



Replacement Dwelling Information

(April 2015)

In order to process a building permit for the replacement of an existing dwelling, the Planning and Zoning Division requires the following:

1. Replacement Dwelling Agreement (see attached).
2. Plot plan of the subject property showing the locations of the existing and proposed dwellings, as well as other improvements (e.g., accessory structures, driveways). A sample plot plan is attached.
3. If the subject property is zoned EFU, TBR or AG/F, photos showing:
 - Outside of the existing dwelling from all sides
 - Interior kitchen sink
 - Interior toilet
 - Interior bathing facility
 - Septic system hookup
 - Electrical box
 - Light switch and light
 - Heating system
4. If the subject property is zoned EFU, TBR or AG/F, property assessment information from the county assessor's office (see attached examples).

Please note that these are the minimum requirements. In certain cases, staff may advise you of the need for additional materials.

(For Staff Use Only)

- In the Accela record for the building permit for the new dwelling, enter "replacement dwelling" in the Comments field in the Planning workflow screen. (This is the same screen used to approve the building permit.)
- Copy the Replacement Dwelling Agreement. Return three copies to the customer.
- Advise the customer to provide the Replacement Dwelling Agreement to Lori Phillips in the Development Agency, as a replacement dwelling may be exempt from systems development charges.
- Advise the customer to provide a copy of the RDA to the Building Codes Division for inclusion in the building permit file.
- Copy the Assessor's map for the subject property.
- File all materials (Replacement Dwelling Agreement, plot plan, photographs, assessment information, Assessor's map) in the Replacement Dwelling Agreement file cabinet drawer in the phone room.

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Tax Lot #: T _____ S, R _____, Section _____ Tax Lot _____

Site address: _____

REPLACEMENT DWELLING AGREEMENT

I understand the proposed new dwelling on the above referenced property is authorized **only** as a replacement for an existing dwelling. I agree not to use this existing dwelling for residential purposes after the new dwelling is occupied. I also agree to abide by conditions listed below. By my signature below, I state that I have read, understand, and agree to the terms of this agreement.

Printed Name of Owner: _____

Signature of Owner: _____ Date: _____

Conditions:

1. The existing dwelling will not be used for residential purposes once the new dwelling is occupied. The existing dwelling being replaced will be removed, demolished or converted to an accessory non-residential building (eg., barn, garage, storage building) within 3 months of the occupancy of the new home. Please be aware that if the use of the existing home is changed to an accessory non-residential building, a County Change of Occupancy permit may be required.
2. If the existing dwelling is a mobile/manufactured home or residential trailer, it shall be removed from the property within 30 days of the date the new dwelling is occupied.

Please be advised that removal or conversion of the existing dwelling will be verified in the field by staff. Failure to remove or convert the existing dwelling is a violation of the Zoning and Development Ordinance and may result in Code Enforcement action.

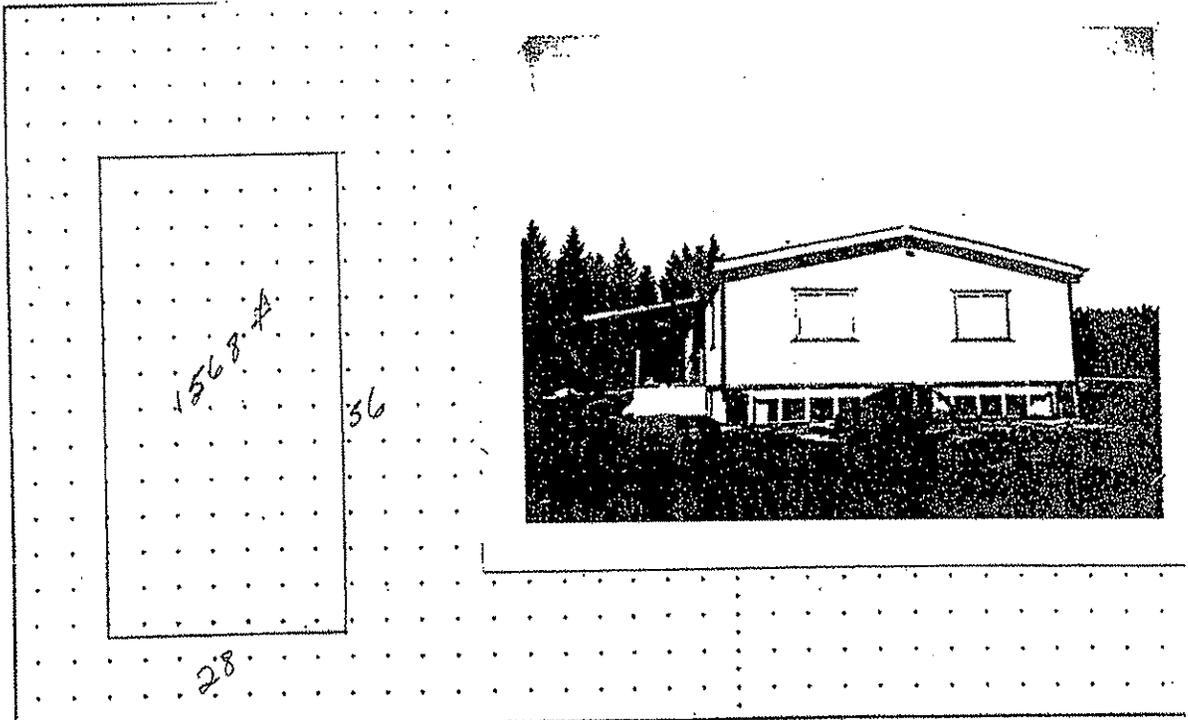
(For Planning Staff Use Only)

