



Planning/Engineering Review for Single-Family Detached Model Homes

This application is intended to be submitted with a building permit application for a new single-family detached model home. The Planning (P) and Engineering (P) Divisions may be reached at 503.783.3800, Monday-Friday from 8am-5pm. Prior to finalizing your plan, submittal of a pre-application conference is encouraged to provide an opportunity for departments and service providers to research your proposal and identify any issues. Once you have a final plan, please submit your application with all associated materials and the fee to the Planning Division at HVWorks.com. Once submitted, staff will review the application for compliance with the applicable criteria. If the application does not meet the Land Development Code and must be redesigned, the application will be denied. No changes will be allowed once the application has been submitted. Though the City does not regulate Covenants, Conditions, and Restrictions (CC&Rs) or other private restrictions, we encourage you to review any restrictions identified on your property title. Submission of an application authorizes city representatives access to the property as may be needed to verify the site conditions and assure the terms and conditions of the permit have been followed.

Applicant

Name: _____ Address: _____
Phone: _____ Email Address: _____

Builder/Contractor

Name: _____ Address: _____
Phone: _____ Email Address: _____

Site Address _____ Map and Tax Lot(s): _____

Name of Development _____

1. Conditions of Approval/Plat Restrictions (P/E)

Some lots have limitations or special requirements onsite such as special setbacks, design requirements, or avoiding sloped portions of the lot/environmentally sensitive areas/easements. The Planning Division may assist in providing a copy of prior approvals.

Are there any Limitations or Requirements from Previous Land Use Reviews? Yes No

2. Applicability (P)

The site must be zoned R-40, R-20, R-15, R-10, R-8.5, R-7, R-5, MUR-S to allow for single-family detached housing. Other select zoning districts may be allowed. Homes in manufactured home parks may have additional requirements.

What is the Zoning Designation of the Subject Site? _____

Is the Home in a Manufactured Home Park? Yes No

3. Applicable Overlay Zones (P)

Identify all overlay districts on your property by calling the Planning Division or checking the [online map](#). If an overlay district is present, additional review may be required.

- | | | |
|---|--|--|
| <input type="checkbox"/> Steep Slopes Development Overlay (P) | <input type="checkbox"/> Historic Properties Overlay (P) | <input type="checkbox"/> Natural Resources Overlay (P) |
| <input type="checkbox"/> Flood Management Overlay (P) | <input type="checkbox"/> Major Utility Corridor (E) | <input type="checkbox"/> None |

4. Lot Coverage (P)

The portion of a lot that is covered by buildings (excluding eaves), decks, stairways and entry bridges that are more than 30 inches above grade is limited. Please verify that your lot coverage will be met after the proposed construction.

	FU-10	R-40	R-20	R-15	R-10	R-8.5	R-7	R-5
Max. Lot Coverage	20%	20%	30%	35%	40%	45%	50%	SF: 50%

Square Footage of all Existing and Proposed Building Footprints and Decks/Stairways over 30" in Height _____

Total Square Footage of Property _____

Line 1 Divided by Line 2 and Multiplied by 100 _____

5. Building Setbacks (P)

Identify the building setbacks (distance between the proposed foundation/support and the property line) for the proposed construction. Please check your property plat or title for easements that may increase the distance that is needed between the property line and structure.

Zoning Designation: _____

The minimum setback distance for each zoning designation are identified below. Please verify your development does not have a special setback and identify the setback proposed for the closest portion of the building to the corresponding property line. An uncovered deck lower than 30ft above grade may be built to a property line.

