

PRE-APPLICATION MEETING NOTES

Land Use Planning Division



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

MEETING #: PA-2025-0003

APPLICANT: Diane Cheyne,
Oregon Travel Information Council

LOCATION: Within the right-of-way of Highway I-84 adjacent to:

No situs address

Property ID # R323233

Map, Tax lot: 1N6E07 -00100

Alt. Acct. # R946070050

BASE ZONE: Gorge Special Public Recreation (GSPR)

OVERLAYS: N/A

KEY VIEWING AREAS: Cape Horn, Historic Columbia River Highway (including the Historic Columbia River Highway State Trail), Highway I- 84 (including rest stops), Multnomah Falls, Washington State Route 14

LANDSCAPE SETTING: River Bottomlands

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 an information kiosk.

MEETING TIME AND PLACE

Thursday, May 22, 2025 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.**

Vicinity Map



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	Fees ¹
Gorge Special Public Recreation (GSPR)	<i>General Provisions:</i> MCC 38.0045 Review and Conditional Use Applications – Submittal Requirements MCC 38.0560 Code Compliance and Violations <i>Gorge Special Public Recreation (GSPR):</i> MCC 38.2830(C)(1) Conditional Uses – (1) Public natural resource-based recreational facilities... MCC 38.2860(C) Dimensional Requirements	N/A
Required Land Use Permits (Type III Process ²)	Code Sections	Fees ¹
Conditional Use	MCC 38.7085 SMA Recreation Resource Review Criteria	Initial payment of \$4,237 required and held as deposit or full recovery deposit estimate³ After July 1, 2025 – Initial payment of \$6,525 required
	Notice Fee	\$319 After July 1, 2025 – \$491
	Notice Hearing Sign (will be required to be posted on the property frontage)	\$35 each After July 1, 2025 – \$54
Required Land Use Permits (Type II Process ²)	Code Sections	Fees ¹
National Scenic Area Site Review	<i>Site Review Criteria:</i> MCC 38.7040 SMA Scenic Review Criteria MCC 38.7050 SMA Cultural Resource Review Criteria	\$3,108 After July 1, 2025 – \$4,786

MCC 38.7075 SMA Natural Resources Review Criteria		
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 -	\$76 After July 1, 2025 – \$117
	MCC 39.6225 Erosion and Sediment Control Permit	\$788 After July 1, 2025 – \$1,214
	MCC 39.6235 Stormwater Drainage Control	\$76 After July 1, 2025 – \$117
Erosion Control Inspection		\$288 After July 1, 2025 – \$444

*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 is proposing to adjust fees starting in July 1, 2025. The complete fee schedule can be found at <https://www.multco.us/landuse/land-use-planning-fees/>. If you would like to provide feedback about the adjustment you can go to <https://multco.us/info/fy-2026-chairs-proposed-budget-sign-testify-or-submit-comments>.

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: The County permit records do not show any land use permits associated with the information kiosk.
 - i. As no land use permits or building permits were found, the structure/building must be permitted as if it was being proposed today, unless you are able to show that they were reviewed by Land Use Planning and lawfully established in the past.

Conditional Use Permit: (Type III Land Use Permit)

2. The review of the information kiosk, which is considered a building, may be permitted in the GSPR zone subject to a Conditional Use permit and a National Scenic Area (NSA) Site Review.
 - a. For the information kiosk, MCC 38.2830(C)(1) allows for review of public natural resource-based recreational facilities, which could potentially include an information kiosk.
3. 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. Design, layout, hours of operation, 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. A new building and associated development must satisfy the applicable Dimensional Requirements, which require the following:
 - i. The maximum structure height is 35 feet [MCC 38.2860(C)].
 - ii. As part of your land use application, you will need to meet the County's Stormwater Drainage Control regulations listed in MCC 39.6235, if the newly created or replaced impervious surfaces exceed 500 sq. ft. or more.
 1. These regulations require you to hire a private engineer to design a drainage control system that can handle stormwater generated from the development for a 10- year/24-hour storm event.
 2. The engineer will have to sign and stamp the County's current Stormwater Drainage Control Certificate, provide calculations, and decide what type of stormwater system is needed based on the physical characteristics of the soil.

The location of the stormwater system will need to be shown on the plans and the amount of ground disturbance associated with it considered as part of the development.

