



## Type I Site Plan and Design Review

### Office/Mixed Use/Commercial Uses

*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.*

Staff use:

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

#### CONDITIONS OF APPROVAL

Prior to Issuance of Building Permit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prior to Issuance of Certificate of Occupancy: \_\_\_\_\_

\_\_\_\_\_

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Site Address or Clackamas County Map and Tax Lot: \_\_\_\_\_

Zoning: \_\_\_\_\_ Use: \_\_\_\_\_ Project Valuation (excluding interior TI): \_\_\_\_\_

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

Check all that apply and fill out the applicable sections in the packet:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Replacement of Exterior Building Materials | <input type="checkbox"/> Addition to an Industrial Use                                    | <input type="checkbox"/> Shared Parking Agreement             |
| <input type="checkbox"/> Modifications to Windows/Doors             | <input type="checkbox"/> Addition to a Legal Non-Conforming Single or Two-Family Dwelling | <input type="checkbox"/> Changes to Bicycle Parking           |
| <input type="checkbox"/> Modifications to Awnings/Projections       | <input type="checkbox"/> Parking Lot Repaving   | <input type="checkbox"/> Tree Removal                         |
| <input type="checkbox"/> Modifications to Parapets or Rooflines     | <input type="checkbox"/> Change to Parking Lot Circulation or Layout                      | <input type="checkbox"/> Changes to Landscaping               |
| <input type="checkbox"/> Building Entrance Alterations              | <input type="checkbox"/> Removal/Relocation of Parking Stalls                             | <input type="checkbox"/> Installation of Mechanical Equipment |
| <input type="checkbox"/> Building Addition                          |   | <input type="checkbox"/> ADA Upgrades                         |
|   |   | <input type="checkbox"/> Modification to Fence, Hedge or Wall |

☐ Outdoor Lighting Alterations

☐ Refuse Enclosure Alterations

## Applicable Overlay Zones, Plans or Fees

Please identify all overlay districts identified on your Property Zoning Report. Contact the Planning Division for additional processes, fees and restrictions.

☐ Individually Designated Historic Structure

☐ Historic Overlay District

☐ Barlow Trail Corridor

☐ Willamette River Greenway Overlay District

☐ High Water Table

☐ Geologic Hazards Overlay District

☐ Flood Management Overlay District

☐ Sewer Moratorium Area

☐ Natural Resources Overlay District

☐ Not Applicable

Staff Only

Additional Review Required? ☐ Yes ☐ No Initial \_\_\_\_\_ Is the project eligible for Type I Site Plan and Design Review? ☐ Yes ☐ No Initial \_\_\_\_\_

Note \_\_\_\_\_

## Replacement of Exterior Building Materials

Exterior building materials must be in compliance with Oregon City Municipal Code Section 17.62.050.A.21.

Preferred Building Materials	Prohibited Building Materials
<ul style="list-style-type: none"><li>▪ Brick</li><li>▪ Basalt stone or basalt veneer</li><li>▪ Narrow horizontal wood or composite siding</li><li>▪ Board and baton siding</li><li>▪ Plywood with battens or fiber/composite panels</li><li>▪ Stucco shall be trimmed in wood, masonry, or other approved materials</li><li>▪ Other materials subject to approval by the Community Development Director</li></ul>	<ul style="list-style-type: none"><li>▪ Corrugated fiber glass</li><li>▪ Chain link fencing (except for temporary purposes)</li><li>▪ Crushed colored rock/crushed tumbled glass</li><li>▪ Non-corrugated and highly reflective sheet metal</li><li>▪ Glass block or highly tinted, reflected, translucent or mirrored glass (except stained glass)</li><li>▪ Vinyl or plywood siding (including T-111 or similar plywood)</li></ul>

Existing Building Materials: \_\_\_\_\_

Proposed Building Materials: \_\_\_\_\_

Are any prohibited building materials (listed above) being used?

☐ Yes

☐ No

Staff Only

Standards met? ☐ Yes ☐ No ☐ Not Applicable Initial \_\_\_\_\_

## Modifications to Windows and/or Doors

Additions, relocation, or removal of windows and/or must be in compliance with Oregon City Municipal Code Sections 17.62.055.I, 17.62.055.H.1, and 17.62.055.H.3.

Are any windows or doors being added?

☐ Yes

☐ No

Are any windows or doors being removed?

☐ Yes

☐ No

Are any windows or doors being relocated?

☐ Yes

☐ No

Please describe the proposed window and/or door modifications in detail:

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Transparent windows or doors facing the street are required. The main front elevation shall provide at least 60% windows or transparency at the pedestrian level. Facades on corner lots shall provide at least 60% windows or transparency on all corner-side facades. All other side elevations shall provide at least 30% transparency.

Are the proposed window/door modifications being done on a street facing side of the building? ☐ Yes ☐ No

1. Length of building wall where the window/door modifications are being proposed? \_\_\_\_\_

2. Total length of all proposed and existing windows and doors? \_\_\_\_\_

Divide line 1 by line 2 to determine the transparency. \_\_\_\_\_

No wall that faces a street or connecting walkway shall have a blank uninterrupted length exceeding 30 feet without including at least two of the following:

- Change in plane
- Change in texture or masonry pattern or color
- Windows, treillage with landscaping appropriate for establishment on a trellis
- An equivalent element that subdivides the wall into human scale proportions

Would the proposed modifications of windows/doors result in a blank, uninterrupted façade that exceeds 30 feet in length? ☐ Yes ☐ No

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

## Modifications to Awnings or Projections

Removal, replacement, or addition of approved awnings, structural awnings, or architectural projections to existing structures must be in compliance with Oregon City Municipal Code Sections 17.62.050.A.21, 17.62.055.D.2, 17.62.055.D.3, 17.62.055.D.5, 17.62.055.E, and 17.62.055.H.3.