Staff initials _____ Date received _____

Building or manufactured dwelling permit no. _____

Distribution Copies: 1 – Applicant, 1- Planning Division file, 1- Building Permit file, 1 – Engineering Department

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| GARAGE AND OUTBUILDINGS | | | | | | | LAND DESCRIPTION | | | | |
|--|-------------|-------|------|-------|---------|-----------------|--------------------|-----|--------------|---------------|------------------------|
| GARAGE ATT. DET. BSMT. 1/4 1/3 1/2 3/4 SLT. | DESCRIPTION | | | | | DIMEN- SIONS | SQ. FT. AREA | NO. | SOIL TYPE | LAND CLASS | DIMENSIONS OR ACRES |
| | FOUND | FLOOR | ROOF | WALLS | MISC. | | | | | | |
| 1 | | | | | | X X | | 1 | | | |
| 2 | | | | | | X 10x20 | | | | | |
| 3 | CP | Post. | D | Cab | MTL MTL | | | | | | |
| 4 | CP | Fv | D | Cab | C | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | 7 | | | |
| 7 | | | | | | X | | 8 | | | |
| 8 | | | | | | X X | | 9 | | | |
| INCREMENTS TO LA | | | | | | | TOTAL ACRES 0 | | | | |
| | | | | | | | APPRaiser DATE / / | | | | |
| | | | | | | | APPRaiser DATE / / | | | | |
| | | | | | | | APPRaiser DATE / / | | | | |
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**EXAMPLE
ASSESSOR PHOTO**

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CLACKAMAS COUNTY DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

PLOT PLAN REQUIREMENTS

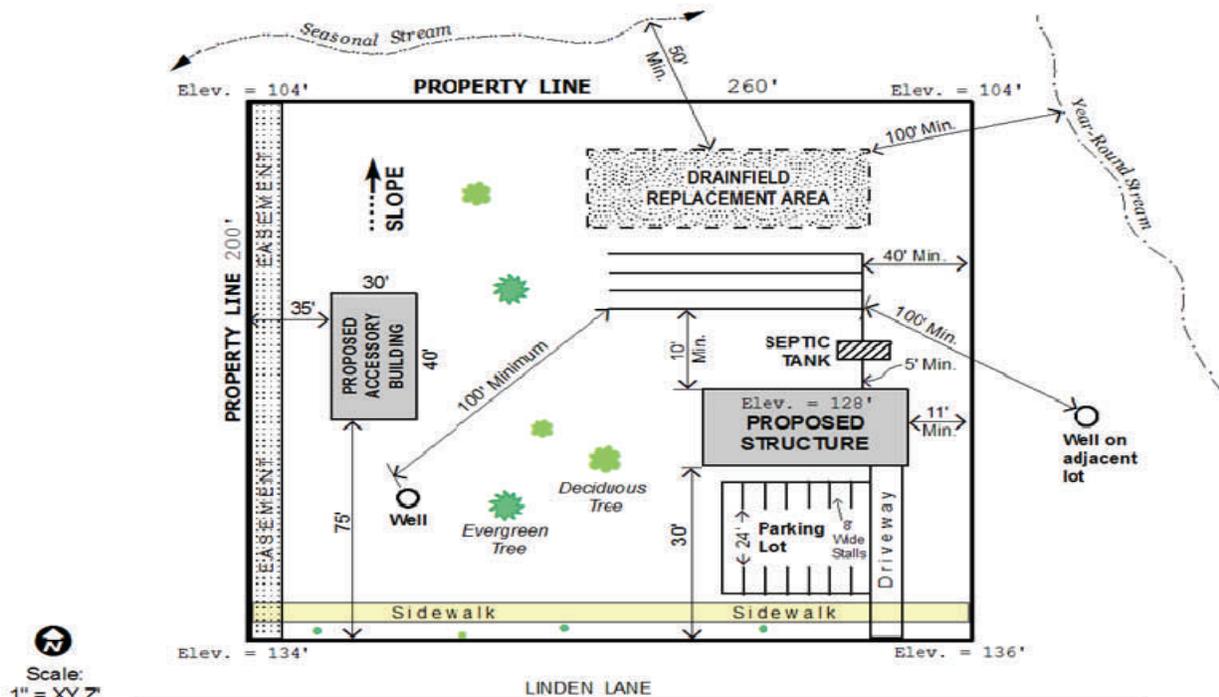
As part of your application for a building permit, you must submit a plot plan of your proposed development. This plan must show all of the items listed below (where relevant). You may use the reverse side of this form for your plan.