- b. The project site is located in a Recreation Intensity Class 4 area, which allows for Public visitor, interpretive, historic, and environmental education facilities in addition to interpretive exhibits and displays. You will need to provide site plans and information to show your proposal meets the approval criteria of MCC 38.7085, some of which are:
 - i. New developments and land uses shall be natural resource-based and not displace existing recreational use. [MCC 38.7085(A)(1)]
 - ii. As defined Natural resource-based recreation (SMA) means:
 1. Recreation activities, uses or facilities that essentially depend on the unique natural, scenic, or cultural resources found within the National Scenic Area. Campgrounds, trails, boating and windsports facilities, swimming beaches, picnic sites, viewpoints, interpretive parks, and similar outdoor recreation facilities are considered resource-based; whereas, golf courses, tennis courts, and rental cabins are not.
 - iii. Your proposal must demonstrate that it will protect recreation resources from adverse effects by evaluating the new developments and land uses as proposed in the site plan. An analysis of both on and off-site cumulative effects such as site accessibility and the adverse effects on the Historic Columbia River Highway shall be required. [MCC 38.7085(A)(2)]
 - iv. Your proposal must contain mitigation measures. The measures shall be provided to preclude adverse effects on the recreation resource. [MCC 38.7085(A)(4)]
 - v. New interpretive or education programs and/or facilities shall follow recommendations of the Interpretive Strategy for the Columbia River Gorge National Scenic Area. [MCC 38.7085(A)(8)]

- vi. A demonstration that the proposed project or use will not generate traffic, either by type or volume, which would adversely affect the Historic Columbia River Highway, shall be required prior to approval. [MCC 38.7085(A)(10)]

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

- 4. For the new information kiosk and the all other associated development that will occur, a National Scenic Area (NSA) Site Review is required. The NSA Site Review approval criteria address the scenic, natural, cultural, and recreational resources of the Gorge. As such, approval of the NSA Site Review application is not preliminary; it is based on the submitted written narrative(s) and plan(s).

You will need to describe and show the physical improvements as constructed and specified in the narrative and plans. In this process, what has been built could potentially be modified by the conditions of approval. It shall be the responsibility of the applicant(s), property owner(s), 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, trenching, 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
 - 5. A narrative describing how your application materials comply with the approval criteria listed in the Table on Page 3-4 of these notes.
 - b. SMA Scenic Review
 - i. The subject property is topographically visible from various Key Viewing Areas (KVAs). The KVAs include Cape Horn, Historic Columbia River Highway (including the Historic Columbia River Highway State Trail), Highway I- 84 (including rest stops), Multnomah Falls, Washington State Route 14. The subject property is also located in the River Bottomlands.
 - ii. Each component of development and any ground disturbance is required to be visually subordinate as required by MCC 38.7040(A)(2). Visually subordinate means:
 - 1. “The relative visibility of a development, structure or use where that development, structure or use does not noticeably contrast with the defining landscape setting characteristics, as viewed from a specified vantage point (generally a key viewing area, for the Management Plan), and the setting appears only slightly altered (distinctive characteristics of that setting remain dominant). As opposed to development, structures, or uses that are fully screened, structures that are visually subordinate may be partially visible but would be difficult to discern to the common viewer.”
 - 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 38.7040(A)(4)]

Refer to the Scenic Implementation Resources Handbook for examples. The handbook can be downloaded from: <http://www.gorgecommission.org/resources-documents/landowner-resources/building-in-the-scenic-area/>. The handbook provides examples of the requirements and important considerations when building in the Gorge National Scenic Area

Please include technical specification sheets, product description from the web 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
Exterior Light Fixtures	Type and color	Manufactures brochure

- iv. The proposal shall consider design considerations of Form, Line, Color, Texture, and Design as provided in MCC 38.7040(C)]
- v. The proposed development will need to demonstrate that it meets the scenic standards by blending new development with the adjacent natural landscape elements rather than with existing development elements rather than with existing development. [MCC 38.7040(A)(4)]
- vi. The proposed development shall be sited to achieve the applicable scenic standards. Development shall be designed to fit the natural topography and to take advantage of vegetation and land form screening, and to minimize visible grading or other modifications of landforms, vegetation cover, and natural characteristics. When screening of development is needed to meet the scenic standard from key viewing areas, use of existing topography and vegetation shall be given priority over other means of achieving the scenic standard such as planting new vegetation or using artificial berms. [MCC 38.7040(A)(5)]
- vii. The exterior of structures on lands seen from Key Viewing Areas (KVAs) shall be 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 proposing metal, you will need to provide a sample of the material so we can verify that it is a low-reflective material. [MCC 38.7040(A)(11)]
- viii. Painted colors that are dark earth-tones found in the surrounding landscape. [MCC 38.7040(A)(10)]
- ix. All exterior lighting on the building must meet the specific lighting standards. To be compliant, any exterior lighting must be:
 - 1. Directed downward and sited, limited in intensity, shielded, or hooded in a manner that prevents lights from being highly visible from Key Viewing Areas and from noticeably contrasting with the surrounding landscape

setting, except for road lighting necessary for safety purposes. Shielding and hooding materials shall be composed of nonreflective opaque materials.

