

Planning/Engineering Review for Duplexes

This application is intended to be submitted with a building permit application for a new duplex or remodel to an existing duplex. 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.

• •		
Name:	Address:	
Phone:	Email Address:	
Builder/Contractor		
Name:	Address:	
Phone:	Email Address:	
Property Owner(s)		
Name:	Address:	
Phone:	Email Address:	
Site Address	Map and Tax Lot(s):	
Subdivision/PUD Name		
1. Conditions of Approval/Plat Restr Some lots have limitations or special requirements of the lot/environmentally sensitive areas/easemen	onsite such as special setbacks, design i	
Are there any Limitations or Requirements from	m Previous Land Use Reviews?	☐ Yes ☐ No
2. Applicability (P) The subject site must be zoned to allow for duplexes Duplexes are allowed in the FU-10, R-40, R-20, R-15	, R-10, R-8.5, R-7, R-5, MUR-S, SFA, ML	_
What is the zoning designation of the subject	site?	_
Is the Site within a Middle Housing Land Divisi	ion? Yes No	
Homes in manufactured home parks have different Is the Home in a Manufactured Home Park?	·	
3. Applicable Overlay Zones (P) Identify all overlay districts on your property by call. present, additional review may be required.	ing the Planning Division or checking th	ne <u>online map</u> . If an overlay district is
Steep Slopes Development Overlay (P)	Historic Properties Overlay (P)	☐ Natural Resources Overlay (P)
Flood Management Overlay (P)	Major Utility Corridor (<i>E</i>)	None

4. Lot Coverage (P)

The portion of a lot that is covered by buildings (excluding eves), 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.

	R-40	R-20	R-15	R-10	R-8.5	R-7	R-5	MUR-S	SFA	MUR-A	VTH
Max. Lot Coverage	20%	30%.	35%	40%	45%	50%	60%	See Staff	75%	75%	65%
1. Square Footage of All Existing Building Footprints and Decks/Stairways over 30" in Height											
2. Square Footage of all Proposed Building Footprints and Decks/Stairways over 30" in Height											
3. Total Square Footage of all Building Footprints and Decks/Stairs over 30" in Height (Line 1+2)											
4. Total Square Footage of Property											

5. Line 3 Divided by Line 4 and Multiplied by 100.....___________________________

5. Building Setbacks (P)

Identify the building setbacks (distance between the proposed foundation/support and the property line). The minimum distances may be found in the table below. Provide the associated building and site plans with all of the dimensions below. Please check your property plat or title for easements that may increase the distance that is needed between your property lines and any structure. If a duplex has been divided by a middle housing land division, the development standards shall apply to the middle housing parent lot.

Zoning Designation:
The minimum setback distances 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 30" 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 or ≥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	N/A	N/A	N/A	22'	22'	22'	Access Street: 22' Alley: 22' Foundation & 6' Upper Floors	Access Street: 22' Alley: 22' Foundation & 6' Upper Floors	

Roof eves and fireplaces and other projections which are i	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 2' Allowed
Type of Projection?	Other:

6. Minimum Landscaping Area (P)

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

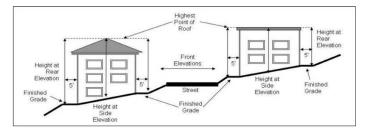
Square Footage of Site Square Footage of Landscaping	
3. Line 2 Divided by Line 1 and Multiply by 100	
7. Landscaping in Front of the Duplex (P) A minimum of 50 square feet of landscaping is required in front of the between the sidewalk and the street). Barkdust or rock gardens with	
Square Feet of Landscaping Located in Front of the Dwelling: Please Indicate the Type of Landscaping Proposed:Grass/Ground	
B. Street Trees and Planter Strips (P) New homes in in a subdivision, planned unit development, or minor particle along the frontage prior to completion of the home. A copy of the coation, species and size of the tree(s) may be obtained from the Planta and Street	he approved street tree plan which identifies the general
\square The construction is for a Remodel or is <u>not</u> a New Home in so, skip to the next question.	a Subdivision, Planned Unit Development, or Minor Partition. <i>If</i>
Number of Trees Required Along Property Frontage from Land Di	vision?
Trees must be evenly spaced and meet the following minimum se separation distances on the site plan. 35' from a Street Corner (Measured from the Curb) 5' from a Driveway 5' from a Sign 5' from a Utility Box 10' from a Utility Pole 10' from a Fire Hydrant 15' from Another Tree 15' from a Street Light Will the Trees Meet the Following Minimum Spacing Standard	
A fee of \$277 must be paid for each tree that cannot fit along the throughout the City. Number of Trees that Could Not be Planted?	
Root barriers shall be installed according to the manufacturer's s feet of any hard surface or paving or utility box, or as otherwise r	pecifications when a planter strip or median is planted within five equired by the City.
Root Barrier Proposed:	
Species to be Planted from the Approved Street Tree Plan?	
Changes to approved species must include written documentation species is appropriate for the planting location and the species m	
Alternate Species Proposed?	
Will the Tag Identifying the Tree Species Remain on the Tree After	er Planting (Required for Inspection)?
A minimum of 1.75-inch caliper measured 4 feet above the groun Caliper Proposed?	d at time of planting is required.
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 (<i>Required</i>)?
Will the Trees be Planted Midway between Curb and Sidewalk (Required)?
Will the Trees be Planted per the Required Street Tree Planting Detail (Required)?
Planter strips shall be covered. Please identify the type of cover proposed. Lawn Decorative Rock Shrubs and groundcover designed to cover a minimum of seventy-five (75) percent of the planter strip upon maturity Artificial Lawn. Secondary materials may include wood chip, bark nuggets, barkdust 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. For example, a home with a two-car garage would have a total of four parking spaces onsite (2 in the home and 2 in the driveway).
Number of Parking Spaces Provided Qualifying Exceptions?
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 4'-12' 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 12' or Over Proposed? Yes No If so, a separate building permit from the Building Division and Design Review permit from the Planning Division is required.
Is Fencing Proposed?
12. Building Height (P)

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The height of a building is measured from the lowest point of elevation of the finished grade five feet 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 antennae).

	R-40	R-20	R-15	R-10	R-8.5	R-7	R-5	MUR-S	SFA	MUR-A	VTH
Maximum Height	45'	45'	45'	45'	45'	45'	45'	65'	45'	65'	35'



Maximum Height Front: _____ Side: _____ Side: _____ Rear: _____

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

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

Please identify Home is m Distanc Expansion Existing	e: adds less than 50	the exemption be ndred feet from t 19% of the width o Proposed	
Front Facing Street Façade (8 Minimum)	Side Facing Street Façade (5 Minimum)	Rear Facing Street Façade (5 Minimum)	Architectural Features
			A Roof Dormer that is at Least 4' Wide Width of Dormer:
			A Balcony that Projects a Minimum of 1' from the Wall of the Building and is Enclosed by a Railing or Parapet Projection:
			A Bay Window
			An Offset of the Façade of at Least 18" Width of Offset:
			Recessed Entry that is at Least 4' Behind the Furthest Forward Living Space on the Ground Floor and a Minimum of 5' Wide Depth of Recess: Width of Entry:
			A Covered Entryway
			A Porch that is a Minimum of 4' Deep and 40 Square Feet in Area Depth of Porch: Size of Porch:
	Required	Required	Window Trim (Minimum 3" Wide) Width of Trim:
			Windows are Wood, Cladded Wood, or Fiberglass Widow Material:
N/A	Required	Required	Windows or Entrance Doors are a Minimum of 15% of the Façade Area Sq. Ft. of Facade: Sq. Ft. of Windows: %:
			A Minimum of 30% of the area of the Street-Facing Façade includes Windows and/or Doors Sq. Ft. of Facade: Sq. Ft. of Windows: %:
			Gables
			Cupolas or Towers
			Pillars or Posts
			Eaves (Minimum 12" Projection) Projection of Eve:
		<u> </u>	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:
			Decorative Cornices and Roof Lines
			Windows in the Garage Doors
			A Minimum 12 Square Foot Window above the Garage Size of Window:
			Garages are Recessed a Minimum of 2' Behind the Living Space Depth of Recess:
			A Third Garage Door is Recessed a Minimum of 2' from Other Garage Doors
			Depth of Recess:
	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 13 and may Skip Questions 13 and 14.
1. Square Footage of all Street-Facing Facades 2. Square Footage of all Windows and Doors 3. Line 2 Divided by Line 1 and Multiply by 100 Minimum of 15% Required. STREET-FACING FACADE Area subject to 15% window & entrace door coverage requirement Cualifying window coverage Cualifying entrace door coverage
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, a 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 2 feet of vertical rise to 12 feet 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 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 at 503.783.3800 for additional information.
Is a New Driveway or Modification to the Existing Driveway Proposed? Yes No If not, the remaining portion of this section is not required.
Driveways are required to meet sight distance and clear vision requirements per <u>LDC 16.50.030.B.17-19</u> and the City's <u>Engineering Design Manual, Chapter 3</u> . For most local streets, the required intersection sight distance is 280-ft. (For steep driveways or driveways located on streets with higher speed limits or more than two lanes, please reference <u>AASHTO requirements</u> . 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
Is Trimming or Removing Existing vegetation on the site or within the public right of way proposed to increase sight distance? Yes. Please describe and note that tree removal permit is needed for any tree removal.

