

PRE-APPLICATION MEETING NOTES

Land Use Planning Division



www.multco.us/landuse ▪ Email: land.use.planning@multco.us ▪ Phone: (503) 988-3043

MEETING #: PA-2024-0002

APPLICANT: Peter Finley Fry

LOCATION: 31727 E Hist Columbia River Hwy, Troutdale

Property ID # R322491

Map, Tax lot: 1N4E32D -01800

Alt. Acct. # R944320140

BASE ZONE: Springdale Rural Center (SRC)

OVERLAYS: Significant Environmental Concern for Streams (SEC-s)

PROPOSAL: A Pre-Application Meeting is to be held on the date below to discuss the applicable Multnomah County Land Use Code, Comprehensive Plan Policies, and application requirements for a Community Service Conditional Use for a Fire Station for Corbett Rural Fire Protection District (RFPD) #14.

MEETING TIME AND PLACE

Thursday, April 25, 2024 at 10:30 am

The referenced pre-application meeting is an Informational Meeting and is not a Public Hearing. The meeting will be held virtually via the Google Meet platform.

CONTACT: After the meeting, if you have any questions regarding the criteria, the process, or the next steps, contact Rithy Khut at rithy.khut@multco.us or (503) 988-0176.

- **The following is for informational purposes only. No approvals or conclusions have been drawn about this project. Until such time as the necessary Land Use Applications are submitted and reviewed, no decisions will be or have been made regarding the project's compliance with the land use regulations of Multnomah County.**

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OUTLINE OF THE PRE-APPLICATION MEETING'S PURPOSE AND PROCESS

1. Meeting Purpose:

- The Pre-Application meeting is to provide information to an applicant for a land use action that will assist them in completing the application.
- The objectives of the meeting are to clarify the proposal, inform the applicant of the applicable procedures and approval criteria, and to identify all known issues.
- A Pre-Application meeting is a standard requirement for all applications that require a public hearing.

2. Meeting Structure:

- This is not a public hearing and no decisions will be made. The meeting is meant to be informal in nature.
- The Multnomah County planning staff will be responsible for conducting the meeting. Staff will begin the meeting by asking for introductions of those in attendance.
- The applicant will be responsible for explaining their proposal. This explanation is especially helpful to the public who have not seen the application materials, and is an opportunity to share relevant information with their neighbors.
- Planning staff will be responsible for reviewing the applicable procedures and approval criteria and to identify all known issues.
- Members of the public and other agency representatives will be provided the opportunity to ask questions about the proposal and will be asked to identify any relevant issues.

- After the Pre-Application meeting, and if the applicant chooses to move forward with the project and once the application has been deemed “complete” by responding to each approval criteria, you will receive a notice announcing the date, time, and place of the Public Hearing. Failure to participate at the Pre-Application meeting will not preclude your involvement at the first scheduled hearing on the completed application.
- **Notwithstanding any representations by County staff at a Pre-Application meeting, staff is not authorized to waive any requirements of Multnomah County Code (MCC). Any omission or failure by staff to recite to an applicant all relevant applicable land use requirements shall not constitute a waiver by the County of any standard or requirement. [MCC 39.1120(C)]**

SUMMARY OF APPLICABLE PERMITS, CODES, POLICIES & FEES

These Multnomah County Code sections can be found at <https://www.multco.us/landuse/zoning-codes/> under the link **Chapter 39: Multnomah County Zoning Code** and Multnomah County Comprehensive Plan Policies can be found at <https://www.multco.us/landuse/comprehensive-plan/> under the link **Multnomah County Comprehensive Plan**.

Zoning Requirements	Code Section	Fees ¹
Springdale Rural Center (SRC)	<i>General Requirements:</i> MCC 39.1250 Code Compliance and Violations MCC 39.2000 Definitions MCC 39.6235 Stormwater Drainage Control MCC 39.6850 Dark Sky Lighting Standards <i>Springdale Rural Center (SRC):</i> MCC 39.4570(A) Conditional Uses - Community Service Uses... MCC 39.4575(C), (D), (F), and (I) Dimensional Requirements and Standards MCC 39.4585 Lot Sizes for Conditional Uses MCC 39.4590 Off-Street Parking and Loading	N/A
Required Land Use Permits (Type III Process ²)	Code Sections	Fees ¹
Community Service Use	<i>Community Service Uses (CS):</i> MCC 39.7505 General Provisions MCC 39.7515(A)-(H) Approval Criteria MCC 39.7520(A)(18) Fire Station MCC 39.7525(A), (D), (E) & (G) Restrictions <i>Off-Street Parking and Loading:</i> MCC 39.6500 through MCC 39.6595 <i>Comprehensive Plan Policies:</i> Policy 5.14, 11.12, 11.13, and 11.17	Initial payment of \$4,237 required and held as deposit ³
Notice Fee		\$319
Notice Hearing Sign (will be required to be posted on the property frontage)		\$35 each

