

PRE-APPLICATION MEETING NOTES



Land Use Planning Division

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

MEETING #: PA-2024-0005

APPLICANT: Peter Findley Fry

LOCATION: 36930 E Hist Columbia River Hwy, Corbett

Property ID # R661079

Map, Tax lot: 1N4E35BA -02201

Alt. Acct. # R665600200

BASE ZONE: Gorge General Rural Center (GGRC)

OVERLAYS: None

KEY VIEWING AREAS: Historic Columbia River Highway (including the Historic Columbia River Highway State Trail), Larch Mountain (including Sherrard Point), Larch Mountain Road

LANDSCAPE SETTING: Village

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 Conditional Use for Fire Station.

MEETING TIME AND PLACE

Thursday, July 25, 2024 at 10:30 am – 11:55 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 after 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 38: Columbia River Gorge National Scenic Area and 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	Fees¹
Gorge General Rural Center (GGRC)	<i>General Provisions:</i> MCC 38.0015 Definitions, Parcel MCC 38.0030 Existing Uses and Discontinued Uses MCC 38.0045 Review and Conditional Use Applications – Submittal Requirements MCC 38.0560 Code Compliance and Violations <i>Gorge General Rural Center (GGRC):</i> MCC 38.2430(A) Conditional Uses – Fire Station MCC 38.2460(C) and (E) Dimensional Requirements MCC 38.2485 Off-Street Parking and Loading	N/A
Required Land Use Permits (Type III Process²)	Code Sections	Fees¹
Conditional Use	MCC 38.7300 Review and Conditional Uses <i>Off-Street Parking and Loading:</i> MCC 38.4100 through MCC 38.4215	<i>Initial payment of \$4,237 required and held as deposit or full recovery deposit estimate³</i>
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
National Scenic Area (NSA) Site Review	<i>Site Review Criteria:</i> MCC 38.7035 GMA Scenic Review Criteria MCC 38.7045 GMA Cultural Resource Review Criteria MCC 38.7053 GMA Water Resources Review Criteria MCC 38.7065 GMA Wildlife Review Criteria MCC 38.7070 GMA Rare Plant Review Criteria MCC 38.7080 GMA Recreation Resource Review Criteria	\$3,108
Development Codes (Type I Process ²)	Code Sections	Fees ¹
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
Flood Development	MCC 39.5000 through MCC 39.5055	\$822

*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 38.0530 Summary of Decision-Making Processes

³ 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

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 multiple "Miscellaneous" improvements that were first assessed in 1968 and 1970. The County permit records show that in 1966, a foundation for a Fire Station was approved under Permit No. 40735 and equipment shelter was reviewed under Permit No. 41111. An alteration for a meeting room was reviewed in 1969 under land use case BC 8-69 and Permit No. 50566. In 1983, a Hose Drying Tower was reviewed and approved under Permit No. 831987. In 1991, paving of the parking lot and curbs was reviewed and approved. In 2010, a Fire Station was approved under land use case T3-2010-875. Zoning Plan Review was reviewed and approved under BP-2012-2341 on June 8, 2012. Most

recently, in 2011 a four (4) lot subdivision was reviewed and approved under land use case T3-2011-2014. The subdivision was recorded on April 3, 2021.

- b. Parcel: The County made a Parcel Determination in land use case T3-2011-2014. As part of the application process, you will need to provide a copy of the most current deed, so staff can confirm the property remains a Parcel.

Conditional Use Permit: (Type III Land Use Permit)

- 2. The Gorge General Rural Center (GGRC) zone provides a pathway for the review for changes to an existing Fire Station use may permit construction of a new building(s). A Conditional Use permit will be required for a review for a Fire Station.

A 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.

A 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.