	R-40	R-20	R-15	R-10	R-8.5	R-7	R-5	MUR-S	Proposed
Building Front	22'	22'	22'	22'	22'	22'	Street Access: 20' Alley Access: 10'	Street Access: 20' Alley Access: 10'	
Covered Front Porch <20% of Building Line	22'	22'	22'	22'	22'	22'	Street Access: 20' Alley Access: 10'	Street Access: 20' Alley Access: 10'	Building Length: Porch Length: % of Building: Setback:
Covered Front Porch ≥20% of Building Line	15'	15'	15'	15'	15'	15'	15'	15'	Building Length: Porch Length: % of Building: Setback:
Uncovered Front Porch/Deck ≥30"	15'	15'	15'	15'	15'	15'	15'	15'	Max. Height: Setback:
Building Interior Side	15'	10'	7'	7'	5'	5'	5'	5'	Left: Right:
Building Corner	15'	15'	15'	15'	15'	15'	8'	8'	
Uncovered Porch/Deck ≥30" Behind Building	3'	3'	3'	3'	3'	3'	3'	3'	
Covered Rear Porch/Deck	10'	10'	10'	10'	10'	10'	10'	10'	
Building Rear	22'	22'	22'	22'	22'	22'	20'	20'	
Garage Not Facing an Alley Facing an Alley				22'	22'	22'	22' 22' to foundation (excluding posts or supports), 6' to wall of upper floors	22' 22' to foundation (excluding posts or supports), 6' to wall of upper floors	

Roof eaves, fireplaces and other projections which are not on the ground are allowed up to 2 feet into the setbacks.

Are any Projections proposed?

Yes No

What is the Furthest Projection? _____ Up to 2ft Allowed.

Type of Projection? Eve/Roof Fireplace Other: _____

The lot and home foundation must be surveyed by an Oregon registered land surveyor with a valid certificate consistent with State law.

Will the lot and foundation be surveyed? Yes No Name: _____

6. Minimum Landscaping Area (P)

20% of the gross developable lot area must be landscaped with any combination of living plants i.e.: trees, shrubs, plants, vegetative groundcover, or turf grasses, and may include structural features such as fences, benches, works of art, reflective pools, or fountains. Bark dust or rock gardens without plantings do not qualify as landscaping.

- Square Footage of Site _____
- Square Footage of Landscaping _____
- Line 2 Divided by Line 1 and multiply by 100 _____ Must be 20% or More.

7. Landscaping in Front of the Dwelling (P)

A minimum of 50sf of landscaping is required in front of the home on private property (excludes planter strip area between the sidewalk and street). Bark dust or rock gardens without plantings do not qualify as landscaping.

Square Feet of Landscaping Located in Front of the Dwelling: _____ Must be 50sf or more.

Please Indicate the Type of Landscaping Proposed: Grass/Groundcover Shrubs Trees Other: _____

8. Street Trees and Planter Strips (P)

New homes in a subdivision, planned unit development, or minor partition must install street trees and vegetation in the planter strip along the frontage prior to completion of the home. A copy of the approved street tree plan which identifies the general location, species and size of the tree(s) may be obtained from the Planning Division.

- The construction is for a Remodel or is **not** a New Home in a Subdivision, Planned Unit Development, or Minor Partition. If so, Skip to Question 9.

Number of Trees Required Along Property Frontage from Land Division? _____

Trees must be evenly spaced and meet the following minimum separation. Please identify the location of the following and the separation distances on the site plan.

- 35ft from a Street Corner (Measured from the Curb)
- 5ft from a Driveway
- 5ft from a Sign
- 5ft from a Utility Box
- 10ft from a Utility Pole
- 10ft from a Fire Hydrant
- 15ft from Another Tree
- 15ft from a Street Light

Will the Trees Meet the Following Minimum Spacing Standards? Yes No

A fee of \$267.00 must be paid to the Tree Bank for each tree that does not fit along the frontage.

Number of Trees that Could Not be Planted? _____

Root barriers shall be installed according to the manufacturer's specifications when a planter strip or median is planted within five feet of any hard surface, paving, utility box, or as otherwise required by the City.

Root Barrier Proposed: _____

Species to be Planted from the Approved Street Tree Plan? _____

Changes to approved species must include written documentation from an arborist or landscape architect indicating the new species is appropriate for the planting location.

Alternate Species Proposed? _____

Will the Tag Identifying the Tree Species Remain on the Tree After Planting (Required for Inspection)? Yes No

A minimum of 1.75-inch caliper measured 4 feet above the ground at time of planting is required.

Caliper Proposed? _____

Will the Utilities be Located Underground within the Planter Strip Prior to Digging (Required)?

Yes No

Will the Planted Tree be Guyed or Supported in an Upright Position per the National Arborist Association and Fastened to Avoid Injury and Ensure Public Safety (Required)?

Yes No

Will the Trees be Planted Midway between Curb and Sidewalk (Required)?

Yes No

Will the Trees be Planted per the Required [Street Tree Planting Detail](#) (Required)?

Yes No

Planter strips shall be covered. Please identify the type of cover proposed.

Lawn Decorative Rock Artificial Lawn

Shrubs and groundcover designed to cover a minimum of 75% of the planter strip upon maturity.

Secondary materials may include wood chips, bark nuggets, bark dust or similar treatments.

9. Tree Removal (P)

Approval from the Planning Division is required prior to removal of trees in the right-of-way or onsite.

Is Tree Removal Proposed that has not been Approved?

Yes No

10. Parking (P)

A minimum of 2 parking spaces are required onsite. The parking spaces may be in a garage, driveway, etc.

Example: a home with a two-car garage would have a total of four parking spaces onsite (2 in the home & 2 in the driveway).

Number of Parking Spaces Provided _____

Qualifying Exception?

Yes No

On-street parking must be immediately available adjacent to the lot or temporary off-street parking is required for a total of four parking spaces for each model home.

Number of Parking Stalls Located:

On the Adjacent Portion of the Public/Private Street: _____

Onsite: _____

Temporary off-street parking must be removed prior to any sale of the model home or lot.

Will the Site Comply? Yes No

11. Retaining Walls and Fences (P)

The construction or expansion of a retaining wall associated with the development may require additional permitting.

Note that walls are not allowed in utility or access easements.

Is a New or Modified Retaining Wall with a Maximum Height of 4ft-12ft Proposed?

Yes No

If so, a separate building permit from the Building Division is required. Retaining walls may be tiered to avoid a taller wall.

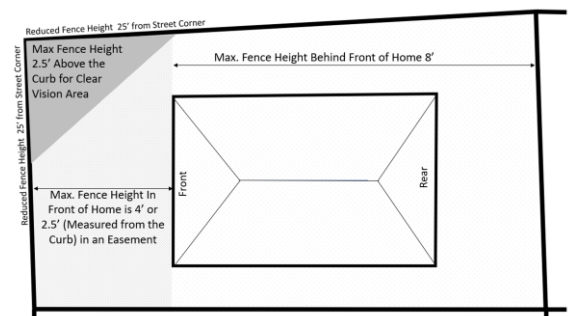
Is a New or Modified Retaining Wall with a Maximum Height 12ft or Over Proposed?

Yes No

If so, a separate building permit from the Building Division and a Design Review permit from the Planning Division are required.

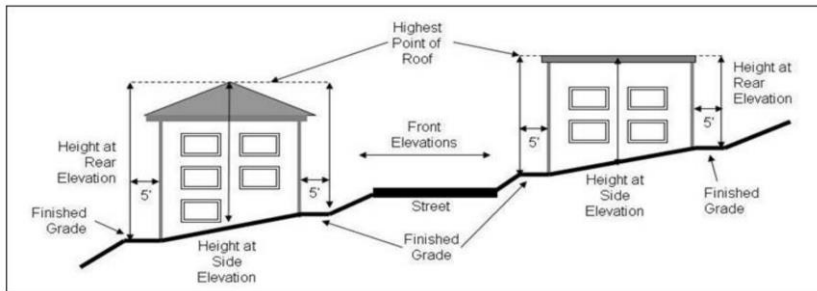
Is Fencing Proposed? Yes No

If so, please contact the Planning Division to learn more about fence requirements. Generally, fences may be up to 4ft in front of a home and 8ft alongside and behind a home (measured at the highest point of the fence). The fence may be up to 8ft in height 30ft from the front property line regardless of the home location. To allow for visibility at intersections, the height is limited to a maximum of 2.5ft above the curb within 25ft of the intersection. Building permits are needed for fences 7ft or higher.



12. Building Height (P)

The height of a building is measured from the lowest point of elevation of the finished grade 5ft from the building to the highest point of the coping of a flat roof or the highest gable of a pitched or hipped roof (excluding broadcast towers or antennas). The maximum building height in the R-40, R-15, R-10, R-8.5, R-7, and R-5 zone is 45ft at the front elevation and 49ft at the side and rear elevations. Please refer to the Land Development Code for any other zone.



Maximum Height

Front: _____

Side: _____

Side: _____

Rear: _____

13. Building Design on the Street Facing Façade (P)

The following design standards must be included on the street-facing façades. Please check all that apply.

- Home is Exempt per Question 12 (Please identify the rationale for the exemption below) - **Skip to Question 15.**
- Home is more than one hundred feet from the public right-of-way.
Distance: _____
- Expansion adds less than 50% of the width on the street-facing façade.
Existing Width: _____ Proposed Width: _____
- The site is within a manufactured home park.

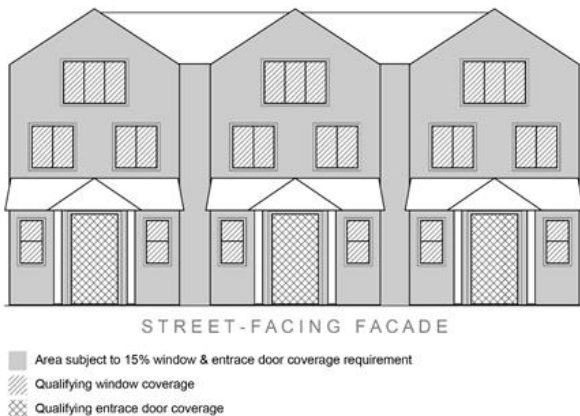
Front Facing Street Façade (8 Minimum)	Side Facing Street Façade (5 Minimum)	Rear Facing Street Façade (5 Minimum)	Architectural Features
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Roof Dormer that is at Least 4ft Wide Width of Dormer: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Balcony that Projects a Minimum of 1ft from the Wall of the Building and is Enclosed by a Railing or Parapet Projection: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Bay Window
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An Offset of the Façade of at Least 18 inches Width of Offset: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recessed Entry that is at Least 4ft Behind the Furthest Forward Living Space on the Ground Floor and a Minimum of 5ft Wide Depth of Recess: _____ Width of Entry: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Covered Entryway
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Porch that is a Minimum of 4ft Deep and 40 Square Feet in Area Depth of Porch: _____ Size of Porch: _____
<input type="checkbox"/>	Required <input type="checkbox"/>	Required <input type="checkbox"/>	Window Trim (Minimum 3 inches Wide) Width of Trim: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows are Wood, Cladded Wood, or Fiberglass Window Material: _____
N/A	Required <input type="checkbox"/>	Required <input type="checkbox"/>	Windows or Entrance Doors are a Minimum of 15% of the Façade Area Sq. Ft. of Façade: _____ Sq. Ft. of Windows: _____ %: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Minimum of 30% of the area of the Street-Facing Façade includes Windows and/or Doors. Sq. Ft. of Façade: _____ Sq. Ft. of Windows: _____ %: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gables
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cupolas or Towers

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pillars or Posts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eaves (Minimum 12ft Projection) Projection of Eve: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Minimum of 50 Square Feet of Decorative Patterns on Exterior Finish (e.g., Scales/Shingles, Wainscoting, Ornamentation or Similar Features) Sq. Ft. of Material: _____ Material: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Decorative Cornices and Roof Lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows in the Garage Doors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Minimum 12 Square Foot Window above the Garage Size of Window: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Garages are Recessed a Minimum of 2ft Behind the Living Space Depth of Recess: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Third Garage Door is Recessed a Minimum of 2ft from Other Garage Doors Depth of Recess: _____
<input type="checkbox"/>	N/A	N/A	No Garage on the Façade

14. Windows (P)

A minimum of 15% of the area of all street-facing facades must include windows or entrance doors. Facades separated from the street property line by a dwelling are exempt from meeting this standard.

Home is Exempt per Question 12 - Skip to Question 15.



Front Street Facing Façade:

1. Square Footage of Façade: _____
2. Square Footage of all Windows and Doors: _____
3. Line 2 Divided by Line 1 and multiply by 100: _____
Minimum of 15% Required.

Side/Rear Street Facing Façade:

1. Square Footage of Façade: _____
2. Square Footage of all Windows and Doors: _____
3. Line 2 Divided by Line 1 and multiply by 100: _____
Minimum of 15% Required.

15. Variance of Design (P)

No two directly adjacent buildings in land division of more than fifty lots may have the same front or street-facing facade. Mirrored/flipped floorplans are not allowed. The street-facing facades must differ from one another by at least three of the following options. The application shall include the adjacent facades.

Home is Exempt as the Lot is Not within a Development of 50 or More Homes.

Minimum of 3 Required

- Different exterior cladding materials, different combination of materials, or significantly different dimensions, spacing, or arrangement of the same materials.
- Different offsets, recesses, or projections; or the building elevations break in different places.
- Different roof forms (e.g., gable versus gambrel or hip), different orientation (e.g., front-facing versus side-facing gable), different roof projections (e.g., with and without dormer or shed, or different type of dormer or shed), or different roof pitch by more than 2ft of vertical rise to 12ft of horizontal run.
- Different configuration or detailing of the front porch or covered entrance.
- Different placement, shape, or orientation of windows or different placement of doors.
- Different number of building stories.
- Different garage orientation (e.g., front, side, rear).

16. Driveway (E)

New driveways, changes to existing driveways, or changes to the use of a property must meet associated driveway requirements. Driveway requirements may be found in the City's [Engineering Design Manual Chapter 3](#), Section 10 Driveways (Pages 25-26) and in Engineering's [Residential Driveway Policy](#). Contact the Engineering Division for additional information.

Adequate emergency vehicle access must be provided to each model home lot.

Access Proposed: _____

Driveways are required to meet sight distance and clear vision requirements per [LDC 16.50.030.B.17-19](#) and the City's [Engineering Design Manual, Chapter 3](#). For most local streets, the required intersection sight distance is 280ft. (For steep driveways or driveways located on streets with higher speed limits or more than two lanes, please reference [AASHTO requirements](#). An engineer may be able to help you determine the required minimum sight distance.)

Will the driveway meet the sight distance and clear vision requirements without modification? Yes No

Is trimming or removing existing vegetation on the site or within the public right-of-way proposed to increase site distance? Yes No

If yes, please describe – Note: A Tree Removal Permit is required for all tree removal.

One driveway is allowed per frontage, unless approved by the City Engineer.

How Many Total Driveways are:

Existing: _____ Proposed: _____ Total: _____

Driveways serving more than one lot require an access and maintenance easement/agreement benefiting each lot prior to building permit issuance. Private Drives and Alleyways serving lots without frontage onto a public street shall be placed in a Tract.

Is the Proposed Driveway Serving more than One Lot? Yes No

If yes, please submit a copy of the maintenance easement/agreement.

Are any of the lots without frontage onto the public roadway? Yes No

Contact Engineering for additional requirements.

Residential driveway approach widths are limited to half the parcel frontage width, with a minimum approach width of 12ft and a maximum of 35ft. The width is measured at the edge of a driveway where it abuts a public Right-of-Way.

What Driveway Width is Proposed at the Right-of-Way? _____

The maximum driveway grade is 12%. Driveways shall be graded to prevent any road runoff from entering private property.

Do the driveway grades meet these requirements? Yes No

Properties with more than one frontage must have access from the lowest street classification. The classifications may be found on the City's [online map](#). Example, a property at the intersection of a major road and a local street must place the driveway on the local street.

Does the Property have More than One Frontage? Yes No

Is the Driveway on the Lowest Classification Street? Yes No

Driveways on designated collectors, minor arterials, and major arterials must meet the following distances for access spacing.

Note: Special access spacing standards may be established in corridor management plans or master plans.

A Design Exception Request will be required if the access spacing requirements are not met.

Is the Property Located on a Collector, Minor Arterial, or Major Arterial? Yes No

If yes, does it meet the access spacing requirements below? Yes No

	Minimum Access Spacing w/Full Access	Minimum Access Spacing w/Restricted Right In/Out Access	Proposed
Major Arterial	1,000'	500'	
Minor Arterial	600'	300'	
Collector	400'	200'	

Driveway design must comply with standard detail drawings [270](#) and [285](#). Does the driveway comply? Yes No

17. Stormwater (E)

Stormwater flow control and/or water quality requirements exist for projects that create $\geq 5,000$ square feet of new or replaced impervious surface. Contact WES at 503.742.4567 for additional information.

Square Footage of all New or Replaced Impervious Surface (Asphalt, Concrete, Buildings/Structures): _____

Does the Proposal use Fuel Dispensing, Major Material Storage, a Washing Facility, Heavy Chemical Use, or Land with Known Contamination? Yes No

18. Right-of-Way Dedication and Improvements (E)

To mitigate the impact of the development: dedication of right-of-way, public utility easement, and street improvements may be required. Contact the Engineering Division at 503.783.3800.

What is the proposed building square footage?

Building square footage means the total area of all floors of a building measured for each floor, including basements, from the exterior face of a building or structure. Building square footage includes stairwells, ramps, shafts, chases, and the area devoted to garages and structured parking, including carports. Building square footage **does not** include areas where the ceiling height is less than 6-ft 8-inches or roof area.

Building Square Footage: _____

What improvements currently exist along the street frontage? (Check all that apply)

- Curb and Gutter
- Landscape Planter Strip
- Street Trees
- 5-ft wide Sidewalk
- Street Lights
- Underground Utilities

Is there any sidewalk that exists along the lot frontage, Yes No

If not, is there an existing sidewalk within 200-ft of the frontage? Yes No

Have you contacted the Engineering Division about right-of-way dedication and improvements? Yes No

Please identify any requirements: _____

19. Utilities for Model Homes (E)

Adequate water supply for fire fighting, as approved by the City Public Works Director, shall be provided to each model home lot prior to installation of combustible materials. All required public and private utilities within the public right-of-way or private street shall be installed prior to occupancy of the model home. All utility installation must be inspected and approved by the City.

Water Supply: Public Water Other: _____

Will All Utilities in the Public Right-of-Way/Private Street be Installed Prior to Occupancy? Yes No

Will All Utilities be Inspected and Approved by the City Prior to Occupancy? Yes No

20. Number of Model Homes (P)

The number of model homes is dependent on the number of residential lots.

- 1-50 Lots: 2 Model Homes
- 51-100 Lots: 3 Model Homes
- 101-199 Lots: 6 Model Homes
- 200+ Lots: 8 Model Homes

Number of Residential Lots: _____ Model Homes Existing and/or Proposed: _____

21. Location of Model Homes (P)

If more than one model home is proposed, the lots on which the model homes are to be located must be contiguous to one another and within the first phase of development.

Only One Model Home is Proposed/Exists (skip to question 22)

Are the Model Homes on Contiguous Lots? Yes No

Is the Model home Located in the First Phase? Yes No

22. Timeframe for Model Home (P)

The model home use shall be discontinued no later than two years from the date of the recording of the final plat of the entire subdivision or, where there is phasing, the first phase of the subdivision. Approval may be extended for another year by the Planning Official with the concurrence of the Building Official and Public Works Director.

Will the Model Home be Removed within Two Years? Yes No

Is Approval for a Third year Being Proposed? Yes No

Submittal Requirements Checklist

- Building Plans Drawn to Scale**
- Building Elevations (Drawings of the Side Profile of the Proposed Structure) Drawn to Scale with the Proposed Topography 5ft from the building.** The building elevations must show each of the residential design standards on the drawing as well as provide a list of the elements chosen for each facade.
- Site Plan Drawn (Birds Eyes View) at 1" = 20' or 1" = 30' Scale with All of the Following:**
 - North Arrow and Scale
 - Property Line Dimensions as Shown on Recorded Plat or Survey
 - Footprint of Existing and Proposed Structures (Measured from the Foundations)
 - Dimensions Proposed Structure is Setback from Each Property Line
 - Finished Floor Elevations of Home and Garage
 - Finished Ground Elevations of Property Corners, Building Corners, & Driveway Curb Drops at Face of Curb
 - Location of Driveway Apron and Slope of Driveway
 - Location, Size, and Species of all Street Trees and Planter Strip Vegetation
 - Location of all Landscaping onsite and Type of Landscaping
 - Retaining Wall Locations and Top/Toe Elevations
 - Proposed and Existing Contours at 1' Intervals. Please Indicate if no Grading is Proposed.
 - Label and Dimension the Locations of all Easements, Sidewalks, & Curbs
 - Locations of Wells, Septic Systems and Other Utilities including Water Services, Storm and Sanitary Laterals, Catch Basins, & Utility Vaults
 - Square Footage of New Impervious Surfaces including Roof (and Overhangs), Driveway, Sidewalks, Patios, other Hardscape (such as Pavers)