

General information

Application narratives are required with development permit applications. An application narrative must address all Gresham Community Development Code (GCDC) criteria and standards related to your project in order for City staff to review the application. Applicants must read the standards and provide a detailed description of how their project meets each one. Applications will be deemed incomplete without descriptions of how the project meets all applicable GCDC standards.

Follow the **guidelines** to put together a complete and thorough application narrative. Examples and additional tips are included at the bottom of this sheet. Application narrative templates are available at:

<https://greshamoregon.gov/Application-Narratives/>

If you have questions about these requirements, please contact the project planner.

Guidelines

Before you start...

- 1 **Be knowledgeable.** Read and understand the standard before responding.
- 2 **Ask questions.** Confirm with your planner before checking an item as not applicable (N/A).

When writing...

- 3 **Be thorough.** Address how your project meets every applicable code criteria and standard.
- 4 **Be detailed.** Identify the standard and clearly explain how it is met.
- 5 **Be succinct.** Responses do not have to be long to clearly explain how the standard is met.
- 6 **Be specific.** Properly reference your documents with numbered sheets.

Before submitting the application...

- 7 **Be consistent.** Information on plans and details must match the narrative. Make sure there is consistency throughout the entire proposal.

Standard	N/A	Findings	Standard narrative samples
4.0130(C) Minimum density	<input type="checkbox"/>	6.22 dwelling units per acre is the minimum allowed density in LDR-5 zone. The proposed 13 units on this net 1.8 acre site has a density of 7.22 dwelling units per acre, which meets this standard.	
4.0130(C) Maximum density	<input type="checkbox"/>	8.71 dwelling units per acre is the maximum allowed density. The proposed 7.22 dwelling units per acre meets this standard.	
7.0201(E)(1) Entry street orientation	<input type="checkbox"/>	This standard requires all primary ground floor entries abutting the street to open directly onto the right-of-way. As seen on sheet SP-01 of the site plan, this standard has been met.	
7.0201(E)(3) Vehicle circulation location	<input checked="" type="checkbox"/>	This requirement does not apply to single-family attached dwellings with individual driveways.	

Guideline/standard	G	S	N/A	Findings	Design narrative samples
7.0603(B)(1)(C)(3) or 7.0603(B)(1)(D)(3) Facade articulation & rhythm design elements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The following elements provide facade articulation and design features which prevent the appearance of blank walls: all building facades include recessed windows at regular 30-foot intervals on both floors; and the facades include a reveal and/or overhangs between the two floors, creating shadows which further articulate the facades and break down their scale. These applications are present for 90% of the facade length.	
7.0603(B)(1)(C)(2) or 7.0603(B)(1)(D)(2) Facade depth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facades visible from the street and parking areas include recessed windows, reveals, recesses, and projections between the first and second floors, which provide facade depth, surface relief, and shadow lines (see renderings on sheet A4.01-A4.04).	

Tip 1: For each finding, briefly identify the standard and describe how it is being met.

Tip 2: Responses like “complies with code criteria” or “see site plan” (without reference) will not be considered complete.

Tip 3: If you are unsure if a particular standard applies to your project, check with your planner.

Tip 4: Indicate whether the proposal meets the design guideline or standard by checking the appropriate column.

Tip 5: If a standard or guideline has multiple parts, specifically identify compliance with each.