Required Land Use Permits (Type II Process ²)	Code Sections	Fees ¹
Lot of Record Verification	MCC 39.3005 Lot of Record - Generally MCC 39.3110 Lot of Record - Lot of Record - ...Springdale Rural Center (SRC)	\$1,139
Significant Environmental Concern for Streams (SEC-s)	MCC 39.5510 Uses; SEC Permit Required MCC 39.5520 Application for SEC Permit MCC 39.5750 Criteria for Approval of SEC-s Permit	\$1,930
Design Review	MCC 39.8010 Design Review Plan Approval Required MCC 39.8020(D) Application of Regulations MCC 39.8025 Design Review Plan Contents MCC 39.8030 Final Design Review Plan MCC 39.8040 Design Review Criteria MCC 39.8045 Required Minimum Standards	\$2,490
Development Codes (Type I Process ²)	Code Sections	Fees ¹
Ground Disturbance Standards	MCC 39.6210 Permits Required MCC 39.6225 Erosion and Sediment Control Permit	\$788
	MCC 39.6235 Stormwater Drainage Control	\$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 If a **DEPOSIT** is requested, the minimum deposit fee will be paid. 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

1. 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 Assessor's data, the subject property contains a building that was constructed around 1968. The County permit records show three previous permits. The first permits for a garage were issued on April 18, 1967 under BA 90-67 and Permit No. 42648 was reviewed and issued on June 6, 1967. More recently, Permit No. MC 455 was issued for the replacement of an existing driveway, parking area pavement, and modification of its drainage on August 8, 1988. No expansion of parking facilities was approved.
 - b. Lot of Record: The County has not made a determination that the subject property is a Lot of Record. As part of the application process, you will need to request a Lot of Record Verification, which is discussed below.

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

2. A Lot of Record Verification is required for the subject property and the subject property must be found to be a Lot of Record for any proposed land uses to potentially be approved. [MCC 39.3005 and MCC 39.3110].
 - 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.
 - ii. Another option is to do the research yourself by contacting the Multnomah County Division of Assessment, Recording, and Taxation (DART).
 - b. You may choose to apply for the Lot of Record Verification at the same time as, or prior to, the other permit applications. Many applicants prefer to submit the Lot of Record Verification application separate from their other land use applications, to confirm that their property is a Lot of Record. [MCC 39.3005]

Community Service Conditional Use Permit – Fire Station (Type III – Land Use Permit)

3. The Springdale Rural Center (SRC) zone provides a pathway for the review of the proposed construction of a new building. A Community Service Conditional Use permit will be required for a review for a Fire Station.
 - a. A Community Service Conditional Use is a Type III review, where a hearings officer issues a decision on behalf of the County following a public hearing. Planning staff prepares a staff report for the hearings officer recommending whether the proposal complies with the approval criteria. The hearings officer holds a public hearing and determines, based on the evidence in the record, whether the approval criteria are met.
 - b. A Community Service Conditional Use Permit approval is specific to the use or uses approved together with the limitations or conditions as determined by the hearings officer. Approvals are not preliminary. Hours of operation, number of employees, parking, transportation methods, etc. will be set through this process. Your submitted materials need to be very detailed regarding each use and/or accessory use proposed at the time you submit the application.
 - c. Your land use application will need to demonstrate how the proposed development will comply with the following SRC development standards:
 - i. The buildings/structures must satisfy the applicable minimum yard dimensions identified in MCC 39.4575(C), which require the following:

Front	Side	Street Side	Rear
30	10	30	30

1. The front lot line is the line parallel to E. Historic Columbia River Highway. The rear lot line is the furthest line opposite the front lot line and side lot line are all other lot lines.

