



Clackamas County Planning Division, 150 Beaver Creek Rd., Oregon City, OR 97045  
(503) 742-4500  
(July - 2012)

## APPLICATION FOR DESIGN REVIEW

\*\*\*\*\*Note: A pre-application conference is required prior to filing of this application.\*\*\*\*\*

-----FOR STAFF USE ONLY-----

Date Received: \_\_\_\_\_ File No.: \_\_\_\_\_  
Staff Member: \_\_\_\_\_ Design Review Fee: \$ \_\_\_\_\_  
Zone: \_\_\_\_\_ .384% of Construction Cost: \$ \_\_\_\_\_  
Comp. Plan: \_\_\_\_\_ (\$650.00 Minimum / \$36,835.00 Maximum Fee)  
Development No.: \_\_\_\_\_ Project No.: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

What is Proposed: \_\_\_\_\_

Proposed Title: \_\_\_\_\_ Sq. Ft. Each Structure \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_ Estimated Cost of Constr (Labor & Materials): \$ \_\_\_\_\_

Site Address: \_\_\_\_\_ Total Land Area: \_\_\_\_\_ Acres

Legal Description: T \_\_\_\_\_ R \_\_\_\_\_ Section: \_\_\_\_\_ Tax Lot(s): \_\_\_\_\_

Adjacent Properties Under Same Ownership: T \_\_\_\_\_ R \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

### Other Persons (If Any) To Be Mailed Notices Regarding This Application:

\_\_\_\_\_  
Name Address Relationship

\_\_\_\_\_  
Name Address Relationship

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.

\_\_\_\_\_  
Property Owner's Name (Print) Applicant's Name (Print)

\_\_\_\_\_  
Property Owner's Signature Date Applicant's Signature Date

# **DESIGN REVIEW/DEVELOPMENT REVIEW**

## **CHECKLIST**

The following is a checklist of information/plans needed. The following materials must be submitted:

Project contact person, title, day time telephone number, fax number, address and e-mail address

Full-sized scaled plans (using engineer's scale)

Faxable site plan (8 ½ by 11 or 11 by 17 inch)

Information including the following:

- Vicinity map
- Project description
- Total developable site area (in square feet)
- Date of pre-application conference
- Statements of Feasibility
- Existing and proposed street improvements, i.e., right-of-way width, sidewalks/handicap ramps, utilities, transit stops, street lights within 250 feet of the site (both sides of right-of-way), relation to transit, location, size of storm water facilities and sanitary/storm water plans
- Accesses, parking areas with details, i.e., required number of spaces, provided number of spaces, bicycle parking provided, drive aisles, loading area, garbage storage area. Large parking lots must be counted and shown on the site plan. This information can be placed in a table.
- Property and surrounding area and uses at reasonable scale.
- Grading Plan
- Lighting plan and details
- Type and number of units (residential projects) or total building areas (commercial projects, etc.)
- Building entrances and walkways
- Basic topography of the site and proposed grading plan
- Any existing landscaping/trees and required percentage of landscaping as well as provided percentage of landscaping. Fencing details if applicable.
- Landscaping detail including specimen, size and planting requirements
- Architectural elevations with samples of building materials and colors/materials board required for hearings. Since this information will be scanned, please submit paper copies of the sample material.
- Signage Plan

Projects and any questions should be directed to Linda Preisz, Design Review/Development Review liaison;  
150 Beaver Creek Road, Oregon City, OR, 97045, Phone: (503) 742-4528 / Fax (503) 742-4550.