

	MCC 39.4225 Review Uses, (A)(2) Wireless communication facilities 200 feet and under... MCC 39.4245 Dimensional Requirements and Development Standards	
Required Land Use Permits (Type II Process²)	Code Sections	Fees¹
Lot of Record Verification	MCC 39.3005 Lot of Record – Generally MCC 39.3070 Lot of Record – Exclusive Farm Use (EFU)	\$1,139
Other Decision by Planning Director – Wireless Communication Facilities	MCC 39.7710 Review Procedures Distinguished MCC 39.7715 Definitions MCC 39.7725 General Requirements MCC 39.7730 Registration Required MCC 39.7735 Application Submittal Requirements MCC 39.7745 Approval Criteria for Land Zoned Exclusive Farm Use MCC 39.7750 – 39.7765 Additional Criteria <i>Off-Street Parking Requirements:</i> MCC 39.6515 Plan Required MCC 39.6520 Use of Space MCC 39.6525 Location of Parking and Loading Spaces MCC 39.6530 Improvements Required MCC 39.6535 Change of Use MCC 39.6540 Joint Parking or Loading Spaces MCC 39.6545 Existing Spaces MCC 39.6555 Design Standards: Scope MCC 39.6560 Access MCC 39.6565 Dimensional Standards MCC 39.6570 Improvements MCC 39.6575 Signs MCC 39.6580 Design Standards: Setbacks MCC 39.6585 Landscape and Screening Requirements MCC 39.6590 Minimum Required...Parking Spaces MCC 39.6595 Minimum Required...Loading Spaces MCC 39.6600 Exceptions...	\$2,906 *DEPOSIT ⁴
Limited Design Review	<i>Design Review:</i> MCC 39.8000 Purposes MCC 39.8005 Elements of Design Review Plan MCC 39.8010 Design Review Plan Approval Required MCC 39.8020 Application of Regulations MCC 39.8025 Design Review Plan Contents MCC 39.8030 Final Design Review Plan MCC 39.8035 Delay in the Construction of a Required Feature MCC 39.8040 Design Review Criteria	\$917

	MCC 39.8045 Required Minimum Standards	
Significant Environmental Concern – Wildlife Habitat (SEC-h)	MCC 39.5510 Permits Required MCC 39.5520 Definitions MCC 39.5540 SEC-h Permit Criteria (Significant Wildlife Habitats)	\$1,930
Significant Environmental Concern – Streams (Type II SEC-s) (Required if the Type I standards cannot be met.)	MCC 39.5510 Permits Required MCC 39.5520 Definitions MCC 39.5550 SEC-s Permit Criteria (Significant Streams) MCC 39.5590 SEC-wr Permit Criteria (Significant – Water Resources), (B) through (D)	\$1,930
	Notice Fee ³	\$319
Development Codes (Type I Process²)	Code Sections	Fees¹
Significant Environmental Concern – Streams (Type I SEC-s)	MCC 39.5510 Permits Required MCC 39.5520 Definitions MCC 39.5550 SEC-s Permit Criteria (Significant Streams) MCC 39.5590 SEC-wr Permit Criteria (Significant – Water Resources), (A)(1) & (2)	\$650
Ground Disturbance Standards	MCC 39.6210 Permits Required MCC 39.6220 Minimal Impact Project Permit - or - MCC 39.6225 Erosion and Sediment Control Permit MCC 39.6235 Stormwater Drainage Control	\$76 \$788 \$76
	Erosion Control Inspection	\$288

*Additional fees may need to be paid after the conclusion of the land use process to ensure compliance with conditions of approval and to allow zoning review of the building plans

¹ Land Use Planning’s complete fee schedule can be found at <https://www.multco.us/landuse/land-use-planning-fees/>.

² See MCC 39.1105 Summary of Decision-Making Processes

³ One notice fee is collected for each General Application Form submitted

⁴ If a **DEPOSIT** is requested, either the minimum deposit fee will be paid or a full recovery deposit estimate fee requested. Land Use Planning staff will track their time for this application and the cost of the application will be determined once the decision is final. Any remaining deposit will be refunded. If the cost to process the application exceeds the deposit amount, additional money will be collected.

KEY ISSUES: LAND USE

1. In order for the County to be able to approve any land use application for development or building permits, the property must be in full compliance with all applicable codes [MCC 39.1250]. Full Compliance means the property is a Lot of Record, any structures on site were properly reviewed or permitted and conditions from previous land use decisions were satisfied.
 - a. Permit Record: According to the County’s Assessor’s data, the subject property is undeveloped.
 - b. Lot of Record: The County has not made a Lot of Record determination for the subject property. As part of the application process, you will need to provide a chain of title that includes a copy of the most current deed and the first deed that describes the subject property in its current size and configuration.

Lot of Record Verification (Type II – Land Use Permit)

2. There have been no previous land use decisions for the subject property that contained Lot of Record findings; therefore, a Lot of Record Verifications must occur. The property must be found to be an individual Lot of Record for any land uses to be approved. [MCC 39.3005 and MCC 39.3080].
 - a. A Lot of Record is a property that when it was first created or reconfigured into its current configuration met all zoning and land division rules in place at that time.
 - i. You will need to submit a chain of title from a Title Company that includes copies of all current and past deeds describing the subject property. The deeds provided should include the deed for the parent parcel at or just prior to the time of division or reconfiguration, the first deed describing the subject property in its current configuration and all subsequent deeds to present day ownership.
 1. Another option is to do the research yourself by contacting the Multnomah County Division of Assessment, Recording, and Taxation (DART)

EFU Zone Requirements

3. A Wireless Communication Facility (WCF) is listed as a Review Use in the EFU zone.
 - a. The setback and height restrictions are addressed under the Wireless Communication Facility standards below.
4. If the proposal includes newly created or replaced impervious surfaces of 500 sq. ft. or more, you will need to satisfy the County's Stormwater Drainage Control regulations under MCC 39.6235.
 - a. These regulations require you to hire a private engineer to sign and stamp the County's current Stormwater Drainage Control Certificate, provide calculations and decide what type of stormwater drainage control system is needed for your proposed development.
5. The application must include a Lighting Plan showing the location of all existing and proposed exterior lighting, and addressing the Dark Sky Lighting Standards in MCC 39.6850.
 - a. The light source (bulb, lamps, etc.) must be fully shielded with opaque materials and directed downwards. "Fully Shielded" means no light is emitted above the horizontal plane located at the lowest point of the fixture's shielding. Shielding must be permanently attached.
 - b. Illumination from proposed light fixtures shall be contained within the boundaries of the subject property.
 - c. Provide lighting details and model #'s for all proposed lighting and/ or photographs of existing light fixtures.

Other Decision by Planning Director – Wireless Communication Facilities: (Type II – Land Use Permit)

6. To qualify for a Type II Other Decision by the Planning Director, the tower must utilize Concealment Technology meaning, "the use of technology through which a wireless communications facility is designed to resemble an object which is not a wireless communications facility and which is already present in the natural environment, or designed to resemble or placed within, an existing or proposed structure.
7. General Requirements are listed under MCC 39.7725.
 - a. Design review pursuant to MCC 39.8000 – 39.8020 is required for a WCF. See the Limited Design Review section below.
 - b. No on-premises storage of material or equipment for purposes other than the operation and maintenance of the WCF site is permissible. [MCC 39.7725(K)]