☐ No

	ay is allowed per front Total Driveways are:	age, unless approved by	the City Engineer.	
Tion many	Existing:	Proposed:	Total:	
-	-	•	nd maintenance easement/agreem rving lots without frontage onto a	
	sed Driveway Serving	more than One Lot?	Yes. Please submit a copy of the No	e maintenance easement/agreement.
Are any of t	he lots without fronta	ge onto the public road	way? Yes (Contact Engineerin	g for additional requirements)
	riveway grade is 12%. eway grades meet the		ded to prevent any road runoff from Yes No	m entering the private property.
			the parcel frontage width, with a r driveway where it abuts a public ri	minimum approach width of 12' and o ight of way.
What Drive	way Width is Proposed	d at the Right-of-Way?		
on the City's on the local Does the Pr	s <u>online map</u> . For exan street. operty have More tha	nple, a property at the inn One Frontage?	ntersection of a major road and a l	ion. The classifications may be found local street must place the driveway
Is the Driv	eway on the Lowest (Classification Street?	Yes No	
Note specia	l access spacing stand	ards may be established	major arterials must meet the follo d in corridor management plans or Major Arterial?	-
		Minimum Access Spacing w/Full Access	Minimum Access Spacing w/Restricted Right In/Out Acce	Proposed ess
	Major Arterial	1,000'	500'	
	Minor Arterial	600′	300′	
	Collector	400′	200′	
•	esign must comply wit iveway Comply?	h standard detail drawir Yes No	ngs <u>270</u> and <u>285</u> .	
-	w control and/or wat	er quality requirements 503.742.4567 for additio		000 square feet of new or replaced
Square Foot	cage of all New or Rep	laced Impervious Surfac	e (Asphalt, Concrete, Buildings/St	ructures):
Does the Pr Contaminat	· ·	nsing, Major Material St	orage, a Washing Facility, Heavy C	Chemical Use, or Land with Known
To mitigate the	impact of the develo			t, and street improvements may be
measured for stairwells, ra footage doe	or each floor, including amps, shafts, chases, a	g basements, from the eand the area devoted to		ture. Building square footage include ncludes

What improvements currently exist along the str	reet frontage? (Check all that apply)	
Curb and Gutter	5-ft wide Sidewalk	
Landscape Planter Strip Street Trees	Street lights	
Street Trees	Underground Utilities	
If there is not sidewalk along the lot frontage, is	there existing sidewalk within 200-ft of the frontage? 🔲 Y	res 🔲 No
Have you contacted the Engineering Division about	out right-of-way dedication and improvements? Yes	☐ No
Please identify any requirements:		



City of Happy Valley

Submittal Requirements Checklist

	Building	Plans	Drawn	to	Scale	e
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Building Elevations (Drawings of the Side Profile of the Proposed Structure) Drawn to Scale with the Proposed Topography 5' 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
- o Property Line Dimensions as Shown on Recorded Plat or Survey
- Footprint of Existing and Proposed Structures (Measured from the Foundations)
- o 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
- o Proposed and Existing Contours at 1' Intervals. Please Indicate if no Grading is Proposed.
- o 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)