Are any awnings or projections being added? ☐ Yes ☐ No

Are any awnings or projections being removed? ☐ Yes ☐ No

Are any awnings or projections being relocated? ☐ Yes ☐ No

Please describe the proposed awning and/or projection modifications in detail:

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Would the proposed project include the use of any prohibited building materials? ☐ Yes ☐ No

Is the building located on a corner lot? ☐ Yes ☐ No

Would the proposed project make the primary building entrance less architecturally significant? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

If constructing a new awning, trellis, or canopy, please complete the following:

Projection into front setback or public right-of-way: \_\_\_\_\_

Height of proposed awning at base (lowest point): \_\_\_\_\_

Length of tenant space or storefront: \_\_\_\_\_

Length of proposed awning: \_\_\_\_\_

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

Modifications to Parapets or Rooflines

Additions or alterations or parapets or rooflines must be in compliance with Oregon City Municipal Code Sections 17.62.050.A.21, 17.62.055.J, 17.62.056.D.1.

Would the proposed project include the use of any prohibited building materials? ☐ Yes ☐ No

Do the proposed modifications include any of the following roof treatments (mark all that apply)?

- ☐ Cornice treatments, other than just colored “stripes” or “bands”, with integrally textured materials such as stone or other masonry or differently colored materials.
- ☐ Sloping roof with overhangs or brackets
- ☐ Stepped parapets
- ☐ Special architectural features such as bay windows, decorative roofs, and entry features.  
Please describe: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_
- ☐ None of the above

If the proposed project includes roof or parapet modifications to a large retail establishment (defined as retail buildings occupying more than ten thousand gross square feet of floor area), please complete the Additional Standards for Large Retail Establishments section.

☐ Not Applicable, the proposed project does not include a large retail establishment.

Additional Standards for Large Retail Establishments

Large retail establishments are defined as retail buildings occupying more than ten thousand gross square feet of floor area.

Roofs of large retail establishments must include at least two of the following features (mark all that apply).

- ☐ Parapets concealing flat roofs and rooftop equipment from public view.
  - ☐ The parapet features a three-dimensional cornice treatment.
  - ☐ The average height of the parapet does not exceed 15% of the height of the supporting wall.
  - ☐ The parapet does not at any point exceed one-third of the height of the supporting wall.

Height of supporting wall \_\_\_\_\_ Average height of parapet \_\_\_\_\_ Highest point of parapet \_\_\_\_\_

- ☐ Overhanging eaves, extending no less than three feet past the supporting walls.

Length of overhang \_\_\_\_\_

- ☐ Sloping roof that does not exceed the average height of the supporting walls.
  - ☐ Average slope is greater than equal to one foot of vertical rise for every three feet of horizontal run.
  - ☐ Average slope is less than or equal to one foot of vertical rise for every one foot of horizontal run.
- ☐ Three or more roof slope planes. Number of roof slope planes \_\_\_\_\_

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

Modifications to Building Entrances

Building entrance alterations must be in compliance with Oregon City Municipal Code Sections 17.62.050.A.9, 17.62.050.A.21, 17.62.055.D.2, 17.62.055.D.3, 17.62.055.D.4, 17.62.055.D.5, 17.62.055.E, and 17.62.080.C.

Please describe the proposed building entrance modifications in detail:

Would the proposed project include the use of any prohibited building materials? ☐ Yes ☐ No

Are there pedestrian connections or pathways connecting the proposed building entrance to the street? ☐ Yes ☐ No

Are there pedestrian connections or pathways connecting the proposed building entrance to other main entrances on the same site? ☐ Yes ☐ No ☐ Not Applicable

Are there pedestrian connections or pathways connecting the proposed building entrance to primary entrances of buildings on adjacent sites where practicable? ☐ Yes ☐ No ☐ Not Applicable

If the proposed project includes modifications to the primary or most architecturally significant entrance of the building, please complete the Additional Standards for Primary Building Entrances section.

☐ Not Applicable, no modifications to the primary entrance are proposed

#### Additional Standards for Primary Building Entrances

Is the proposed building entrance oriented towards the street? ☐ Yes ☐ No

The primary entrance must include at least four of the elements listed below. Mark all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> Canopies or porticos   | <input type="checkbox"/> Peaked roof forms   |
| <input type="checkbox"/> Overhangs  | <input type="checkbox"/> Arches  |
| <input type="checkbox"/> Arcades  | <input type="checkbox"/> Outdoor patio   |
| <input type="checkbox"/> Raised corniced parapets over the door   | <input type="checkbox"/> Recesses or projections   |
| <input type="checkbox"/> Architectural details, such as tile work and moldings which are integrated into the building structure | <input type="checkbox"/> Display windows   |
| <input type="checkbox"/> Integral planters or wing walls that incorporate landscaped areas and/or places for sitting            | <input type="checkbox"/> Planter boxes and street furniture placed in the right-of-way (approved for use depending on materials, scale and type) |

If the proposed project includes modifications to the primary entrance of a building located on a corner lot, please complete the Additional Standards for Corner Lots section.

☐ Not Applicable, the proposed project does not include modifications to the primary entrance of a building located on a corner lot

#### Additional Standards for Corner Lots

Is the primary building entrance located within 25 feet of the corner of the lot? ☐ Yes ☐ No

One of the following treatments is required for main entrances of buildings on corner lots. Mark all that apply.

- ☐ Prominent architectural elements, such as increased building height of massing, cupola turrets, or pitched roof, at the corner of the building, or within twenty-five feet of the corner of the building.
- ☐ Chamfer the corner of the building (i.e. cut the corner at a forty-five-degree angle and a minimum of ten feet from the corner) and incorporate extended weather protection (arcade or awning), special paving materials, street furnishings, or plantings in the chamfered area.

