

<p>1. Application is submitted</p>	<p>After attending a Pre-Filing meeting, an application can be submitted at our planning counter. Your submitted plans should not be preliminary; they should show exactly what you want to build or do with your property. After receiving a land use approval, modifications may require you to go back through the entire land use review process and pay additional fees.</p>
<p>2. Planner is assigned</p>	<p>A case planner will be assigned to review your application and assist you with any questions you may have regarding the application process or approval criteria.</p>
<p>3. Planner reviews application</p>	<p>Within 30-days of application submittal, the planner will review the application in detail and may contact you with questions. The planner will send you a letter indicating if the application is complete or if more information is required to process the request. You will have 180-days to submit any missing information.</p>
<p>4. Planner may visit the property</p>	<p>The planner may visit your property during their case review to better understand your application materials, the existing conditions on the site and the surrounding neighborhood.</p>
<p>5. Application Deemed Complete</p>	<p>Once the application is determined to be complete (contains all required application information), the planner will send you a letter deeming the application complete.</p>
<p>6. Opportunity to Comment mailed</p>	<p>The planner will prepare and mail an opportunity to comment packet to the applicant and all property owners within 750-ft of the subject property. The packet will identify the project location, summarize the proposal and will typically contain a copy of the proposed development plans (if applicable). The public comment period lasts 14 days.</p>
<p>7. Decision Drafted</p>	<p>After the 14-day comment period, the planner will begin drafting the land use decision. The decision will list all of the approval criteria and evaluate whether each standard has been met. We may need additional information in order to gain a positive outcome.</p>
<p>8. Decision Issued</p>	<p>Land Use Planning will then issue the decision. The applicant, neighbors and other interested parties who submitted written comment on the proposal will receive a full copy of the decision. All others are mailed notice of the decision. It typically takes 3 – 5 months, on average, to receive the county's decision from the time the application was submitted for review, however each case is unique.</p>
<p>9. Appeal Period Begins</p>	<p>The decision is subject to a 14-day appeal period. Prior to the expiration of the appeal period, the property owner and applicant should read the decision and pay close attention to the conditions of approval. If you or another party thinks that the decision is in error, this is the time available to challenge the decision. Contact the planner to discuss your issues and learn about the appeals process. The decision is not effective until after the appeal period has expired.</p>
<p>10. Decision becomes final.</p>	<p>Once it becomes final, the decision may require the modification of the plans, add notes to building elevations & recording of various documents. In addition, Development permits may be necessary before you can begin the building permit process. Development permits include Flood Development, Grading and Erosion Control and Address Assignment.</p>
<p>11. Proceed to Building Permits</p>	<p>After Development permits are obtained, the planner must stamp the building plans before the building department will review them for building code requirements. (Multnomah County contracts services with a number of different local building departments. The planner will explain where to take your approved plans for review.) You will need to schedule an appointment with the planner to review the plans for building plan check & verify that certain conditions are met prior to plan sign off. The property owners can then take the approved plans to the appropriate building department for review.</p>