- a. The Side Yard above is modified for one-story buildings. One-story buildings are required to be 20 feet from the Side Lot Line by the Community Service Restrictions section. [MCC 39.7525(A)(2)]
- ii. The maximum structure height is 35 feet. [MCC 39.4680]
- iii. You will need to provide an On-Site Sanitation Septic Review Certification and Water Service Certification, which is discussed below in Key Issues: Additional Review.
- iv. You will need to meet the County's Stormwater Drainage Control regulations listed in MCC 39.4575(F) and MCC 39.6235, if the total of the newly created or replaced impervious surfaces exceed 500 sq. ft. or more. Newly created includes any unpermitted building/structure or impervious surfaces.
 - 1. 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 system is needed.
- v. The exterior lighting on the building/structure and on the property must meet the Dark Sky Lighting standards in MCC 39.4575(I) and MCC 39.6850, unless you can show that you are exempt. To be dark sky compliant, all exterior lighting on the property and buildings from an exterior light source (bulbs, 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.
 - 1. As part of your plans, you will need to have a Lighting Plan that shows the location of all existing light fixtures on the property and proposed exterior lighting to be installed.
 - a. For existing fixtures, you may be able to attach a shield to the fixture depending on their shape. Please take photographs of existing lights and include them in the plan.
 - b. For new lights, you need to provide lighting details and model #s. If you will be installing shield(s), documentation on the types to be used will be necessary.
 - 2. Illumination from the light fixtures shall be contained within the boundaries of the subject property and not all Dark Sky designated light fixtures will meet the County's code.
- d. You will need to provide site plans and information to show your proposal meets the approval criteria of MCC 39.7515, some of which are:
 - i. Is consistent with the character of the area. [MCC 39.7515(A)]
 - ii. Will not adversely affect natural resources. [MCC 39.7515(B)]
 - iii. The use will not: Force a significant change in accepted farm or forest practices on surrounding lands devoted to farm or forest use; nor significantly increase the cost of accepted farm or forest practices on surrounding lands devoted to farm or forest use. [MCC 39.7515(C)]
 - iv. Will not create hazardous conditions. [MCC 39.7515(F)]

- v. Will satisfy the applicable policies of the Comprehensive Plan. [MCC 39.7515(G)]
- e. You will need to provide site plans and information to show you meet the approval criteria of MCC 39.4585, some of which are:
 - i. The site size needs of the proposed use; [MCC 39.4585(A)]
 - ii. The nature of the proposed use in relation to its impact on nearby properties. [MCC 39.4585(B)]
 - iii. Consideration of the purposes of the base zone. [MCC 39.4585(C)]
- f. As part of the application, you will also need to meet applicable policies of the Comprehensive Plan. The Comprehensive Plan Policies are below:
 - i. Chapter 5 – Natural Resources: Policy 5.14 and 5.43
 - ii. Chapter 6 – Historic and Cultural Resources: Policy 6.4
 - iii. Chapter 11 – Public Facilities: Policy 11.12, 11.13, and 11.17
- g. The proposed Fire Station will need to meet the off-street parking and loading requirements of MCC 39.6500 – 39.6600.
 - i. As required by MCC 39.6590 Minimum Required Off-street Parking Spaces and MCC 39.6595 Minimum Required Off-street Loading Spaces.
 - 1. You will need discuss and provide a parking and loading study, which includes estimates of parking and off-street loading demand based on recommendations of the Institute of Traffic Engineers (ITE) or other acceptable estimates to determine the minimum as a Fire Station is listed as Unspecified Uses in MCC 39.6590(F) and MCC 39.6595(G).
 - ii. A parking plot plan meeting the requirements of MCC 39.6515 will be required:
 - 1. The plan must show the dimensions, access, circulation layout for vehicles and pedestrians, space markings, the grades, drainage, setbacks, landscaping, and abutting land uses in respect to the off-street parking area.
 - 2. You may provide multiple maps showing proposed landscaping, tree removal, existing improvements, proposed improvements, etc. These plans need to be to scale using an architect or engineer scale that is appropriate to the detail level of the proposed plan. [MCC 39.1130 and MCC 39.6515]
 - iii. The parking spaces must meet the dimensional standards in MCC 39.6565 and improvement standards in MCC 39.6570.
 - iv. Surfacing, Curbs and Bumper Rails, Marking, and Drainage will be required to be provided. [MCC 39.6570]
 - v. The parking spaces must be provided on the lot of the use served by such spaces. [MCC 39.6525(A)]
 - vi. The parking and loading spaces cannot be located or constructed so that use of the space requires a vehicle to back into the right-of-way of a public street [MCC 39.6555(B)]. Additionally, for the yard, which abuts upon a street lot line, the yard area cannot be used for a parking or loading space, vehicle maneuvering area, or access drive other than a drive connecting directly to a street perpendicularly [MCC 39.6580(A)].