If the proposed project includes modifications to the primary entrance of a building located on a transit street, please complete the Additional Standards along Transit Streets section.

☐ Not Applicable, the proposed project does not include modifications to the primary entrance of a building located on a transit street

#### Additional Standards along Transit Streets

Is the primary building entrance oriented towards the transit street? ☐ Yes ☐ No

Is the building façade that faces the transit street more than 300 feet in length? ☐ Yes ☐ No

Length of building façade facing the transit street \_\_\_\_\_

Is the building entrance facing the transit street well lighted and visible from the transit street? ☐ Yes ☐ No

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

## Building Additions

Building additions must be in compliance with Oregon City Municipal Code Sections 17.62.050.A.9, 17.62.050.A.21, 17.62.055.G, 17.62.055.H, 17.62.055.I, and applicable base zone dimensional standards.

Would the proposed project include the use of any prohibited building materials? ☐ Yes ☐ No

Square footage of existing building: \_\_\_\_\_ Square footage of proposed addition: \_\_\_\_\_

## Building Height and Setbacks

Identify the addition height and the setbacks (distance between proposed addition and property lines). The minimum distances may be found in the dimensional standards of the applicable zoning designation in Title 17 of the Oregon City Municipal Code. Please provide the associated building plans with all of the dimensions below.

Zoning Designation: \_\_\_\_\_

Closest Left Setback: \_\_\_\_\_

Addition Height: \_\_\_\_\_

Closest Right Setback: \_\_\_\_\_

Number of Stories: \_\_\_\_\_

Closest Rear Setback: \_\_\_\_\_

Closest Front Setback: \_\_\_\_\_

Maximum Projection into Setback: \_\_\_\_\_

## Lot Coverage

Parking lots and structures 200 square feet or greater (excluding decks, covered and uncovered porches, and eave overhangs), are limited to the following lot coverage:

MUC-1 and MUE Districts: 80% Maximum Lot Coverage

MUC-2 District: 90% Maximum Lot Coverage

C District: 85% Maximum Lot Coverage

MUD District: 100% Maximum Lot Coverage

1. Square footage of existing parking lot: \_\_\_\_\_
2. Square footage of existing building: \_\_\_\_\_
3. Square footage of proposed addition: \_\_\_\_\_
4. Total square footage of parking lots and existing and proposed structures (lines 1+2+3): \_\_\_\_\_
5. Total square footage of property: \_\_\_\_\_
6. Line 4 divided by line 5 and multiplied by 100: \_\_\_\_\_

Would the proposed building addition disrupt pedestrian connections or pathways connecting primary building entrances to the street? ☐ Yes ☐ No

Would the proposed building addition disrupt pedestrian connections or pathways connecting primary building entrances to other main entrances on the same site? ☐ Yes ☐ No ☐ Not Applicable

Would the proposed building addition disrupt pedestrian connections or pathways connecting primary building entrances to main entrances of buildings on adjacent sites? ☐ Yes ☐ No ☐ Not Applicable

Transparent windows or doors facing the street are required. The main front elevation shall provide at least 60% windows or transparency at the pedestrian level. Facades on corner lots shall provide at least 60% windows or transparency on all corner-side facades. All other side elevations shall provide at least 30% transparency.

Would any part of the proposed addition be facing the street?

☐ Yes ☐ No

1. Total length of building wall where the addition is being proposed? \_\_\_\_\_

2. Total length of all proposed and existing windows and doors? \_\_\_\_\_

Divide line 1 by line 2 to determine the transparency. \_\_\_\_\_

No wall that faces a street or connecting walkway shall have a blank uninterrupted length exceeding 30 feet without including at least two of the following:

- Change in plane
- Change in texture or masonry pattern or color
- Windows, trellage with landscaping appropriate for establishment on a trellis
- An equivalent element that subdivides the wall into human scale proportions

Would the proposed addition result in a blank, uninterrupted façade that exceeds 30 feet in length?

☐ Yes ☐ No

Horizontal masses shall not exceed a height-to-width ratio of one-to-three without substantial variation in massing that includes a change in height and projecting or recessed elements.

Would the proposed addition result in a height-to-width ratio greater than one-to-three?

☐ Yes ☐ No

If yes, please explain how the building is providing variation in massing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facades greater than one hundred feet in length shall incorporate wall plane projections or recesses having a depth of at least three percent of the length of the façade and extending at least twenty percent of the length of the façade. No interrupted length of any façade shall exceed one hundred horizontal feet.

Would the proposed addition result in a blank, uninterrupted façade with no projections or recesses for more than 100 linear feet?

☐ Yes ☐ No

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

## Building Additions to Industrial Uses

*Building additions must be in compliance with Oregon City Municipal Code Sections 17.62.050.A.9, 17.62.050.A.21, and applicable base zone dimensional standards.*

Would the proposed project include the use of any prohibited building materials?

☐ Yes ☐ No

Square footage of existing building: \_\_\_\_\_

Square footage of proposed addition: \_\_\_\_\_

Does the site abut or face a residential or commercial use?

☐ Yes ☐ No

If the site abuts or faces a residential or commercial use, a yard of at least twenty-five feet is required on the side abutting or facing the adjacent residential/commercial uses in order to provide a buffer area.

Is a buffer of at least twenty-five feet provided on the side abutting/facing a residential or commercial use?

☐ Yes ☐ No ☐ Not Applicable

## Building Height and Setbacks

*Identify the addition height and the setbacks (distance between proposed addition and property lines). The minimum distances may be found in the dimensional standards of the applicable zoning designation in Title 17 of the Oregon City Municipal Code. Please provide the associated building plans with all of the dimensions below.*

Zoning Designation: \_\_\_\_\_

Addition Height: \_\_\_\_\_

Number of Stories: \_\_\_\_\_

Closest Front Setback: \_\_\_\_\_

Closest Left Setback: \_\_\_\_\_

Closest Right Setback: \_\_\_\_\_

Closest Rear Setback: \_\_\_\_\_

Maximum Projection into Setback: \_\_\_\_\_

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

## Parking Lot Repaving

Parking lot repaving must be in compliance with Oregon City Municipal Code Sections 17.52.030 and 17.62.050.A.9.

Number of Existing Parking Stalls \_\_\_\_\_

Number of Proposed Parking Stalls \_\_\_\_\_

Would the repaving of the parking lot result in an increase or loss of parking stalls?

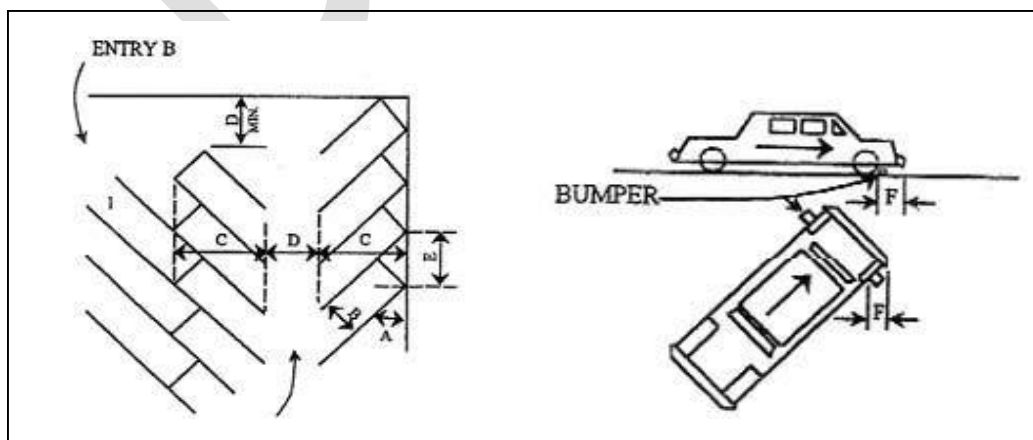
☐ Yes ☐ No

Is parking lot layout or circulation changing?

☐ Yes ☐ No

### Parking Standards

A Parking Angle	Standard Compact	B Stall Width	C Stall to Curb	D Aisle Width	E Curb Length	F Overhang
0 Degrees		8.5'	9.0'	12'	20'	0'
30 Degrees	Standard Compact	9' 8'	17.3' 14.9'	11' 11'	18' 16'	
45 Degrees	Standard Compact	8.5' 8.5'	19.8' 17.0'	13' 13'	12.7' 11.3'	1.4'
60 Degrees	Standard Compact	9' 8'	21' 17.9'	18' 16'	10.4' 9.2'	1.7'
90 Degrees	Standard Compact	9' 8'	19.0' 16.0'	24' 22'	9' 8'	1.5'





### Parking Lot Dimensions

☐ Standard ☐ Compact

Parking Angle: \_\_\_\_\_

Stall Width: \_\_\_\_\_

Aisle Width: \_\_\_\_\_

Curb Length: \_\_\_\_\_

Stall to Curb Length: \_\_\_\_\_

Overhang: \_\_\_\_\_

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

### Change to Parking Lot Circulation and/or Layout

*Building additions must be in compliance with Oregon City Municipal Code Sections 12.04.025, 12.04.195, 17.52.030, 17.62.050.A.2, 17.62.050.A.9, and 17.62.057.F.*

Number of Existing Parking Stalls \_\_\_\_\_

Number of Proposed Parking Stalls \_\_\_\_\_

Would the proposed changes result in an increase or loss of parking stalls?

☐ Yes ☐ No

### Parking Lot Dimensions

☐ Standard ☐ Compact

Parking Angle: \_\_\_\_\_

Stall Width: \_\_\_\_\_

Aisle Width: \_\_\_\_\_

Curb Length: \_\_\_\_\_

Stall to Curb Length: \_\_\_\_\_

Overhang: \_\_\_\_\_

Does the proposed parking lot configuration provide for adequate pedestrian circulation, including:

Connections between all building entrances and the street?

☐ Yes ☐ No

Connections between main entrances of buildings on the same site?

☐ Yes ☐ No

Connections between main building entrances of buildings on adjacent commercial and residential sites where practicable?

☐ Yes ☐ No

Are onsite pedestrian walkways:

Hard surfaced?

☐ Yes ☐ No

Well drained?

☐ Yes ☐ No

At least five feet wide?

☐ Yes ☐ No

Visually contrasting to adjoining surfaces?

☐ Yes ☐ No

Are curb stops proposed?

☐ Yes ☐ No

If curb stops are not proposed, pedestrian walkways bordering park spaces must be a minimum of seven feet in width.

Width of pedestrian walkways bordering parking spaces \_\_\_\_\_

### Driveways

Is a new driveway being proposed?

☐ Yes ☐ No

Width of proposed driveway at sidewalk of property line \_\_\_\_\_

*Pursuant with Oregon City Municipal Code Section 12.04.025.D.1, each new or redeveloped curb cut shall have an approved concrete approach or asphalted street connection where there is no concrete curb and a minimum hard surface for at least ten*

feet and preferably twenty feet back into the lot as measured from the current edge of street pavement to provide for controlling gravel tracking onto the public street.

**Proposed driveway surface:** ☐ Concrete ☐ Asphalt ☐ Other \_\_\_\_\_

**Is any gravel being proposed as part of this project?** ☐ Yes ☐ No

Street Functional Classification	Minimum Driveway Spacing Standards	Distance
Major Arterial Streets	Minimum distance from a street corner to a driveway for all uses and Minimum distance between driveways for uses other than single and two-family dwellings	175 ft.
Minor Arterial Streets	Minimum distance from a street corner to a driveway for all uses and Minimum distance between driveways for uses other than single and two-family dwellings	175 ft.
Collector Streets	Minimum distance from a street corner to a driveway for all uses and Minimum distance between driveways for uses other than single and two-family dwellings	100 ft.
Local Streets	Minimum distance from a street corner to a driveway for all uses and Minimum distance between driveways for uses other than single and two-family dwellings	25 ft.

**Street Functional Classification:** ☐ Major Arterial ☐ Minor Arterial ☐ Collector ☐ Local

**Distance between driveway and street corner or between driveways:** \_\_\_\_\_

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

## Removal/Relocation of Parking Stalls

Building additions must be in compliance with Oregon City Municipal Code Sections 17.52.020 and 17.52.030.

**Number of Existing Parking Stalls** \_\_\_\_\_

**Number of Proposed Parking Stalls** \_\_\_\_\_

**Parking Stalls Being Removed** \_\_\_\_\_

**Parking Stalls Being Relocated** \_\_\_\_\_

### Parking Lot Dimensions

☐ Standard ☐ Compact

**Parking Angle:** \_\_\_\_\_

**Curb Length:** \_\_\_\_\_

**Stall Width:** \_\_\_\_\_

**Stall to Curb Length:** \_\_\_\_\_

**Aisle Width:** \_\_\_\_\_

**Overhang:** \_\_\_\_\_

The number of parking spaces shall comply with the minimum and maximum standards listed in Table [17.52.020](#). The parking requirements are based on spaces per one thousand square feet net leasable area unless otherwise stated.

Number of automobile spaces required. <u>LAND USE</u>	<b>Table 17.52.020</b> <b><u>PARKING REQUIREMENTS</u></b>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>

Hotel, Motel	1.0 per guest room	1.25 per guest room
Correctional Institution	1 per 7 beds	1 per 5 beds
Senior housing, including congregate care, residential care and assisted living facilities; nursing homes and other types of group homes;	1 per 7 beds	1 per 5 beds
Hospital	2.00	4.00
Preschool Nursery/ Kindergarten	2.00	3.00
Elementary/Middle School	1 per classroom	1 per classroom + 1 per administrative employee + 0.25 per seat in auditorium/assembly room/stadium
High School, College, Commercial School for Adults	0.20 per # staff and students	0.30 per # staff and students
Auditorium, Meeting Room, Stadium, Religious Assembly Building, Movie Theater	.25 per seat	0.5 per seat
Retail Store, Shopping Center, Restaurants	4.10	5.00
Office	2.70	3.33
Medical or Dental Clinic	2.70	3.33
Sports Club, Recreation Facilities	Case Specific	5.40
Storage Warehouse, Freight Terminal	0.30	0.40
Manufacturing, Wholesale Establishment	1.60	1.67
Light Industrial, Industrial Park	1.3	1.60

Land Use \_\_\_\_\_

Net Leasable Area \_\_\_\_\_

Number of Spaces Required \_\_\_\_\_

Number of Spaces Proposed \_\_\_\_\_

<i>Staff Only</i>				
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable	Initial _____

## Adoption of Shared Parking Agreements

*Adoption of shared parking agreements must be in compliance with Oregon City Municipal Code Sections 17.52.020.B.2.*

Please describe the proposed shared parking agreement in detail \_\_\_\_\_

\_\_\_\_\_

How many parties are involved in the proposed shared parking agreement? \_\_\_\_\_

List all parties involved below: \_\_\_\_\_

\_\_\_\_\_

Is the proposed shared parking facility within 1,000 feet of the potential uses?

☐ Yes ☐ No

Distance between shared parking and proposed uses? \_\_\_\_\_

Copy of recorded deed, lease, contract, or other similar document authorizing the joint use provided? ☐ Yes ☐ No

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

## Changes to Bicycle Parking

*Changes to bicycle parking must be in compliance with Oregon City Municipal Code Section 17.52.040.*

Please describe the proposed bicycle parking modifications in detail \_\_\_\_\_

Use	Bicycle Parking Required	Covered Bicycle Parking Required
Correctional institution	1 per 15 auto spaces (minimum of 2)	30% (minimum of 1)
Nursing home or care facility	1 per 30 auto spaces (minimum of 2)	30% (minimum of 1)
Hospital	1 per 20 auto spaces (minimum of 2)	30% (minimum of 1)
Park-and-ride lot	1 per 5 auto spaces (minimum of 2)	50% (minimum of 1)
Transit center	1 per 5 auto spaces (minimum of 2)	50% (minimum of 1)
Parks and open space	1 per 10 auto spaces (minimum of 2)	0%
Public parking lots	1 per 10 auto spaces (minimum of 2)	50% (minimum of 1)
Automobile parking structures	1 per 10 auto spaces (minimum of 4)	80% (minimum of 2)
Religious institutions, movie theater, auditorium or meeting room	1 per 10 auto spaces (minimum of 2)	30% (minimum of 1)
Libraries, museums	1 per 5 auto spaces (minimum of 2)	30% (minimum of 1)
Preschool, nursery, kindergarten	2 per classroom (minimum of 2)	50% (minimum of 1)
Elementary	4 per classroom (minimum of 2)	50% (minimum of 1)
Junior high and High school	2 per classroom (minimum of 2)	50% (minimum of 2)
College, business/commercial schools	2 per classroom (minimum of 2)	50% (minimum of 1)
Swimming pools, gymnasiums, ball courts	1 per 10 auto spaces (minimum of 2)	30% (minimum of 1)

Retail stores and shopping centers	1 per 20 auto spaces (minimum of 2)	50% (minimum of 2)
Retail stores handling exclusively bulky merchandise such as automobile, boat or trailer sales or rental	1 per 40 auto spaces (minimum of 2)	0%
Bank, office	1 per 20 auto spaces (minimum of 2)	50% (minimum of 1)
Medical and dental clinic	1 per 20 auto spaces (minimum of 2)	50% (minimum of 1)
Eating and drinking establishment	1 per 20 auto spaces (minimum of 2)	0%
Gasoline service station	1 per 10 auto spaces (minimum of 2)	0%

**Use of Site** \_\_\_\_\_

**Number of Automobile Spaces** \_\_\_\_\_ **Number of Existing Bicycle Spaces** \_\_\_\_\_

**Number of Bicycle Spaces Proposed** \_\_\_\_\_ **Number of Covered Bicycle Spaces** \_\_\_\_\_

**Security of bicycle parking (mark all that apply):**

- ☐ Lockable enclosure onsite
- ☐ Secure room in a building onsite
- ☐ A covered or uncovered bicycle rack onsite
- ☐ Bicycle parking within the adjacent right-of-way
- ☐ Other \_\_\_\_\_

**Is proposed bicycle parking securely anchored to the ground or a structure?** ☐ Yes ☐ No

**Is proposed bicycle parking located in a secure, accessible, and convenient location?** ☐ Yes ☐ No

**Is proposed bicycle parking clearly marked and visible from the street or main building entrance?** ☐ Yes ☐ No

**Would proposed bicycle parking area impact pedestrian or motor vehicle movement?** ☐ Yes ☐ No

*Bicycle areas must be separated from motor vehicle parking and maneuvering areas and arterial streets by a buffer or minimum of five feet.*

**Distance from proposed bicycle parking to closest motor vehicle parking/maneuvering area or arterial street?** \_\_\_\_\_

<i>Staff Only</i>			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
	Initial _____		

## Tree Removal on Private Property

*Tree removal must be in compliance with Oregon City Municipal Code Section 17.41.060.*

**Has the tree been determined to be dead, diseased, or hazardous by a certified arborist?** ☐ Yes ☐ No

**Letter from certified arborist provided?** ☐ Yes ☐ No

**DBH of tree being removed** (DBH is the trunk diameter as measured at 4 ½ feet above ground level) \_\_\_\_\_ inches

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

Changes to Landscaping

Changes to landscaping must be in compliance with Oregon City Municipal Code Section 17.62.050.A.1, 17.62.050.A.9, 17.62.056.A.2, 17.52.

Please describe the proposed landscaping changes in detail \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Changes proposed to:

☐ Perimeter Parking Lot Landscaping      ☐ Building Buffer Landscaping      ☐ Interior Parking Lot Landscaping

Square footage of landscaping being added? \_\_\_\_\_

Square footage of landscaping being removed? \_\_\_\_\_

Lot size \_\_\_\_\_      Percentage of lot that is landscaped \_\_\_\_\_

Has a landscaping plan prepared by a certified arborist or other qualified professional been provided?      ☐ Yes      ☐ No

Does the proposed landscaping include a mix of deciduous shade trees and coniferous trees?      ☐ Yes      ☐ No

Are proposed landscaping trees a minimum two-inch caliper size?      ☐ Yes      ☐ No

Does the proposed landscaping obstruct lines of sight for safe traffic operation?      ☐ Yes      ☐ No

Would the proposed landscaping changes disrupt pedestrian connections or pathways connecting primary building entrances to the street?      ☐ Yes      ☐ No

Would the proposed landscaping changes disrupt pedestrian connections or pathways connecting primary building entrances to other main entrances on the same site?      ☐ Yes      ☐ No      ☐ Not Applicable

Would the proposed landscaping changes disrupt pedestrian connections or pathways connecting primary building entrances to main entrances of buildings on adjacent sites?      ☐ Yes      ☐ No      ☐ Not Applicable

Perimeter Parking Lot Landscaping and Parking Lot Entryway/Right-of-Way Screening

Parking lots shall include a five-foot wide landscaped buffer where the parking lot abuts the right-of-way and/or adjoining properties. Shared driveways and parking aisles that straddle a lot line do not need to meet perimeter landscaping requirements.

Width of landscaping buffer where the parking lot abuts the right-of-way and/or adjoining properties

Trees: Trees must be spaced a maximum of thirty-five feet apart and a minimum of one tree in either side of the entryway is required. When the parking lot is adjacent to the public right-of-way, the parking lot trees shall be offset from the street trees.

Are trees spaced a no more than thirty-five (35) feet apart?      ☐ Yes      ☐ No

Maximum distance between trees in the perimeter landscaping buffer: \_\_\_\_\_

Are parking lot trees offset from street trees (if adjacent to the right-of-way)?      ☐ Yes      ☐ No      ☐ Not Applicable

Number of trees in the parking lot entryway?

Ground Cover: Ground cover, such as wildflowers, must be spaced a maximum of 16-inches on center covering one hundred percent of the exposed ground within three years. No bark mulch shall be allowed except under the canopy of shrubs and within two feet of the base of trees.

Spacing between groundcover \_\_\_\_\_ inches

Is any bark mulch being proposed with the exception of bark mulch under the canopy of shrubs and within two feet of the base of trees? ☐ Yes ☐ No

**Hedges and Shrubs:** *An evergreen hedge screen of thirty to forty-two inches high spaced no more than four feet apart on average is required. The hedge/shrubs shall be parallel to and not nearer than two feet from the right-of-way line. The required screening shall be designed to allow for free access to the site and sidewalk by pedestrians. Visual breaks, no more than five feet in width, shall be provided every thirty feet within evergreen hedges abutting the public right-of-ways.*

Average spacing between shrubs and/or hedges \_\_\_\_\_ feet      Height of hedge screen \_\_\_\_\_ inches

Are the proposed hedges/shrubs parallel to the right-of-way line? ☐ Yes ☐ No

Distance between hedges/shrubs and the right-of-way line? \_\_\_\_\_

Width of visual breaks \_\_\_\_\_ feet      Distance between visual breaks \_\_\_\_\_ feet

Does the screening provide for free access to the site and sidewalk by pedestrians? ☐ Yes ☐ No

#### Parking Area/Building Buffer

*Parking areas shall be separated from the exterior wall of a structure, exclusive of pedestrian entranceways or loading areas, by one of the following:*

☐ Minimum five-foot wide landscaped planter strip (excluding areas for pedestrian connection) abutting either side of a parking lot sidewalk

☐ Seven-foot sidewalks with shade trees spaced a maximum of thirty-five feet apart in three-foot by five-foot wells.

#### Landscaped Planter Strips

Width of landscaped planter strip? \_\_\_\_\_ feet

Maximum spacing between trees? \_\_\_\_\_ feet

Spacing between groundcover \_\_\_\_\_ inches

Is any bark mulch being proposed with the exception of bark mulch under the canopy of shrubs and within two feet of the base of trees? ☐ Yes ☐ No

Average spacing between shrubs \_\_\_\_\_ feet      Height of evergreen hedge \_\_\_\_\_ inches

#### Sidewalks with Shade Trees

Width of sidewalk? \_\_\_\_\_ feet      Maximum spacing between trees? \_\_\_\_\_ feet

Size of tree wells: \_\_\_\_\_

#### Interior Parking Lot Landscaping

*Surface parking lots shall have a minimum ten percent of the interior gross area of the parking lot devoted to landscaping to improve the water quality, reduce stormwater runoff, and provide pavement shade. Interior parking lot landscaping shall not be counted toward the fifteen percent minimum total site landscaping required, unless otherwise permitted by the underlying zoning district. Pedestrian walkways or impervious surface in the landscaped areas are not to be counted in the percentage.*

Is there a minimum of one tree per six parking spaces? ☐ Yes ☐ No

What is the maximum number of parking spaces without a tree? \_\_\_\_\_

Are shrubs spaced no more than four feet apart? ☐ Yes ☐ No

Maximum spacing between shrubs? \_\_\_\_\_

Is there a landscape strip for every eight parking spaces? ☐ Yes ☐ No

What is the maximum number of contiguous parking spaces without an interior landscape strip between them? \_\_\_\_\_

Width of interior landscaping strip (if applicable)? \_\_\_\_\_

Length of interior landscaping strip (if applicable)? \_\_\_\_\_

*Pedestrian walkways must have shade trees spaced a maximum of every thirty-five feet in a minimum three-foot by five-foot tree wells, or trees spaced every thirty-five feet, shrubs spaced no more than four feet apart on average, and ground cover covering one hundred percent of the exposed ground. No bark mulch shall be allowed except under the canopy of shrubs and within two feet of the base of trees.*

Maximum distance between shade trees along pedestrian walkways? \_\_\_\_\_ feet ☐ Not Applicable

Size of tree wells in tree wells along pedestrian walkways? \_\_\_\_\_ ☐ Not Applicable

Are shrubs along pedestrian walkways spaced no more than four feet apart? ☐ Yes ☐ No ☐ Not Applicable

Maximum spacing between shrubs along pedestrian walkways? \_\_\_\_\_ ☐ Not Applicable

Maximum spacing between trees in pedestrian walkways? \_\_\_\_\_ feet ☐ Not Applicable

Percentage of ground cover in pedestrian walkways: \_\_\_\_\_ ☐ Not Applicable

Is any bark mulch being proposed along pedestrian walkways with the exception of bark mulch under the canopy of shrubs and within two feet of the base of trees? ☐ Yes ☐ No ☐ Not Applicable

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

## Installation of Mechanical Equipment

*Changes to mechanical equipment must be in compliance with Oregon City Municipal Code Section 17.62.050.A.20.*

Where is the proposed mechanical equipment being installed?

☐ Rooftop ☐ Ground-mounted ☐ Wall-mounted ☐ Other \_\_\_\_\_

Is proposed mechanical equipment screened? ☐ Yes ☐ No

Please describe the proposed screening \_\_\_\_\_

### Rooftop Equipment

Is the screening enclosure or parapet constructed of one of the building materials used on the primary façade of the building? ☐ Yes ☐ No

Proposed building material of enclosure \_\_\_\_\_

Is the mechanical equipment completely enclosed by the screening enclosure or parapet? ☐ Yes ☐ No

Height of mechanical equipment \_\_\_\_\_ Height of parapet or screen \_\_\_\_\_

### Wall-mounted Equipment

Is the equipment mounted to the front façade of the building? ☐ Yes ☐ No

Is the equipment mounted to a façade facing the right-of-way? ☐ Yes ☐ No

### Ground-mounted Equipment

Is any screening of the equipment proposed? ☐ Yes ☐ No

Type of screening proposed?

☐ Fence ☐ Screening Enclosure ☐ Trees ☐ Shrubs ☐ Other \_\_\_\_\_

Is at least 80% of the mechanical equipment visually screened? ☐ Yes ☐ No



Percentage of equipment that is visually screened: \_\_\_\_\_

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

## ADA Upgrades

*ADA Upgrades must be in compliance with Oregon City Municipal Code Section 17.62.050.A.9.*

Please describe the proposed ADA upgrades in detail \_\_\_\_\_

Would the proposed ADA upgrades result in a loss of:

Parking? ☐ Yes ☐ No

Landscaping? ☐ Yes ☐ No

Other: \_\_\_\_\_

Do the proposed upgrades provide adequate pedestrian circulation, including:

Connections between all building entrances and the street? ☐ Yes ☐ No

Connections between main entrances of buildings on the same site? ☐ Yes ☐ No

Connections between main building entrances of buildings on adjacent commercial and residential sites where practicable? ☐ Yes ☐ No

Are onsite pedestrian walkways:

Hard surfaced? ☐ Yes ☐ No

Well drained? ☐ Yes ☐ No

At least five feet wide? ☐ Yes ☐ No

Visually contrasting to adjoining surfaces? ☐ Yes ☐ No

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

## Modifications to Fence, Hedge, or Wall

*Changes to fences, walls, and hedges must be in compliance with Oregon City Municipal Code Section 17.54.100 and 17.62.050.A.21.*

Where is the proposed structure?

☐ Fence ☐ Wall ☐ Hedge ☐ Other \_\_\_\_\_

Is the proposed fence, hedge, or wall adjacent to the right-of-way? ☐ Yes ☐ No

Total height of proposed structure \_\_\_\_\_

Proposed Building Materials: \_\_\_\_\_

Are any prohibited building materials being used? ☐ Yes ☐ No

Staff Only			
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## Addition or Alteration of Outdoor Lighting

Changes to outdoor lighting must be in compliance with Oregon City Municipal Code Section 17.62.065.

Location	Minimum Foot-candle Level	Maximum Foot-candle Level	Average
Pedestrian Walkways	0.5	7:1 max/min ratio	1.5
Pedestrian Walkways in Parking Lots		10:1 max/min ratio	0.5
Pedestrian Accessways	0.5	7:1 max/min ratio	1.5
Building Entrances	3		
Bicycle Parking Areas	3		
Abutting Property	N/A	.05	

Location of Lighting \_\_\_\_\_ Foot-candle Level \_\_\_\_\_

Has an exterior lighting plan been provided? ☐ Yes ☐ No

Would the proposed lighting cause an illumination on other properties in excess of 0.5 footcandle at the property line? ☐ Yes ☐ No

Does the proposed lighting emit more than nine-hundred lumens (thirteen watt compact fluorescent or sixty watt incandescent)? ☐ Yes ☐ No

If proposed lighting emits more than nine-hundred lumens, is it concealed or shielded with a full cut-off style fixture in order to minimize the potential for glare and unnecessary diffusion on adjacent property? ☐ Yes ☐ No

### Bulb type?

☐ Metal halide ☐ Induction Lamp ☐ Compact Fluorescent ☐ Incandescent  
☐ High Pressure Sodium with a Color Rendering Index above 70 ☐ Other \_\_\_\_\_

What is the height of the proposed light pole or lighting fixture? \_\_\_\_\_

Is the site a parking lot larger than five acres, where the light pole is located at least one hundred feet from any residential use? ☐ Yes ☐ No

Are parking lots and other background spaces illuminated as unobtrusively as possible while meeting the functional needs of safe circulation and protection of people and property? ☐ Yes ☐ No ☐ Not Applicable

Is pedestrian scale lighting utilized for foreground spaces, such as building entrances and outside seating areas? ☐ Yes ☐ No ☐ Not Applicable

Are on-site pedestrian circulation systems lighted to enhance pedestrian safety and allow people to use the walkways at night? ☐ Yes ☐ No ☐ Not Applicable

Are pedestrian accessways to enhance pedestrian and bicycle safety lighted with pedestrian scale lighting? ☐ Yes ☐ No ☐ Not Applicable

Are floodlights proposed to be utilized to light any portion of a building façade between the hours of 10 PM and 6 AM? ☐ Yes ☐ No ☐ Not Applicable

Is lighting on outdoor canopies (convenience store, automobile service station, other canopies), fully recessed into the canopy and not protruding downwards beyond the ceiling of the canopy? ☐ Yes ☐ No ☐ Not Applicable

Is the style of light standards and fixtures consistent with the style and character of architecture on the site? ☐ Yes ☐ No ☐ Not Applicable

Does the proposed lighting add more than one foot-candle to illumination levels at any point off site? ☐ Yes ☐ No

Is outdoor light not necessary for security purposes reduced, activated by motion sensor detectors, or turned off during non-operating hours? ☐ Yes ☐ No

Do light fixtures used to illuminate flags, statues, or any other objects mounted on a pole pedestal or platform use a narrow cone beam of light that will not extend beyond the illuminated object? ☐ Yes ☐ No ☐ Not Applicable

Are direct emissions from upward directed architectural, landscape, and decorative lighting visible above the building roofline? Yes ☐ No ☐ Not Applicable

Except for temporary decorative seasonal lighting, are any flickering or flashing lights proposed? ☐ Yes ☐ No

### Wireless Sites

Is the proposed lighting required by the Federal Aviation Administration or the Oregon Aeronautics Division? ☐ Yes ☐ No

Does the proposed lighting include artificial lighting of a wireless communication tower or antenna? ☐ Yes ☐ No

Does the proposed lighting include strobe lighting of wireless communication facilities? ☐ Yes ☐ No

Is security lighting for equipment shelters or cabinets and other on-the-ground auxiliary equipment on wireless communication facilities initiated by motion detecting lighting? ☐ Yes ☐ No ☐ Not Applicable

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

## Modifications of Refuse Enclosure

*Changes to outdoor lighting must be in compliance with Oregon City Municipal Code Section 17.62.085.*

Total size of proposed enclosure \_\_\_\_\_

Is the enclosure sized appropriately to meet the needs of current and expected tenants? ☐ Yes ☐ No

Is the area fully enclosed and visually screened? ☐ Yes ☐ No

Is the enclosure easily and safely accessible by collection vehicles? ☐ Yes ☐ No

Would the proposed enclosure affect:

Travel lanes? ☐ Yes ☐ No

Walkways? ☐ Yes ☐ No

Streets? ☐ Yes ☐ No

Adjacent properties? ☐ Yes ☐ No

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____