8. For a new tower request, the application must address the standards of MCC 39.7735(B)(1) through (16).
9. MCC 39.7745 covers the approval criteria for lands zoned Exclusive Farm Use (EFU).
 - a. Alternatives Analysis: The applicant must demonstrate that the proposed WCF is necessary for public service. You will also need to discuss your consideration of reasonable alternatives to the proposed site. Following discussion of reasonable alternatives, you will need to demonstrate that the WCF must be sited in the EFU zone due to one or more of the factors listed in MCC 39.7745(B)(1) – (B)(6). [MCC 39.7745(A) – (B)]
 - i. Note that cost of leasing the land and the willingness of a property owner to lease their land is not considered as a reasonable factor.
 - b. Setback/Yard: The proposed WCF must be setback from any property line a minimum distance equal to the total height of the tower. [MCC 39.7745(C)(3) / MCC 39.7740(B)(3)]
 - c. Storage: Storage facilities for a WCF shall be constructed of non-reflective materials (exterior surfaces only). Underground placement of equipment in vaults is encouraged. Equipment must be in an enclosed building or structure, and designed to look like a building or structure typically found in the area. This includes the proposed generator, as it is part of the WCF. The height of storage facilities shall be no taller than 15 feet. [MCC 39.7745(C)(4) / MCC 39.7740(B)(4)]
 - d. Color and materials: All buildings, poles, towers, antenna supports, antennas and other components of the WCF shall be colored with “flat” muted tones. These tones shall minimize the visibility of the WCF to the greatest extent feasible. [MCC 39.7745(C)(5) / MCC 39.7740(B)(5)]
 - e. Fences: A sight-obscuring fence shall be installed and maintained around the perimeter of the lease area. Chain link fences shall be painted or coated with a non-reflective color. [MCC 39.7745(C)(6) / MCC 39.7740(B)(6)]
 - f. Landscape and Screening: The WCF shall maintain and enhance existing native vegetation and suitable landscaping shall be installed to screen the base of the tower and all accessory equipment where necessary. You will need to include a landscaping plan that identifies existing vegetation in the leased area that will be retained and any additional vegetation needed to satisfactorily screen the WCF from adjacent land and public view areas. This plan will be subject to the Design Review process. [MCC 39.7745(C)(11) / MCC 39.7740(B)(11)]

Limited Design Review: (Type II Permit)

10. The Limited Design Review is for uses that require less than four parking spaces pursuant to MCC 39.6590 Minimum Required Off-Street Parking Spaces. This limited Design Review is only subject to the Design Review criteria in MCC 39.8040(A)(1)(a) and (1)(c), (4) and (7). Staff finds that the proposed use is similar to a storage use which would require one space for each 5,000 square feet of storage area for the first 20,000 square feet, plus one additional space for each additional 50,000 square feet.
11. The design review includes parking under MCC 39.6500 – MCC 39.6600 and landscaping requirements under MCC 39.8045(C) may also be applicable dependent on the intensity of the use. The design review application shall be accompanied by a site plan, floor plan, architectural elevations, and a landscape plan. The plans shall include the following, drawn to scale:
 - a. Access to site from adjacent rights-of-way, streets, and arterials;
 - b. Parking and circulation areas;
 - c. Location, design, materials and colors of buildings and signs;

- d. Orientation of windows and doors;
 - e. Entrances and exits;
 - f. Existing topography and natural drainage;
 - g. Pedestrian circulation;
 - h. Boundaries of areas designated Significant Environmental Concern, Geologic Hazards and Areas of Special Flood Hazards;
 - i. Service areas for uses such as mail delivery, trash disposal, above-ground utilities, loading and delivery;
 - j. Areas to be landscaped;
 - k. Exterior lighting location and design;
 - l. Special provisions for handicapped persons;
 - m. Surface and storm water drainage and on-site waste disposal systems;
 - n. The size, species, and approximate locations of plant materials to be retained or placed on the site; and
 - o. Proposed ground-disturbance, grading, filling and site contouring.
12. MCC 39.8040(A)(1)(a) requires “The elements of the design review plan shall relate harmoniously to the natural environment and existing buildings and structures having a visual relationship with the site.”
13. MCC 39.8040(A)(1)(c) requires “Each element of the design review plan shall effectively, efficiently, and attractively serve its function. The elements shall be on a human scale, inter related, and shall provide spatial variety and order.”
14. MCC 39.8040(A)(4) requires “Preservation of Natural Landscape – The landscape and existing grade shall be preserved to the maximum practical degree, considering development constraints and suitability of the landscape or grade to serve their functions. Preserved trees and shrubs shall be protected during construction.”
15. MCC 39.8040(A)(7) requires “Buffering and Screening – Areas, structures and facilities for storage, machinery and equipment, services (mail, refuse, utility wires, and the like), loading and parking, and similar accessory areas and structures shall be designed, located, buffered or screened to minimize adverse impacts on the site and neighboring properties.”

