

General information

A Design Review for a simple conversion involves a change to the primary use with little or no building footprint or facade changes with no environment or Special Use review requirements.

A Design Review C is a Type II process, which does not require a pre-application conference. Though not required, the applicant can choose to schedule a pre-application meeting with City staff to learn about the application process and receive a preliminary review of the proposal's compliance with code standards.

Code

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

Timeline (2-3 months)



Application materials

- Non-refundable fee of **\$1,775**.
- Ten copies of the attached **development permit application**.
- Ten copies of the attached **conversions narrative statement** detailing the proposal and any specific questions you want addressed at the meeting.
- Ten copies of a preliminary **site plan** showing location of existing and proposed:
 - Location & size of area being used for new use
 - Property lines
 - Driveways
 - Parking and loading areas
 - Landscaping/open space areas
 - Location & size of structures
 - Utilities
 - Easements
 - Locations & sizes of trees
- Ten copies of a preliminary **floor plan** showing what is existing and proposed.
- One of the **following**:
Notarized signature of ALL owner(s) or owner's notarized authorization letter and notarized signature of representative.
- One copy of a (preliminary) **title report** for each property involved.

This application will take approximately 2-3 months to process **if all the information required is provided.**

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. * If applicable <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	

DEVELOPMENT TYPE			
Select all that apply	Indicate the type of development proposed: <input type="checkbox"/> Changing primary use <input type="checkbox"/> Changing the building <input type="checkbox"/> Changing the site		
USES			
Select all that apply	Current uses	Proposed uses	
	<input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Other:	<input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Other:	
APPLICATION FEATURES			
Select all that apply	Feature	Square footage	Percentage of site
	<input type="checkbox"/> Minor floor area additions		
	<input type="checkbox"/> Changes to canopies, awnings, windows, doors		
	<input type="checkbox"/> Changes to facade (less than 160 feet)		
	<input type="checkbox"/> Providing new parking area		
	<input type="checkbox"/> Paving existing gravel areas		
	<input type="checkbox"/> Outdoor storage or display		
	<input type="checkbox"/> Tree removal		
NON-CONFORMING DEVELOPMENTS			
Valuation of building and site	\$		
Valuation of project	\$		
* If the project value is less than 10%, no Section 8.0200 upgrades are required. ADA requirements may still be required by the Building Code. If the project value is over 10%, upgrades are required. Pick one of the following and show how it is being met in the plans.			
<input type="checkbox"/> Street-facing facade upgrades in Design District			
<input type="checkbox"/> Buffering and screening Section 9.0100			
<input type="checkbox"/> Street tree planting Sections 9.1023 & 9.1033			
<input type="checkbox"/> Landscaping existing parking areas Section 9.0823 (C)(1 - 4)			
<input type="checkbox"/> Pedestrian circulation Section 9.0202 (K) + 7.0203 (G)			
<input type="checkbox"/> Bike parking Section 9.0830			
<input type="checkbox"/> Car and vanpool Section 9.0857			

CHANGES TO THE SITE	Indicate each of the following:	If yes:
<i>Adding new parking area</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Existing spaces: _____ Proposed spaces: _____ # of compact spaces: _____ # of full-sized spaces: _____
<i>Paving an existing gravel parking area</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Square footage: _____
<i>Paving new areas for other uses</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Square footage: _____ Use: _____
<i>Removing trees</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of trees: _____
<i>Adding planting(s)</i> <i>If yes, are these buffer plantings?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount of trees: _____ Amount of shrubs: _____ Amount of ground cover: _____
<i>Adding pedestrian connection to the street</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe: _____
<i>Fencing changes</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe: _____
CHANGES TO THE BUILDINGS	Indicate each of the following:	If yes:
<i>Adding area to existing building</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Square footage: _____
<i>Adding a new building</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Square footage: _____
<i>Changing how the facade looks</i>	<input type="checkbox"/> Adding/changing windows <input type="checkbox"/> Adding/changing doors <input type="checkbox"/> Changing exterior materials <input type="checkbox"/> Adding/changing canopies	# of existing <input type="checkbox"/> windows: <input type="checkbox"/> doors: # of proposed <input type="checkbox"/> windows: <input type="checkbox"/> doors: Old material: New material: # of existing: # of proposed: