

APPLICANT INFORMATION		Office use only:
Name of applicant	Name of representative	Date received
Name of firm	Name of firm	Assessor's R#
Street address	Street address	Land use designation
City, state, ZIP	City, state, ZIP	Special Purpose Overlay districts
Phone	Phone	Planner
Email	Email	Permit Services staff

SITE INFORMATION
Site street address/location
Proposal summary
_____
_____
_____

ATTACHMENTS	
Required materials: <input type="checkbox"/> A <b>narrative description</b> detailing the actions and process of the above proposal summary  <input type="checkbox"/> <b>Site plan</b> showing the location of existing and proposed: <ul style="list-style-type: none"> <li>• Structures</li> <li>• Utilities</li> <li>• Vegetation</li> <li>• Staging area (location of materials and/or machinery during work)</li> </ul>	Additional documents may also be required: <input type="checkbox"/> Restoration/mitigation plan  <input type="checkbox"/> Letter of authorization (if applicant is not the site owner)

PROHIBITIONS:
<p><b>The following activities are prohibited in the Habitat Conservation Area.</b> All individuals engaged in work within the HCA must be advised of these limitations.</p> <p><b>A.</b> The planting of any non-native or harmful vegetation is prohibited within the HCA.</p> <p><b>B.</b> Outside storage of materials is prohibited within the HCA except in conjunction with an HCA exemption.</p> <p><b>C.</b> Any new gardens, lawns, structures, or development (other than those allowed outright or those part of a regulated use that is approved with an HCA permit).</p> <p><b>D.</b> The dumping of materials of any kind is prohibited.</p> <p><b>E.</b> Grading, placement of fill, or the removal of native vegetation within the HCA is prohibited unless it is part of an approved HCA development permit.</p>

TYPE OF EXEMPTION REQUESTED (Check all that apply)		<i>Gresham Community Development Code Section 5.0403</i>	
<input type="checkbox"/> A Change of ownership	<input type="checkbox"/> E(5) Maintenance of existing landscape	<input type="checkbox"/> E(12) Low-impact public outdoor recreation facilities*	
<input type="checkbox"/> B Pre-existing residence, activities not requiring development permits	<input type="checkbox"/> E(6) Removal of nuisance plant species recognized by the City*	<input type="checkbox"/> F Authorized emergency procedures or activities*	
<input type="checkbox"/> C Work consistent with approved phasing plan	<input type="checkbox"/> E(7) Existing road and utility maintenance	<input type="checkbox"/> G Multnomah County Drainage District activities*	
<input type="checkbox"/> D Lot created by Land Division involving an HCA review	<input type="checkbox"/> E(8) Infrastructure maintenance within right-of-way, easements, & access roads	<input type="checkbox"/> H Utility service*	
<input type="checkbox"/> E(1) Existing structures where building footprint is not increased	<input type="checkbox"/> E(9) Existing water-dependent uses	<input type="checkbox"/> I Boundary/topographic surveys*	
<input type="checkbox"/> E(2) Existing structures with restricted expansion*	<input type="checkbox"/> E(10) Maintenance of manmade water control facilities*	<input type="checkbox"/> J Nuisance or hazard abatement mandated by City of Gresham*	
<input type="checkbox"/> E(3) Minor encroachment	<input type="checkbox"/> E(11) Approved local, state, or federal restoration or enhancement project	<input type="checkbox"/> K Pre-approved native vegetation planting and invasive vegetation removal*	
<input type="checkbox"/> E(4) Temporary and minor clearing*			

**\*Special conditions**

1. Keep a copy of this signed exemption form on site during proposed activities.
2. Contact the Planner on Duty at (503) 618-2780 to notify the City of any unforeseen project scope changes.
3. Abide by Prohibitions and Additional Conditions listed on the front of this page.
4. Limit the project area to \_\_\_\_\_ square feet. Clearly delineate the work area using flags, stakes, or other fencing material.
5. Ensure disturbed areas with exposed soils are revegetated with an appropriate native seed mix after project is completed.

CERTIFICATION AND APPROVAL	
I affirm that I have read and understand the permit exemption limitations. I also verify that I am the property owner or an authorized representative of the property owner in this matter.	
_____ Applicant/representative signature  <b>or</b> _____ Owner signature	_____ Development Planning Manager/Designee  <i>Signature indicates approval to proceed with the project, as described in the attached documentation. Compliance with conditions is required.</i>
Submittal date	Approval date