SEC-h Permit: (Type II – Land Use Permit)

16. The subject property is located within the Significant Environmental Concern overlay zone for Wildlife Habitat (SEC-h). A Type I review must demonstrate compliance with the standards of MCC 39.5540(B) & (C). Alternatively, if the proposal cannot meet one or more of these standards, the applicant can apply for a Type II review and provide a mitigation plan to demonstrate compliance with the standards of MCC 39.5540(D).
17. Type I decisions do not require interpretation or the exercise of policy or legal judgment in evaluating approval standards. Because no discretion is involved, Type I decisions do not qualify as land use or limited land use decision. The process requires no notice to any party other than the applicant. The Planning Director’s decision is final and not appealable by any party through the normal land use process. Type I decisions may only be appealed through a writ of review proceeding to circuit court. [MCC 39.1105(A)]
- a. A Type I SEC-h application must demonstrate compliance with the following:

- i. Where a parcel contains any nonforested "cleared" areas, development shall only occur in these areas, except as necessary to provide access and to meet minimum clearance standards for fire safety.
 - 1. A forested area is defined as an area that has at least 75 percent crown closure, or 80 square feet of basal area per acre, of trees 11 inches DBH and larger, or an area which is being reforested pursuant to Forest Practice Rules of the Department of Forestry.
 - ii. Development shall occur within 200 feet of a public road capable of providing reasonable practical access to the developable portion of the site.
 - iii. Development shall be located within 300 feet of a side property line if adjacent property has structures and developed areas within 200 feet of the shared side property line.
 - iv. Nuisance plants shall not be planted on the subject property and shall be removed and kept removed from cleared areas of the subject property.
 - v. Ground disturbing activities within 100 feet of a water body as defined by MCC 39.2000 shall be limited to the period between May 1st and September 15th. Revegetation and soil stabilization must be accomplished no later than October 15th.
 - vi. Outdoor lighting shall be a hooded fixture type and shall be placed in a location that does not shine directly into undeveloped habitat areas. Where illumination of habitat area is unavoidable, it shall be minimized through use of limited lumens with a hooded fixture type and property placement. The location and illumination area of lighting needed for security of public utility facilities shall not be limited by this provision but should be done in a minimalistic manner.
18. If one or more of the standards listed under MC 39.5540(C) cannot be met, the applicant will need to apply for a Type II SEC-h permit and provide a mitigation plan. The mitigation plan requirements are listed under MCC 39.5540(D).
- a. The mitigation plan must address the criteria listed under MCC 39.5540(D)(3). An existing non-forested cleared area contiguous to forested areas on the property shall be considered the first option for the mitigation area. The second option for the mitigation area is within any degraded stream riparian areas and lastly, the third option for the mitigation area is within the existing forested area or adjacent to a landscaped yard.
 - b. MCC 39.5540(D)(3). The mitigation plan must demonstrate the following:
 - i. Measures must be included in order to reduce impacts to forested areas to the minimum necessary to serve the proposed development by restricting the amount of clearance and length/width of cleared areas and disturbing the least amount of forest canopy cover.
 - ii. Newly cleared area associated with the development cannot be greater than one acre, excluding from this total the minimum area required for fire accessway purposes.
 - iii. No fencing can be built and existing fencing must be removed outside of areas cleared for the site development except for existing cleared areas used for agricultural purposes.
 - iv. Requirements for mitigation areas:
 - 1. All trees, shrubs and ground cover shall be native plants selected from the Metro Native Plant List;