WATER DISTRICTS	BUILDING DEPARTMENTS	FIRE DISTRICTS
<input type="checkbox"/> Burlington Water District 11646 NW St Helens Rd Portland OR 97231 503-285-2973	<input type="checkbox"/> Gresham Building Dept. 1333 NW Eastman Pkwy Gresham OR 97030 503-618-2845	<input type="checkbox"/> City of Gresham Fire Dept 1333 NW Eastman Pkwy Gresham OR 97030 503-618-2355
<input type="checkbox"/> Corbett Water District PO Box 6 36120 E Hist Columbia Rvr Hwy Corbett OR 97019 503-695-2284	<input type="checkbox"/> Portland Building Bureau (Document Control) 1900 SW 4 th Avenue, 1 st Floor Portland, OR 97201 503-823-7310	<input type="checkbox"/> Corbett Fire District PO Box 1 36930 E Hist Columbia Rvr Hwy Corbett OR 97019 503-695-2272
<input type="checkbox"/> City of Gresham 1333 NW Eastman Pkwy Gresham OR 97030 503-618-2525	<input type="checkbox"/> Troutdale Building & Planning 2200 SW 18 th Way Troutdale OR 97060 503-665-5175	<input type="checkbox"/> Sauvie Island Fire District 18342 NW Sauvie Island Rd Portland OR 97231 503-621-1242
<input type="checkbox"/> City of Portland Water Bureau 1120 SW 5 th Ave Ste 600 Portland OR 97204 503-823-7404	DRAINAGE DISTRICTS <input type="checkbox"/> Multnomah Co Drainage Dist 1880 NE Elrod Drive Portland OR 97211 503-281-5675	<input type="checkbox"/> Scappoose Fire District PO Box 625 52751 Columbia River Hwy Scappoose OR 97056 503-543-5026
<input type="checkbox"/> City of Troutdale 342 SW 4 th Street Troutdale OR 97060 503-674-3300	<input type="checkbox"/> Sauvie Island Drainage Co 29264 NW Sauvie Island Rd Portland OR 97231 503-621-3397	<input type="checkbox"/> Tualatin Valley Fire/Rescue North Operating Center 20665 SW Blanton St Aloha OR 97007 503-259-1400
<input type="checkbox"/> Pleasant Home Water District PO Box 870 Gresham OR 97030 503-201-4341	SANITARY SEWER <input type="checkbox"/> Septic System/Sanitation/Soils City of Portland/Multnomah Co. 1900 SW 4 th Ave Ste 5000 Portland OR 97201 503-823-6892	<input type="checkbox"/> Tualatin Valley Fire/Rescue South Operating Center 19365 SW 90 th Ct Tualatin OR 97062 503-259-1500
<input type="checkbox"/> Interlachen Water District PO Box 1776 Fairview OR 97024 503-667-4037 503-665-6880 – Terry Schultz	<input type="checkbox"/> City of Fairview 1300 NE Village St PO Box 337 Fairview OR 97024 503-674-6206	Police Service <input type="checkbox"/> Multnomah County Sheriff's Administrative Offices Operations Captain 12240 NE Glisan St. Portland OR 97230 503-255-3600
<input type="checkbox"/> Lusted Water District 30626 SE Division St Troutdale OR 97060 503-663-3059	<input type="checkbox"/> Clean Water Services 2550 SW Hillsboro Hwy Hillsboro OR 97123 503-681-3600	Transportation Planning <input type="checkbox"/> Joanna Valencia Senior Planner 1600 SE 190 th Avenue Portland OR 9723 503-988-0219
<input type="checkbox"/> Tualatin Valley Water District 1850 SW 170 th Avenue Beaverton OR 97003 503-642-1511		

	REQUIRED WRITTEN INFORMATION (One Copy)	<i>Included</i>												
1.	General Application Form. All property owners or contract owners must sign the application form or provide a letter of authorization.													
2.	List of the permit approvals sought by the applicant													
3.	Narrative Addressing the Approval Criteria (See Pre-Filing Notes)													
4.	Preliminary Title Report. A current preliminary title report (within 30 days prior to application) for the subject property(ies).													
	SITE PLANS – ALL PROJECTS (Two Copies) (Drawn to Scale – Engineering or Architectural Scale)	<i>Included</i>												
5.	Date and North arrow													
6.	Scale of map [e.g., 1 inch = 30 feet (Engineer's) or 1/16 inch = 1 foot (Architect's)]													
7.	Address (new address needs to be assigned <input type="checkbox"/>)													
8.	Tax account number and/or tax roll description													
9.	All property lines labeled with dimensions and location of known survey pins													
10.	Locations of <u>all existing</u> buildings and structures with distances to property lines measured from the closes portion of the building and/or structure.													
11.	Label the use of <u>all</u> existing buildings and structures													
12.	Locations of proposed buildings or additions with distances to property lines (distances should be measured to nearest point of the building)													
13.	Label the use of <u>all</u> proposed buildings and structures													
14.	Locations of buildings and structures to be removed													
15.	Location of any watercourse or drainage feature on or near the property													
16.	Location of the existing or proposed septic system (tank, drainfield and replacement field)													
17.	Location of the existing or proposed well or water line													
18.	Location of the existing or proposed stormwater system													
19.	Location and width of existing/proposed driveway, parking area and utilities													
20.	Location of <u>all</u> areas that will be graded or have the ground disturbed by machinery													
21.	Any other development information needed to show compliance with the approval criteria													
	TRANSPORTATION IMPROVEMENTS (Include on Site Plan)	<i>Included</i>												
22.	Location of abutting public Right-of-Ways with distances from the property line to the centerline of adjoining roads													
23.	Location and width of existing access points/driveways cuts to the property													
24.	Location and width of Right-of-Way Dedications/ Easements													
25.	Location and width of proposed/altered access points/driveway cuts to the property													
	<table border="1"> <thead> <tr> <th>Land Use</th> <th>Min. Required Width</th> <th>Maximum Allowed Width</th> </tr> </thead> <tbody> <tr> <td>Residential Access</td> <td>12 ft</td> <td>25 ft</td> </tr> <tr> <td>Commercial/Agricultural Access</td> <td>20 ft</td> <td>35 ft</td> </tr> <tr> <td>Industrial Access</td> <td>20 ft</td> <td>40 ft</td> </tr> </tbody> </table>	Land Use	Min. Required Width	Maximum Allowed Width	Residential Access	12 ft	25 ft	Commercial/Agricultural Access	20 ft	35 ft	Industrial Access	20 ft	40 ft	
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Residential Access	12 ft	25 ft												
Commercial/Agricultural Access	20 ft	35 ft												
Industrial Access	20 ft	40 ft												
26.	If a new or altered access point/driveway is proposed , show within 200 feet of the new driveway cut, all existing access points/driveway cuts (on both sides of the street)													
27.	Location of any proposed stormwater to be directed to the public right-of-way													
	BUILDING DESIGNS – ALL PROJECTS (Two Copies) (Drawn to Scale – Engineering or Architectural Scale)	<i>Included</i>												
28.	Floor plans of the proposed building(s) with dimensions and room use noted, e.g., kitchen, garage, etc. for all rooms (existing and proposed) If an addition is proposed to an existing building, the floor plan must show the complete building layout.													
29.	Building elevations (side views) of new buildings or additions, with all height dimensions, and relationship to existing and finished grade adjacent to the building.													