The design of the parking spaces will need to be redesigned. Parking may need to go to the rear of the property near where the gas storage tank is proposed.

- vii. A required yard, which abuts a street lot line, shall not be paved, except for walkways, which do not exceed 12 feet in total width, and not more than two driveways, which do not exceed the width of their curb cuts for each 150 feet of street frontage of the lot. [MCC 39.6580(C)]
- viii. Landscaping and Screening will be required, which is discussed under Design Review below.

Design Review (Type II – Land Use Permit)

- 4. This project is not eligible for Limited Design Review pursuant to MCC 39.8020(B) due to being in the SRC zone. As required by MCC 39.7505, your application must demonstrate compliance with the Design Review requirements of MCC 39.8000 - 39.8050.
 - a. You will need to provide a Design Review Plan that shows the elements of MCC 39.8025 and a Narrative that discuss how you meet the approval criteria of MCC 39.8040. Some of the Design Review Criteria include:
 - b. 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. [MCC 39.8040(A)(1)(a)]
 - c. 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. [MCC 39.8040(A)(1)(c)]
 - d. 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. [MCC 39.8040(A)(4)]
 - e. 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. [MCC 39.8040(A)(7)]
 - f. Your proposal must meet the Minimum Standards contained in MCC 39.8045, which include:
 - i. Required Landscape Areas must be a minimum of 15% of the development area. The development area includes all areas with proposed development and previously developed areas not reviewed by the County. [MCC 39.8045(C)(1)]
 - ii. Specific landscape requirements for parking and loading areas are found in MCC 39.8045(C)(3)(a) through (e). The Off-Street Parking code also requires the landscaped area requirements of MCC 39.8045(C)(3) to (7) be applied to all parking, loading or maneuvering areas [MCC 39.6585].
 - iii. MCC 39.8050 lists minor exceptions to yard, parking, sign, and landscape requirements.

Significant Environmental Concern for Streams (SEC-s): (Type II – Land Use Permit)

5. The eastern portion of the property is located the SEC-s overlay. The SEC-s overlay covers Springdale Creek. The SEC-s standards are designed to protect streams and wetlands by limiting development activities near the protected stream and riparian resources. Any development that occurs within the SEC-s overlay will be required to obtain a SEC-s permit.
 - a. MCC 39.5520 covers the basic application materials for a SEC permit and MCC 39.5750(C) covers the application materials specific to the SEC-s permit. Any application to develop in a Stream Conservation Area shall also include:
 - i. A site plan drawn to scale showing the Stream Conservation Area boundary, the location of all existing and proposed structures, roads, watercourses, drainageways, stormwater facilities, utility installations, and topography of the site at a contour interval equivalent to the best available U.S. Geological Survey 7.5' or 15' topographic information;
 - ii. A detailed description and map of the Stream Conservation Area including that portion to be affected by the proposed activity. This documentation must also include a map of the entire Stream Conservation Area, an assessment of the Stream Conservation Area's functional characteristics and water sources, and a description of the vegetation types and fish and wildlife habitat;
 - iii. A description and map of soil types in the proposed development area and the locations and specifications for all proposed draining, filling, grading, dredging, and vegetation removal, including the amounts and methods;
 - iv. A study of any flood hazard, erosion hazard, and/or other natural hazards in the proposed development area and any proposed protective measures to reduce such hazards as required by (E)(5);
 - b. MCC 39.5750(D) includes the approval criteria that you would need to address in your application narrative and supplemental materials, which include a detailed Mitigation Plan.
 - i. You will need to hire a biologist (i.e. a person with a four-year degree in biology or related field and understand riparian ecosystems and ecology) to assess the existing stream corridor characteristics; identify barriers to development in the area that would satisfy the SEC-s standards and create a Stream Conservation plan that will satisfy the standards in MCC 39.5750(D)
 - ii. The mitigation plan for the development must meet the standards of MCC 39.5750(D) and is required to enhance the corridor – in other words, improve the corridor beyond its existing condition and make up for the disturbance from the proposed development. You will also need to meet the Design Specifications in subsection (E).
 - c. MCC 39.5750(E) includes the specific Design Specifications that you would need to adhere to as part of your development. Some of the requirements include:
 - i. All storm water generated by a development shall be collected and disposed of on-site into dry wells or by other best management practice methods which emphasize groundwater recharge and reduce peak stream flows. [MCC 39.5750(E)(2)]
 - ii. Any trees over 6" in caliper that are removed shall be replaced by any combination of native species whose combined caliper is equivalent to that of the trees removed. [MCC 39.5750(E)(4)]