- a. For changes and new buildings, MCC 38.2430(A) provides a pathway to permit changes to an existing Fire Station use and new buildings associated with the use.
 - i. Your land use application will need to demonstrate how the proposed development will comply with the following development standards for the GGRC zone:
 - 1. A new building and associated development must satisfy the applicable minimum yard dimensions identified in MCC 38.2460(E), which require the following:

Front	Side	Street Side	Rear
30	10	30	30

- a. The front lot line is the one closest and parallel to E Hist Columbia River Hwy. The rear lot line is the south property line, which is the furthest line opposite the front lot line. The side includes all other lot lines.
 - b. The maximum structure height is 35 feet [MCC 38.2460(E)].
- 2. You will need to provide an On-Site Sanitation Septic Review Certification and a Water Service Certification, which are discussed below in Key Issues: Additional Review.
- 3. Your 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 in 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.
- ii. You will need to provide site plans and information to show your proposal meets the approval criteria of MCC 38.2460, some of which are:
 1. The site size needs of the proposed use; [MCC 38.2460(A)]
 2. The nature of the proposed use in relation to the impacts on nearby properties; and [MCC 38.2460(B)]
 3. Consideration of the purposes of this district. [MCC 38.2460(C)]
- iii. The change the Fire Station use will need to meet the off-street parking and loading requirements of MCC 38.4100 – MCC 38.4215.
 1. As required by MCC 38.4205 Minimum Required Off-street Parking Spaces.
 - a. 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 38.4205(F). [MCC 38.4205(G)]
 2. A parking plot plan meeting the requirements of MCC 38.4120 will be required:
 - a. 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.
 - b. 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 38.0045 and MCC 38.4120]
 3. The parking spaces must meet the dimensional standards in MCC 38.4175 and improvement standards in MCC 38.4180.
 - a. Surfacing, Curbs and Bumper Rails, Marking, and Drainage will be required to be provided. [MCC 38.4180]
 - b. The parking spaces must be provided on the lot of the use served by such spaces. [MCC 38.4130(A)]
 4. 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 38.4165(B)].

5. 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 38.4195(A)].
6. 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 38.4195(A)].

National Scenic Area Site Review: (Type II Land Use Permit)

3. The National Scenic Area (NSA) approval criteria address visual, historical, cultural, and natural resources. As such, approval of the NSA Site Review is required for new buildings. An NSA Site Review application is not preliminary; it is based on the submitted written narrative(s) and plan(s).

Once you receive an approval of the NSA Site Review, you will be expected to construct or potentially modify the proposed physical improvements as specified in the decision and as modified by the conditions of approval. It shall be the responsibility of the property owner(s), and/or their agent(s) to comply with these documents and the limitations of approval described herein. Changes to plans or physical development will likely result in the project needing to go back through the NSA Site Review application to see if the changes can be approved.

- a. You will need to provide the required application information listed in MCC 38.0045.
 - i. The materials you will be required to submit includes:
 1. A scaled site plan;
 2. Depths and location of all proposed ground disturbance and ditching;
 3. Elevation drawings; the amount of grading on slopes over 10 percent;
 4. Location of all perennial or intermittent streams or wetlands; and
- b. GMA Scenic Review:
 - i. The structures, buildings, and development must be:
 1. New buildings must be sited to retain existing topography and minimize grading activities. [MCC 38.7035(A)(1)].
 2. New buildings must also be compatible with the general scale (height, dimensions and visible mass of similar buildings that exist within ¼ mile of the property. Your application will need to include a table describing the scale of nearby outbuildings. This information may be obtained from the County Division of Assessment, Recording & Taxation.
 - a. New buildings that are 1,500 square feet or less are exempt from this requirement. [MCC 38.7035(A)(2)].
 - ii. The subject property is topographically visible from various Key Viewing Areas (KVAs), including the Historic Columbia River Highway (including the Historic Columbia River Highway State Trail), Larch Mountain (including Sherrard Point), Larch Mountain Road. As such, any proposed developments will be required to achieve the “Visually Subordinate” scenic standard.

As defined in MCC 38.0015, “Visually Subordinate” means: The relative visibility of a structure or use where that structure or use does not noticeably contrast with the surrounding landscape, as viewed from a specified vantage point (generally a Key Viewing Area). Structures which are visually subordinate may be partially visible, but are not visually dominant in relation to their surroundings.

1. The exterior of structures on lands seen from Key Viewing Areas (KVAs) shall be:
 - a. Composed of non-reflective materials or materials with low reflectivity. Metal that does not have a textured flat coating is typically found to have a high reflectivity rating. If you will be proposing metal, you will need to provide a sample of the material so we can verify that it is a low-reflective material. [MCC 38.7035(B)(8)]
 - b. Paint colors shall be of dark earth-tones found in the surrounding landscape. [MCC 38.7035(B)(10)]
2. The silhouette of new buildings shall remain below the skyline of a bluff, cliff, or ridge as visible from KVAs. [MCC 38.7035(B)(13)]
3. All exterior lighting on the property and buildings must meet the specific lighting standards. To be compliant all exterior lighting on the property and on buildings shall be directed downward and sited, limited in intensity, shielded, or hooded in a manner that prevents lights from being highly visible from KVAs. [MCC 38.7035(B)(9)]
 - a. Shielding and hooding materials shall be composed of nonreflective, opaque materials.

You should show any existing exterior lighting locations on the site plan or on a lighting plan. Photographs of all existing lighting need to be provided if you believe they are already compliant.

- b. For existing fixtures, you may be able to attach a shield to the fixture depending on their shape. Please take photographs of the existing lights and included them in the plan.
 - c. For new lights, you need to provide lighting details and model #s. If you will be installing shield, documentation on the types to be used will be necessary. Illumination from the light fixtures shall be contained within the boundaries of the subject property. Not all light fixtures will meet the County’s code.
- iii. As part of the application, you will need to submit in material samples and color chips of the structures so that planning staff can evaluate the proposal for its design (color, reflectivity, size, shape, height, architectural and design details, and other elements. [MCC 38.7035(B)(4)]

1. Please provide sample materials information and/or images of the sample materials, as part of your application.

Feature	Materials Proposed	Proposed Color
Siding	Type	Provide color chips from manufacturer
Trim	Type	Provide color chips from manufacturer
Roofing type and color	Type and color	Provide sample from manufacturer
Window Frames	Type and color	Manufactures brochure
Reflectivity Rating of Windows	Manufactures brochure	NA
Doors	Type and color	Provide color chips from manufacturer
Exterior Light Fixtures	Type and color	Manufactures brochure

2. Refer to the Scenic Implementation Resources Handbook for examples. This handbook can be found at <http://www.gorgecommission.org/resources-documents/landowner-resources/building-in-the-scenic-area/>.
 - a. The handbook provides examples of the requirements and important considerations when building in the Gorge National Scenic Area.
- iv. Plantings could potentially be required for screening development, you will need to meet the following:
 1. Any vegetation planted shall need to be sized to provide sufficient screening to meet the scenic standard within five years or less from the commencement of construction.
 2. Landscaping shall be installed as soon as practicable, and prior to project completion
 3. Use of plant species native to the landscape setting shall be encouraged. Where non-native plants are used, they shall have native appearing characteristics. [MCC 38.7035(B)(14)]
- v. As the structures and development are located in the Village landscape setting you must meet the requirements of MCC 38.7035(C)(6) as applicable.
 1. Parking shall be limited to rear or side yards of buildings to the maximum extent practicable. [MCC 38.7035(C)(6)(c)]
 2. Landscape requirements of parking shall meet the requirements of MCC 38.7035(C)(6)(f)]
 3. Your proposal is encouraged to follow planned unit development approaches, featuring consolidated access, commonly-shared landscaped open areas, etc. [MCC 38.7035(C)(6)(e) and MCC 38.7035(C)(6)(g)-(i)]
 - a. It is encouraged that your proposal uses building materials reinforcing the Village Setting's character, such as wood, logs, or stone, and reflective of community desires.
 - b. It is encouraged that your proposal uses architectural styles characteristic of the area (such as 1½ story dormer roof styles in Corbett), and reflective of community desires.