- a. As part of your plans, you will need to have a Lighting Plan that shows the location of all proposed exterior lighting to be installed and lighting details/model #s.
- x. Plantings could potentially be required for screening development, and you will need to meet the following: [MCC 38.7040(A)(9)]
 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.
- xi. The property is in the River Bottomlands landscape setting.
 1. Buildings shall have an overall horizontal appearance in areas with little tree cover. [MCC38.7040(B)(3)]

xii. The project area is located within the KVA Foreground and Scenic Routes of the Historic Columbia River Highway and Interstate 84; ~~however, your proposal does not require you to meet any of the requirements of MCC 38.7035(D).~~

1. You will need to discuss how the proposed development is designed and sited to meet the applicable scenic standard from the foreground of the subject KVA. If the development cannot meet the standard, findings must be made documenting why the project cannot meet the requirements of 38.7040(A) and why it cannot be redesigned or wholly or partly relocated to meet the scenic standard. As part of your evaluation you will need to discuss:
 - a. The limiting factors to meeting the required scenic standard and applicable provisions of 38.7040(A),
 - b. Reduction in project size;
 - c. Options for alternative sites for all or part of the project, considering parcel configuration and on-site topographic or vegetative screening;
 - d. Options for design changes including changing the design shape, configuration, color, height, or texture in order to meet the scenic standard.
2. You will need to discuss and show considerations for form, line, color, texture, and design of a proposed development. The development will need to blend in with its setting as visible from the foreground of key viewing areas:
 - a. Form and Line - Design of the development shall minimize changes to the form of the natural landscape. Development shall borrow form and line from the landscape setting and blend with the form and line of the landscape setting. Design of the development shall avoid

contrasting form and line that unnecessarily call attention to the development.

b. Color - Color shall be found in the project's surrounding landscape setting. Colors shall be chosen and repeated as needed to provide unity to the whole design.

c. Texture - Textures borrowed from the landscape setting shall be emphasized in the design of structures. Landscape textures are generally rough, irregular, and complex rather than smooth, regular, and uniform.

a-d. Design - Design solutions shall be compatible with the natural scenic quality of the Gorge. Building materials shall be natural or natural appearing. Building materials such as concrete, steel, aluminum, or plastic shall use form, line color and texture to harmonize with the natural environment. Design shall balance all design elements into a harmonious whole, using repetition of elements and blending of elements as necessary

c. SMA Cultural Resource Review

i. Cultural Resource Reconnaissance Surveys are required for all proposed uses. After you submit your application, the County, Tribes, US Forest Service, State Historic Preservation Office, and the Gorge Commission will review the proposal to ensure the proposal complies with the applicable code sections. The cultural resources criteria only come into effect in certain circumstances. It is possible as part of the completeness review, planning staff will be informed that additional studies or reports are applicable that could affect the design of your project. It is rare, but can occur.

d. SMA Natural Resource (stream, wetland, wildlife habitat, rare plants) Review

i. After you submit your application, the County, Tribes, US Forest Service, State Historic Preservation Office, and the Gorge Commission will review the proposal to ensure the proposal complies with the applicable code sections. The natural resources (stream, wetland, wildlife habitat, rare plants) only come into effect in certain circumstances.

ii. If there are any intermittent streams/creeks or wetlands on your property, you should inform staff so we can advise you of their buffer requirements. It is possible as part of the completeness review, planning staff will be informed that additional studies, reports, or buffer areas are applicable that could affect the design of your project. It is rare, but can occur.

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.

5. 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.

- 6. 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.
 - b. The ESC application can be submitted after the Type III Land Use Permit is issued, but must reflect any physical improvement or ground disturbance alterations required by the Type III approval.

KEY ISSUES: ADDITIONAL REVIEW

- 1. 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.
 - a. **Fire Service Agency Review** – The Fire Service Agency serving your property must review your project to ensure compliance with the Oregon Fire Code.
 - b. **On-Site Sanitation Septic Review** – The County Sanitarian must review your proposal and verify that it meets applicable environmental quality regulations.
 - c. **Transportation Planning Review** – Transportation Planning ensures that Oregon Department of Transportation (ODOT) Road Rules on access and driveway spacing are satisfied. Please see contact Right-of-Way 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 to construct a new informational kiosk”. 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 38.0550]

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.	<p>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:</p> <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.	Stormwater Drainage Control Certificate, calculations and site plan reviewed and signed by an Oregon Registered Professional Engineer	X	
7.	Septic Review Certification Form, site plan, and supplemental materials signed by the County Sanitarian	X	
8.	Fire Service Agency Review Form, site plan, and supplemental materials signed by the Fire Official	X	
9.	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	
Type I Permits		Required	Included
1.	Completed Application Form: signed by all property owners and the applicant along with the required fee(s).	X	

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	Potential See 2.b	
2.b.	Minimal Impact Project (MIP) Permit (at time of Zoning Review Approval)	Potential See 2.a	

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.