

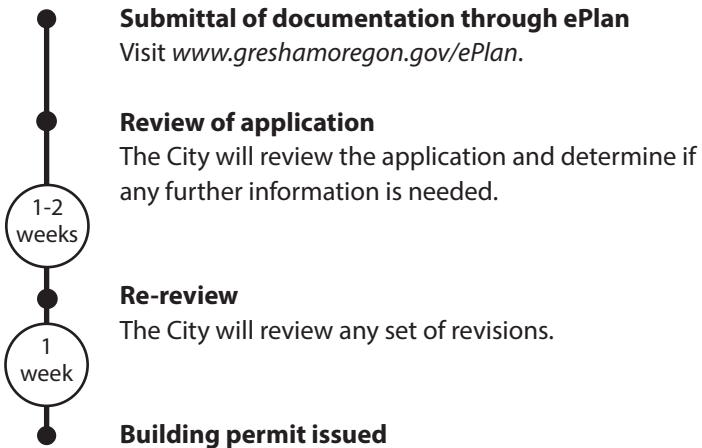
General information

A Design Review A is a Type I procedure. Any documentation required for the review will need to be submitted with the building plans. A pre-application is not required.

Code

Information about a Design Review A can be found in **Section 7.0003** of the Gresham Community Development Code.

Timeline (2-3 weeks)



Application materials

- Non-refundable fee of **\$359** (as part of the building permit cost).
- A completed **narrative statement** (attached).
- A **site plan** showing location of existing and proposed:
 - Location & size being used for new use
 - Location & size of structures
 - Driveways
 - Property lines
 - Locations and sizes of trees
 - Utilities
 - Parking and loading areas
 - Easements
 - Landscaping/open space areas
- A **floor plan** showing all use areas and what is existing and proposed.
- The property owner's **signature** (on the building permit application or a separate document).

No signs can be approved as part of a Design Review. Sign permits are reviewed separately.

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| SITE INFORMATION | | Office use only: | |
|--|--|---|-----------------------------------|
| Site street address/location | | Project # | Work order # |
| | | Procedure <input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Type III <input type="checkbox"/> Type IV | |
| City, state, ZIP | Assessor's R# (9 digits) | Pre-app # | |
| | | Land use designation | Special Purpose Overlay districts |
| APPLICANT INFORMATION | | | |
| Name of applicant | Name of representative | Previous land use actions | |
| Name of firm | Name of firm | | |
| Mailing address | Mailing address | | |
| City, state, ZIP | City, state, ZIP | | |
| Phone | Phone | | |
| Email | Email | | |
| ATTACHMENTS | | NON-EPLAN SUBMITTALS MUST BE IN COLLATED, FOLDED PACKETS. Rolled plans will NOT be accepted. For number of copies, see handout, submittal checklist, or check with the Planner on Duty. Planner will advise applicant on the number of additional plans and/or narratives needed for further processing. | |
| <input type="checkbox"/> Submittal checklist* <input type="checkbox"/> Narrative description <input type="checkbox"/> Fee | <input type="checkbox"/> Plans, maps, special reports (see checklist) <input type="checkbox"/> Proof of ownership (deed to all properties) <input type="checkbox"/> Proof of neighborhood meeting* | | |
| YOUR APPLICATION MAY NOT BE ACCEPTED IF ALL ABOVE ATTACHMENTS ARE NOT INCLUDED. | | | |
| <input type="checkbox"/> Notarized Letter of Authorization (if there is no owner signature below) | | | |
| NOTARIZED SIGNATURES | | | |
| By signing, I/we authorize the City of Gresham employees, Hearings Officer, Planning Commissioners, Design Commissioners and all other City of Gresham officers, agents, authorized representatives and/or independent contractors to enter the site described above for inspection of site in conjunction with this land use application. | | Notary stamp | |
| State of Oregon } County of Multnomah } SS | | | |
| Signed and sworn to (or affirmed) before me on _____, 20__ by _____ as _____ of _____. | | | |
| X _____ Applicant signature | X _____ Representative signature (if signing on behalf of owner) | | |
| | | Notary signature: | |
| | | My commission expires: | |
| APPLICATION FEES | | | |
| Submitted to | Date paid | Total non-refundable fee | |

| PROPOSAL DESCRIPTION | | |
|---|--|---|
| Use | | |
| <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial | | |
| Location | | |
| <input type="checkbox"/> The proposed project is in a Design District. If so, which? _____ <input type="checkbox"/> The proposed project is not in a Design District. | | |
| Development type (not in a Design District) | | |
| <input type="checkbox"/> New structure without floor area (1000 square feet or less) <input type="checkbox"/> Outdoor area addition that is the greater of either: <input type="checkbox"/> New structure with floor area under 1000 square feet and less than 5% of total floor area <input type="checkbox"/> Less than 5% of existing outdoor area <input type="checkbox"/> Less than 1000 square feet | | |
| Development type (Design Districts only) | | |
| <input type="checkbox"/> Floor area addition that meets all of the following: <input type="checkbox"/> Is no more than 1000 square feet <input type="checkbox"/> Is no more than 5% of the floor area of the entire site <input type="checkbox"/> Adds less than 50 feet of building frontage on a street <input type="checkbox"/> Uses all clear and objective standards <input type="checkbox"/> Changes to facades of one story that meet all of the following: <input type="checkbox"/> No more than 160 feet in width <input type="checkbox"/> Uses all clear and objective standards | | |
| <input type="checkbox"/> Accessory structure that meets all of the following: <input type="checkbox"/> Is no more than 1000 square feet <input type="checkbox"/> Is no more than 5% of the floor area of the entire site <input type="checkbox"/> Adds less than 50 feet of building frontage on a street <input type="checkbox"/> Uses all clear and objective standards <input type="checkbox"/> Structures under 200 square feet that meet the following: <input type="checkbox"/> Visible from a public place <input type="checkbox"/> Uses all clear and objective standards | | |
| Setbacks | | |
| Specify the distance the proposed project will be from the following property lines: | | |
| Front: _____ feet Side: _____ feet | | |
| Rear: _____ feet Side: _____ feet | | |
| Changes to the site | Indicate each of the following: | If yes: |
| <i>Driveways</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Widening: _____ feet <input type="checkbox"/> Narrowing: _____ feet <input type="checkbox"/> Removing: _____ feet <input type="checkbox"/> Adding: _____ feet <input type="checkbox"/> Moving: _____ |
| <i>Driving aisles or fire lanes</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | Describe: |
| <i>Pedestrian walkways/connections</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | Describe: |
| <i>Landscape areas</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | Describe: |