



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

- | | | |
|---------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Individually Designated Historic Structure | <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"/> Sewer Moratorium Area | <input type="checkbox"/> Natural Resources Overlay District |
| <input type="checkbox"/> <u>Not Applicable</u> | | |

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

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:

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:

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 to 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

Would any part of the proposed addition be facing the street? ☐ Yes ☐ No

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

Divide line 1 by line 2 to determine the transparency. _____

- 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

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.

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

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? ☐ Yes ☐ No ☐ Not Applicable Initial _____

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.

Square footage of existing building: _____ **Square footage of proposed addition:** _____

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

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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: _____

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?

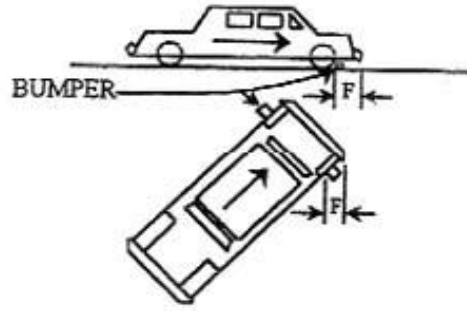
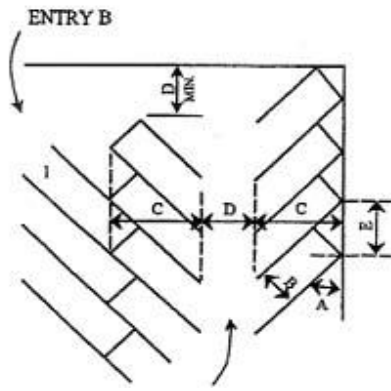
☐ Yes ☐ No

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>	Table 17.52.020 PARKING REQUIREMENTS	
	<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? _____

Staff Only			
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?

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

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

<i>Staff Only</i>			
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 _____