ITEMS THAT MUST BE ON THE PLOT PLAN:

At a minimum, the site plan should provide information on the following items:

- Existing and proposed lot lines, lot or parcel numbers, and acreage/square footage of lots.
- Dimensions of all illustrated features (i.e. all structures, septic systems, driveways, roads, etc.)
- Significant natural features (slopes greater than 20%, geologic hazards, wetlands, drainage ways, rivers, streams, and the general location of existing trees, etc.).
- Existing easements (access, storm drainage, utility, etc.).
- Existing and proposed (structures, outbuildings, septic, etc.) on site and on adjoining properties.
- Existing and proposed road locations including widths, curbs, and sidewalks.
- Existing and proposed driveway approach locations on site, existing driveway approaches on adjoining properties on the same side of the street, and existing driveway approaches across the street from the site.
- Contiguous properties under the same ownership.
- General predevelopment topographical information (minimum 10' contour intervals).
- Location of utilities.
- If redevelopment is viable in the future, a redevelopment plan should be included.
- Preliminary site utility plan.

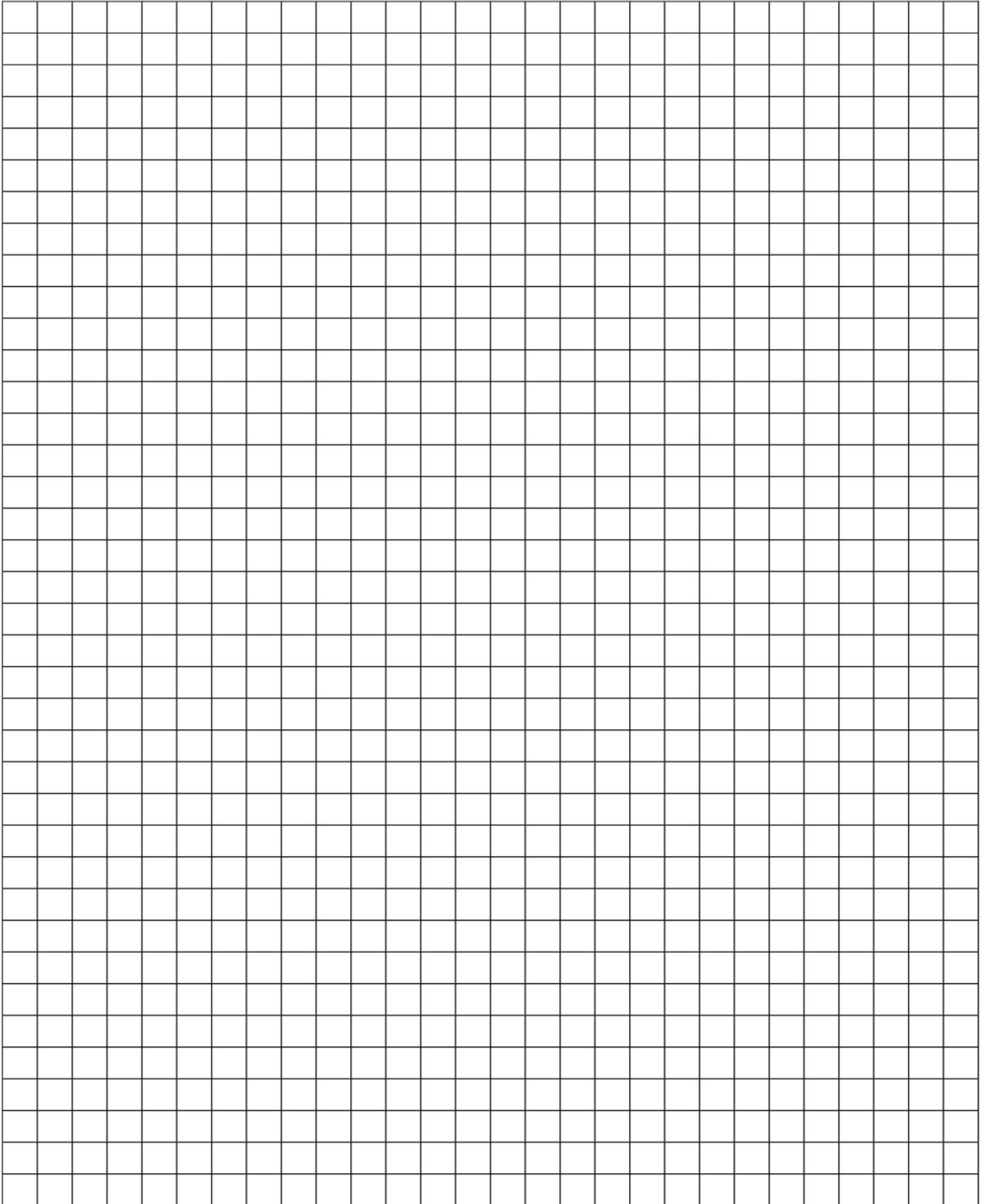
SAMPLE PLOT PLAN



Section _____ T _____ R _____ Tax lot # _____
 Name _____
 Address _____

PLOT PLAN

Township _____ Range _____ Section _____ Tax Lot _____
Address _____



Building Permit or Building Permit Application Number: