

This application is intended to be submitted with a building permit application for a new home or remodel to an existing detached single-family dwelling. 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:		
Builder/Contractor		
Name:	Address:	
Phone:		
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?

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.

Steep Slopes Development Overlay (P)	Historic Properties Overlay (P)	Natural Resources Overlay (P)
Flood Management Overlay (P)	Major Utility Corridor (<i>E</i>)	None

Yes No

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.

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

Are any projections proposed?

What is the Furthest Projection?

Type of Projection? 🔲 Eve/Roof 🔄 Fireplace

_____ Up to 2ft Allowed. Fireplace Other:

∐Yes □No

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 <u>not</u> 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?

A fee of \$277.00 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.

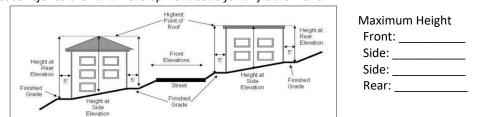
Alternate Species Proposed? _____

Will the Tag Identifying the Tree Species Remain on the Tree After Planting (Required for Inspection)?

Yes No

Will the Utilities be Located Underground within the Planter Strip Prior to Digging (Required)? \\end{view} \\\end{view} \\end{view} \\end{view} \\end{view} \\end{view} \v	A minimum of 1 Caliper Propo	.75-inch caliper measured 4 feet ab sed?	ove the ground at time	of planting is required.	
and Fastened to Avoid Injury and Ensure Public Safety (<i>Required</i>)? Will the Trees be Planted Midway between Curb and Sidewalk (<i>Required</i>)? Will the Trees be Planted Midway between Curb and Sidewalk (<i>Required</i>)? Will the Trees be Planted per the Required <u>Street Tree Planting Detail</u> (<i>Required</i>)? Planter strips shall be covered. Please identify the type of cover proposed. Lawn Decorative Rock Artificial Lawn Scondary materials may include wood chips, bark nuggets, bark dust or similar treatments. <i>J. Tree Removal (p)</i> 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? Number of Parking (p) And praving (p) And praving 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 are required onsite. The parking spaces onsite (2 in the home & 2 in the driveway). Number of Parking Spaces Provided Qualifying Exception? Yes No 1. Rectaining 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 12ft or Over Proposed? If so, a separate building permit from the Building Division and a Design Review permit from the Planning Division are required and behind a home (measured at the highest point of the fence). The fance may be up to 8 ft in height 38 ft on the report ling for the required and behind a home (measured at the highest point of the fence). The fance may be up to 8 ft in height 38 ft on boys on and a Design Review permit from the Planning Division are required and behind a home (measured at the highest point of the fence). The fance may be up to 8 ft in height 38 ft from the four toperty line for the property line for t	Will the Utilities	be Located Underground within th	e Planter Strip Prior to	Digging (Required)?	Yes No
Will the Trees be Planted per the Required <u>Street Tree Planting Detail</u> (Required)? Q lease identify the type of cover proposed. Lawn Decorative Rock Artificial Lawn Strubs 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 Mommum 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? 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 and a Design Review permit from the Planning Division are required and behind home (measured at the highest point of the fence). The fence may be up to 8ft in height 30ft from the front propry line regardless of the home location. To allow for visibility at intersections, the height is linnited to a maximum of 2.5ft above the curb within 25ft of th				e National Arborist Association	Yes No
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Lawn Decorative Rock Artificial Lawn	Will the Trees b	e Planted per the Required <u>Street T</u>	ree Planting Detail (Req	juired)?	Yes 🔲 No
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	Generally, fence and behind a ho fence may be up regardless of th the height is lim the intersection	es may be up to 4ft in front of a how ome (measured at the highest point o to 8ft in height 30ft from the front e home location. To allow for visibil ited to a maximum of 2.5ft above to . Building permits are needed for fea	of the fence). The property line ity at intersections, he curb within 25ft of	Max. Fence Height Max. Fence Height Behind Curb for Clear Vision Area Max. Fence Height In Front of Home is 4' or 2.5' Aboustred from the	

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.



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.

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.

 Expansion adds less than 50% of the width on the street-facing facade.

 Existing Width:

 Proposed Width:

The site is within a manufactured home park.

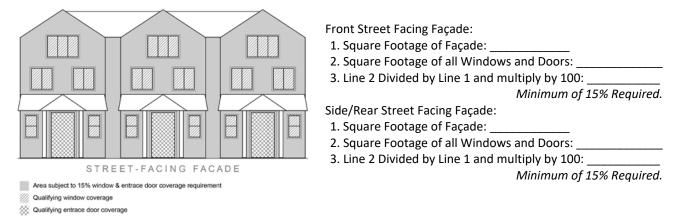
Front Facing Street Façade (8 Minimum)	Side Facing Street Façade (5 Minimum)	Rear Facing Street Façade (5 Minimum)	Architectural Features
			A Roof Dormer that is at Least 4ft Wide Width of Dormer:
			A Balcony that Projects a Minimum of 1ft from the Wall of the Building and is Enclosed by a Railing or Parapet Projection:
			A Bay Window
			An Offset of the Façade of at Least 18 inches Width of Offset:
			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:
			A Covered Entryway
			A Porch that is a Minimum of 4ft Deep and 40 Square Feet in Area Depth of Porch: Size of Porch:
	Required	Required	Window Trim (Minimum 3 inches 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 12ft Projection) Projection of Eve:
			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 2ft Behind the Living Space Depth of Recess:

		A Third Garage Door is Recessed a Minimum of 2ft 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 12 - Skip to Question 15.



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 <u>Engineering Design Manual Chapter 3</u>, Section 10 Driveways (Pages 25-26) and in Engineering's <u>Residential Driveway Policy</u>. Contact the Engineering Division for additional information.

Is a New Driveway or a Modification to the Existing Driveway Proposed
If not, the remaining portion of this section is not required.



Yes

6

No

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 280ft. (For steep driveways or driveways located on streets with higher speed limits or more than two lanes, please reference <u>AASHTO</u> 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?

 LDC Effective March 19, 2024

 16000 SE Misty Drive, Happy Valley, Oregon I (503) 783-3800 I happyvalleyor.gov

Is trimming or removing existing vegetation on the site or within the public right-of-way proposed to increase site distance?						No
If yes, p	olease describe – M	Note: A Tree Removal Perr	nit is required for all tree removal.			
One dri	How Many Tota		ved by the City Engineer.			
		-	ress and maintenance easement/agre ays serving lots without frontage ont	-	-	-
Is the P		y Serving more than One L bmit a copy of the mainte	ot? nance easement/agreement.		Yes	No
Are any		ut frontage onto the publicering for additional require	-		Yes	No
	num of 35ft. The	width is measured at the e	o half the parcel frontage width, with dge of a driveway where it abuts a p Right-of-Way?		-	idth of 12ft and
The ma		grade is 12%. Driveways sh I grades meet these requir	nall be graded to prevent any road ru rements?	noff from ente	ring privat	_
on the	City's <u>online map</u> .		access from the lowest street classifi e intersection of a major road and a l			
		ty have More than One Fr on the Lowest Classificatio	-		Yes Yes	No No
Drivewo Note:	Special access s	pacing standards may be	, and major arterials must meet the j established in corridor management red if the access spacing requiremen	t plans or mast	ter plans.	ccess spacing.
			nor Arterial, or Major Arterial? acing requirements below?		Yes Yes	_
		Minimum Access Spacing w/Full Access	Minimum Access Spacing w/Restricted Right In/Out Access	Proposed		
	1ajor Arterial 1inor Arterial	1,000' 600'	500' 200'			
11	mor Arterial		300'	1		

Driveway design must comply with standard detail drawings 270 and 285. Does the driveway comply?

200'

17. Stormwater (E)

Collector

400'

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 I 5-ft wide Sidewalk						
Landscape Planter Strip Street Lights						
Street Trees Underground Utilities						
Is there any sidewalk that exists along the lot frontage,						
If not, is there an existing sidewalk within 200-ft of the frontage?						
Have you contacted the Engineering Division about right-of-way dedication and improvements?	Yes 🗋 No					

Please identify any requirements: _

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
 - o Location, Size, and Species of all Street Trees and Planter Strip Vegetation
 - o 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.
 - 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)