2. Native trees and shrubs shall be planted at a rate of one (1) tree and one (1) shrub for every 100 square feet of development/disturbance area. Bare ground shall be planted or seeded with perennial native grasses or herbs.
 3. All vegetation shall be planted within the mitigation area located on the same Lot of Record as the development and shall be located within the SECh Overlay or in an area contiguous to the SEC-h Overlay.
- v. The native soils disturbed during development will be conserved on the property.
 - vi. Plant size. Mitigation trees shall be at least one-half inch in caliper, measured at 6 inches above the ground level for field grown trees or above the soil line for container grown trees (the one-half inch minimum size may be an average caliper measure, recognizing that trees are not uniformly round).
 1. If using oak or madrone trees, the planting size may be on gallon. Shrubs shall be in at least a 1-quart container or the equivalent in ball and burlap and shall be at least 6 inches in height.
 - vii. Plant spacing. Trees shall be planted between 8 and 12 feet on center and shrubs shall be planted between 4 and 5 feet on center, or clustered in single species groups of no more than four (4) plants, with each cluster planted between 8 and 10 feet on-center
 1. When planting near existing trees, the drip line of the existing tree shall be the starting point for plant spacing measurements.
 - viii. Plant diversity. Shrubs shall consist of at least two (2) different species. If 10 trees or more are planted, then no more than 50% of the trees may be of the same genus.
- c. The required Conditions of Approval for the SEC-h permit are listed under MCC 39.5540(E)(1) through (6).

SEC-s Permit: (Type I or II – Land Use Permit)

19. Applications that meet the following criteria can be processed as a Type I SEC-s permit:
 - a. The proposed development is located at least 100 feet from the top bank of the protected water feature.
 - b. The Type I application must include a mitigation plan meeting the requirements of MCC 39.5590(D) which requires the enhancement of the entire 25 feet in depth closest to the Protected Water Feature for the length of the property to a “Good Corridor” condition.
 - c. A “Good Corridor” contains a combination of native trees, shrubs, and groundcover covering greater than 80% of the area, and greater than 50% tree canopy exists.
20. Applications that do not meet the requirements listed above, must meet the requirements of MCC 39.5590(B) through (E) which requires a report provided by a qualified wetland/riparian consultant, fish and wildlife biologist, or other qualified professional at the discretion of the Planning Director. Approval of the other qualified professional must be granted before the report is completed.

Ground Disturbance Activity Requirements (Type I Permit)

If mechanical ground disturbance will occur to establish the building, structure, or use, the property owner will need to apply for either an Erosion and Sediment Permit, or a Minimal Impact Project (MIP) permit depending on the final project proposal.

21. The Minimal Impact Project (MIP) permit standards are found at MCC 39.6220 and are for small projects that meet the following conditions:
 - a. Less than 10,000 sq. ft. of ground surface will be disturbed;

- b. Disturbed areas are not within 200 ft. from the top of the bank of a water body;
- c. Unsupported finished slopes will be less than 33% grade (3 Horizontal: 1 Vertical) and will not exceed four ft. in height;
- d. Slopes before development where ground disturbance is proposed are 10% grade or less;
- e. The ground disturbing activity will involve less than 10 cubic yards of fill and the fill will be composed of earth materials only;
- f. Fill will not be used to physically support a building requiring a structural building permit;

For the MIP permit, you will need to provide the materials listed in MCC 39.6220(A), meet the standards in MCC 39.6220(B) and use erosion and sediment control best management practices. When you are ready to submit building plans for zoning review, you will need to demonstrate compliance with the MIP permit standards.

22. If your project cannot meet the MIP permit standards, an Erosion and Sediment Control (ESC) permit will be required for the proposed development.

- g. For the ESC Permit, you will need to fill out an Application Form, state that you are applying for an ESC permit, then submit it to Permit Portal along with the required materials listed in MCC 39.6225(A).
 - i. Your Erosion and Sediment Control plan must comply with the standards listed in MCC 39.6225(B).
 - ii. You will need to document the fill materials, compaction methods, locations and volume of proposed cuts and location and volume of proposed fills, and the erosion control measures that you will be utilizing for your project.
 - iii. The ESC application can be submitted after any Type II Land Use Permit(s) are issued, but must reflect any physical improvement or ground disturbance alterations required by the Type II approval.