- iii. Soil disturbing activities within a Stream Conservation Area shall be limited to the period between June 15 and September 15. Revegetation/soil stabilization must be accomplished no later than October 15. Best Management Practices related to erosion control shall be required within a Stream Conservation Area. [MCC 39.5750(E)(6)]

GROUND DISTURBANCE ACTIVITY REQUIREMENTS (TYPE 1 PERMIT)

If mechanical ground disturbance will occur to establish the building, structure, or use, the property owner will need to apply for an Erosion and Sediment (ESC) Permit.

6. For the ESC Permit, you will need to fill out the most current Application form, state that you are applying for an ESC permit, and then submit it to the Permit Portal along with the required materials listed in MCC 39.6225(A).
 - a. Your Erosion and Sediment Control plan must comply with the standards listed in MCC 39.6225(B).
 - i. 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.
 - b. The ESC application should be submitted after any Type II/III Land Use Permit(s) are issued, so it can reflect any physical improvement or ground disturbance alterations required by the Type II/III approval.

KEY ISSUES: ADDITIONAL REVIEW

7. 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.
 - **On-Site Sanitation Septic Review** – The County Sanitarian must review your proposal and verify that it meets applicable environmental quality regulations.
 - **Water Service Certification** – ensures that there is a water source for the property.
 - **Transportation Planning Review** – The Transportation Planning form ensures that Oregon Department of Transportation Rules on access and driveway spacing are satisfied. Please see contact ODOT Permits office in the ‘Applicant Checklist’ below.

PREPARING YOUR APPLICATION:

1. **Application Form:** When filling out the Application Form, you must state in the ‘Application Request’ section what you are proposing. For example, “We are requesting permits to construct a Fire Station.” In the Permit Request section, you would check the specific permits that you are applying for. In addition, all property owners must sign the form. If not all the property owners will fit on the form, you may provide a Letter of Authorization with additional property owners’ signatures. [MCC 39.1115]

2. **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 included as Exhibit 13.

3. **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. Please note that additional requirements apply for certain permit types (SEC-h, 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.
4. **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 the ‘LUP Type III,’ click ‘Apply,’ and follow the instructions. 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.

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. You must use the most current Application form available at the time of application.	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. 3 - 4 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: <ul style="list-style-type: none"> <input type="checkbox"/> Boundaries, dimensions, address, and size of the subject parcel; <input type="checkbox"/> Date, north arrow, scale; <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. 	X	
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	X	
9.	Fire Service Agency Review Form , site plan, and supplemental materials signed by the Fire Official	X	
10.	Oregon Department of Transportation (ODOT) Letter/Permit authorizing the location and size of the driveway access point and specifying if a roadway dedication is needed. Please contact ODOT at (971) 673-1268 (West County) or (503) 667-7441 (East County)	X	
11.	Certification of Water Service form	X	
12.	Design Review Plan showing the elements required in MCC 39.8025 showing how your proposal meets the standards of MCC 39.8040 and MCC 39.8045	X	

13.	Off-Street Parking, Loading and Circulation Plan showing the showing the dimensions, access, and circulation layout for vehicles and pedestrians that meets the standards of MCC 39.6560 through MCC 39.7805	X	
14.	Significant Environmental Concern (SEC-s) Information and Analysis with required materials and requirements found in MCC 39.5520/MCC 39.5750(C) and will satisfy the standards in MCC 39.5750(D) meeting the Design Specification in MCC 39.5750(E) and (F).	X	
Type I Permits			
1.	Completed Application Form: signed by all property owners and the applicant along with the required fee(s).	X	
2.	Erosion and Sediment Control (ESC) Permit with required materials and requirements are found in MCC 39.6220 and the approval standards found in MCC 39.6225	X	

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 you intend to submit additional information, and allows us to act on your application more quickly.

ADDITIONAL ASSISTANCE

Please contact Rithy Khut via email at rithy.khut@multco.us or at (503) 988-0176 with any questions regarding these notes. If they are out, they will respond as soon as they are able when they return.