will increase processing time.