ADDITIONAL REVIEWS:

23. You will need to submit the following service provider forms to the respective service provider for your area. Do not submit the unsigned forms to Land Use Planning for completion. The service provider will return a “packet” with a copy of the completed review form to you along with any supplemental documents. This packet must be submitted as part of your land use application. Please keep a copy of the packet(s) for your records.

- **Fire Service Agency Review** – The Fire Service Agency serving your property must review your project to ensure compliance with the Oregon Fire Code.
- **Transportation Planning Review** – Transportation Planning ensures that Multnomah County Road Rules on access and driveway spacing are satisfied.

NEXT STEPS:

24. **Application Form:** When filling out the Application Form, you must state the specific permits/reviews you are requesting at the bottom of the form. For example, “We are requesting an Other Decision by Planning Director, Limited Design Review, Lot of Record Verification, and a Type I SEC-h review for a new Wireless Communication Facility.” In addition, all property owners must sign the form. If all the property owners will not fit on the form, you may provide a Letter of Authorization with additional property owners’ signatures. [MCC 39.1115]

25. **Application Narrative:** You will need to prepare a written narrative providing a clear and complete description of your proposal and specifically addressing each applicable code section [see the ‘Summary of Applicable Permits, Codes...’ section of these notes]. In your narrative, list the code

reference you are responding to, then your response to that criterion. At the end of your response, you may reference any documents (i.e. Site Plan) included in your application that support your response. An example of the narrative format is shown below:

Significant Environmental Concern – Wildlife Habitat (SEC-H) Permit:

MCC 39.12345(A)(1): All required site plans and information listed in (A)(1) are included in this application. See Exhibits 4 – 12.

MCC 39.12345(B)(2): The proposed building cannot meet the distance requirement listed in (B)(2). The included site plan (Exhibit 2) shows the proposed distance from the road for the building is 400 feet. Because the proposal did not meet this requirement, a Wildlife Conservation Plan (WCP) is required and included as Exhibit 13.

26. **Site Plan(s) / Building Plan(s):** Prepare your site plan(s) and building plan(s) according to the requirements listed in the ‘Application Checklist’ below and the various permit sections above. Please note that additional requirements apply for certain permit types (SEC-s, GH, etc.). The applicable code sections for each permit type outline any additional site plan / building plan requirements. Please ensure that your plan clearly identifies what is existing and proposed.

27. **Other Documents:** Prepare all other documents, including those documents listed in the ‘Application Checklist’ below. Make sure your service provider forms include all documents returned to you by the service provider after they complete their review.

APPLICATION SUBMITTAL

Please refer to the checklist below as you prepare to submit your application packet. Visit our website at <https://www.multco.us/landuse/application-materials-and-forms> for all referenced application and service provider forms.

When ready to submit your application packet, visit our website and follow the steps in “Type II or III Application” under “Submit Comment Requests.” Our website will direct you to the Permit Portal. At the Portal, select the ‘Land Use Planning’ category. Select ‘LUP Type II’ and then ‘Apply, and follow the instructions.

After you submit your application, a preliminary review will occur. If your application meets the minimum requirements to process your application you will receive an invoice in the Permit Portal for associated fees. Your application is not “received” until we receive full payment of your invoice.

If your application does not meet the minimum requirements for processing, the request will be closed after a 30-day grace period.

Application Checklist		Required	Included
1.	Completed Application Form: signed by the applicant and all property owners. State each specific permit(s) and or review(s) you are requesting.	X	
2.	Narrative: Written narrative providing a clear and complete description of your proposal and specifically addressing each applicable code section in the summary table on pp. 1 - 2 of these notes.	X	
3.	Scaled Site Plan: The site plan shall be drawn to scale using either an engineer scale (i.e., 1:10 or 1:20) or architect scale (i.e., 1’= 1/2” or 1’ = 1/8”). The site plan for shall include the following: <input type="checkbox"/> Boundaries, dimensions, address, and size of the subject parcel; <input type="checkbox"/> Date, north arrow, scale;	X	

	<input type="checkbox"/> Location of watercourses or drainage features on or near the property. <input type="checkbox"/> Location, size, and label of all proposed and existing buildings and structures; distances from buildings and structures to property lines (measured to nearest point of the building); and buildings to be removed; <input type="checkbox"/> Location of the existing well and septic system (tank, drainfield & replacement field) and storm water system (existing and/or proposed); <input type="checkbox"/> Contour lines and topographic features such as ravines or ridges; <input type="checkbox"/> Proposed fill, grading, site contouring or other landform changes; <input type="checkbox"/> Location and predominant species of existing vegetation on the parcel, areas where vegetation will be removed, and location and species of vegetation to be planted, including landscaped areas; <input type="checkbox"/> Location and width of existing and proposed driveways, and service corridors; <input type="checkbox"/> Location of abutting public right-of-way with distances from the right-of-way line to the centerline of the adjoining road; and <input type="checkbox"/> Location and width of existing, proposed, and/or altered access points/driveway cuts to the property.		
4.	Floor plans of the buildings to be permitted drawn to scale using either an engineer scale (i.e., 1:10 or 1:20) or architect scale (i.e., 1' = 1/2" or 1' = 1/8"). The floor plans should include dimensions and room use noted, such as kitchen, bathroom, bedroom, garage, etc.	X	
5.	Building/Structure Elevations (side views) drawn to scale using either an engineer scale (i.e., 1:10 or 1:20) or architect scale (i.e., 1' = 1/2" or 1' = 1/8") of new buildings, additions or structures, with all height dimensions, and relationship to existing and finished grade adjacent to the building/structure	X	
6.	Lot of Record status: Submit a chain of title / title plant report that includes a copy of current deed for the property & first deed that described the subject property in its current configuration	X	
7.	Stormwater Drainage Control Certificate , calculations and site plan reviewed and signed by an Oregon Registered Professional Engineer	X	
8.	Septic Review Certification Form , site plan, and supplemental materials signed by the County Sanitarian		
9.	Fire Service Agency Review Form , site plan, and supplemental materials signed by the Fire Official	X	
10.	Transportation Certification form – Visit https://www.multco.us/planreview to obtain the form and find submission instructions from the County R.O.W. office.	X	
11.	Significant Environmental Concern (SEC-h) Information with required materials and requirements found in MCC 39.5540(B) and showing how your proposal will satisfy the standards in MCC 39.5540(C)(1).	X	
12.	Design Review Plan showing the elements required in MCC 39.8025 showing how your proposal meets the standards of MCC 39.8040(A)(1)(a) and (1)(c), and (4) and (7)	X	
13.	Off-Street Parking, Loading and Circulation Plan meeting the requirements of MCC 39.6515 and showing the showing the dimensions, access, and circulation layout and improvements that meets the standards of MCC 39.6560 through MCC 39.6600	X	
Type I Permits			
14.	Completed Application Form: signed by all property owners and the applicant along with the required fee(s).	X	
15.	Erosion and Sediment Control (ESC) Permit with required materials and requirements found in MCC 39.6225(A) and the approval standards found in MCC 39.6225(B).	?	

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| 16. Minimal Impact Project (MIP) Permit (at time of Zoning Review Approval) with the required materials and requirement found in MCC 39.6220(A) and approval standards found in MCC 39.6220(B). | ? |
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APPLICATION COMPLETENESS

Once an application is submitted, it will be assigned to a planner. The planner has 30 days, by state law, to determine whether the application is complete. If an application is incomplete, the applicant has 180 days, by state law, to submit the requested additional information to make the application complete. If your application is found to be incomplete, we request that you submit the additional information required in one packet rather than trickling information in. This avoids confusion as to whether or not you intend to submit additional information, and allows us to act on your application more quickly.

ADDITIONAL ASSISTANCE

Please contact Izze Liu via email at isabella.liu@multco.us with any questions regarding these notes. If they are out, they will respond as soon as they are able when they return.