30.	Other required information such as a chimney spark arrestor, fire retardant roof, etc. required to show compliance with the approval criteria		
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SERVICE PROVIDER FORMS		Required	Included
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31.	Certification of On-Site Sewage Disposal to ensure that the development can be served by a septic system / won't negatively impact the existing septic system.		
32.	Fire District Access Review to ensure fire protection equipment can reach the site during construction phase, and after the occupancy of the building.		
33.	Fire District Review - Fire Flow Requirements to determine adequate water amount/pressure available at building site.		
34.	Certification of Water Service to ensure that water is available for your new use or dwelling.		
35.	Drainage District Review to ensure that the development does not cause issues with flood control improvements		
36.	Transportation Review Form to ensure that development will be adequately served by transportation facilities.		

GRADING AND EROSION CONTROL INFORMATION		RESPONSE
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37.	What is the Total Square Footage of Ground Disturbance Proposed?	
38.	What is the Distance (in feet) between the area of Ground Disturbance & Closest Water Body?	
39.	In area of Ground Disturbance , what is the slope percentage?	<input type="checkbox"/> <10% <input type="checkbox"/> <25% <input type="checkbox"/> >25%
40.	Will the finished slopes be over 33% (3 horizontal:1 vertical) and 5 ft in height	<input type="checkbox"/> Yes <input type="checkbox"/> No
41.	Will a machine (tractor, bulldozer, posthole digger) be used to complete the Ground Disturbance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

OTHER INFORMATION REQUIRED (One Copy)		Required	Included
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42.	Storm Water Certificate. This certificate is required if a new or replacement structure or impervious surface will be constructed and the impervious area is 500 square feet or more. The certificate & plans must be stamped & signed by an engineer.		
43.	Lot of Record status. Verified: <input type="checkbox"/> Yes. Case/Action _____ <input type="checkbox"/> No. Submit copy of Current Deed for the property & first described the subject property in its current configuration		
44.	Lawfully Established of Existing Dwelling or Structure(s). Please list the dimension and use off all structures and provide evidence that the building in question obtained the necessary permits.		
45.	Habitable Dwelling. Please provide recent photographs of the existing dwelling showing exterior walls and roof, indoor plumbing consisting of a kitchen sink, toilet and bathing facilities, septic tank lid, interior lights (turned on), and heating system.		
46.	Other _____		

Applicable Fees - Please see the current Multnomah County's Land Use Planning Fees for a complete list.