- c. It is encouraged that your proposal uses design features which create a "pedestrian friendly" atmosphere, such as large shop windows on the ground floor of commercial buildings, porches along ground floors with street frontage, etc.
- 4. Except as is necessary for site development or safety purposes, the existing tree cover screening the development from Key Viewing Areas shall be retained. [MCC 38.7035(C)(6)(k)]
- c. GMA Cultural Resource Review
 - i. Cultural Resource Reconnaissance Surveys are required for all proposed uses except as listed in MCC 38.7045(A)(1). After you submit your application, Staff and Partner agencies will determine if additional requirements will need to be met.
 - ii. Some of buildings on the property are over 50 years of age. Any building 50 years or older is potentially a cultural resource (historic resource). The buildings must be evaluated for significance by the State Historic Preservation Office (SHPO). At this time, we have no evidence that the evaluation was ever undertaken. Currently, you have a couple options:
 - 1. Hire a contract architectural historian to evaluate the structure. If the structure is found to be 'Not Eligible,' the application is easier and does not require much more historical work. If the structure is found to be 'Eligible,' then you will need to have a "finding of effect", that can be done by the consulting architectural historian. The exterior of the structure is the focus of the review.
 - 2. Have the United States Forest Service evaluate the structure. Under this option the timing of the evaluation is dependent on staff availability.
- d. GMA Water Resources Review, GMA Wildlife Review, GMA Rare Plant Review, Recreation Resource Review Criteria
 - i. Preliminary review does not indicate Water Resources, Wildlife, Rare Plant, or Recreation Resource are located on the property. After you submit your application, Staff and Partner agencies will determine if additional requirements will need to be met.

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 either an Erosion and Sediment Permit, or a Minimal Impact Project (MIP) permit depending on the final project proposal.

- 4. 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.

5. If your project cannot meet the MIP permit standards, an Erosion and Sediment Control (ESC) permit will be required for the proposed development.
 - a. 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).
 - 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 III Land Use Permit(s) are issued, but must reflect any physical improvement or ground disturbance alterations required by the Type III approval.

KEY ISSUES: ADDITIONAL REVIEW

6. 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.
 - b. **Fire Service Agency Review** – The Fire Service Agency serving your property must review your project to ensure compliance with the Oregon Fire Code.
 - c. **On-Site Sanitation Septic Review** – The County Sanitarian must review your proposal and verify that it meets applicable environmental quality regulations.
 - d. **Water Service Certification** – ensures that there is a water source for the property.
 - e. **Transportation Planning Review** – Transportation Planning 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 change to an existing Fire Station use to construct a new building.” 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:

National Scenic Area Site Review:

MCC 38.12345(A)(1): All required site plans and information listed in (A)(1) are included in this application. See Exhibits 4 – 12.

MCC 38.12345(A)(2): The proposed new single-family dwelling is designed in a location to retain the existing topography. The location will result in minimal grading activities. See the site plan included as Exhibit 2.

MCC 38.12345(B)(2): The exterior lighting for the proposed building will be directed downward. The included building plans (Exhibit 2) show the location of the exterior lighting. The design specifications of the exterior lighting (Exhibit 3) show that the lighting is hooded, shielded, and composed of non-reflective and opaque materials.

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 (NSA, 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.

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. 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: ☐ Boundaries, dimensions, address, and size of the subject parcel; ☐ Date, north arrow, scale; ☐ Location of watercourses or drainage features on or near the property. ☐ 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; ☐ Location of the existing well and septic system (tank, drainfield & replacement field) and storm water system (existing and/or proposed); ☐ Contour lines and topographic features such as ravines or ridges; ☐ Proposed fill, grading, site contouring or other landform changes; ☐ 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; ☐ Location and width of existing and proposed driveways, and service corridors; ☐ Location of abutting public right-of-way with distances from the right-of-way line to the centerline of the adjoining road; and ☐ 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.	Parcel 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.	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 38.4100 through MCC 38.4215	X	
Type I Permits		Required	Included
1.	Minimal Impact Project (MIP) Permit (at time of Zoning Review Approval)	Potentially, see #2	
2.	Completed Application Form: signed by all property owners and the applicant along with the required fee(s).	Potentially, see #1	
2.a.	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	Potentially, see #1	

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.