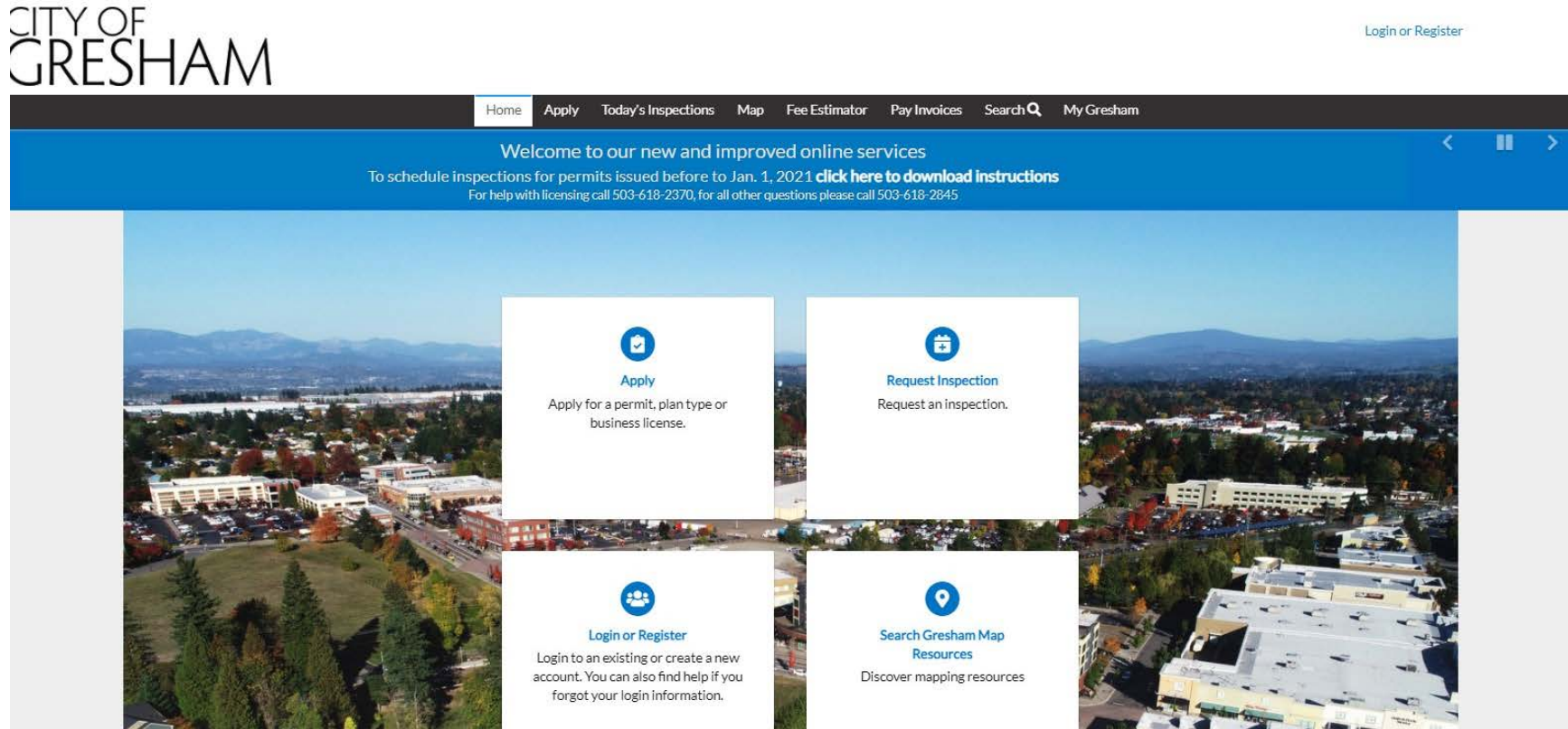


## PUBLIC RECORDS ONLINE SEARCHES

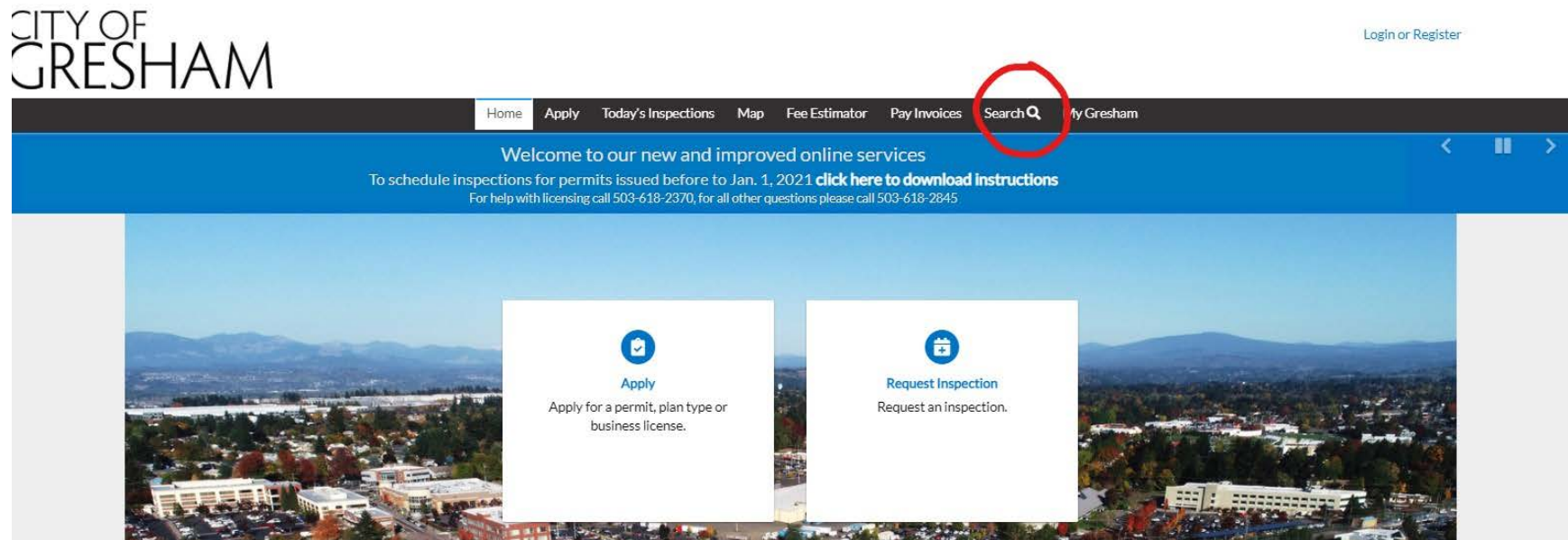
Using the City of Gresham's online portal, interested parties can find project information quickly and easily, and applicants can electronically submit plan or permit applications.

To get started, open a browser and visit <https://GreshamOr-EnerGovWeb.TylerHost.net/apps/SelfService#/home>. **Please note: you do not need to create a user account to search for public records.**

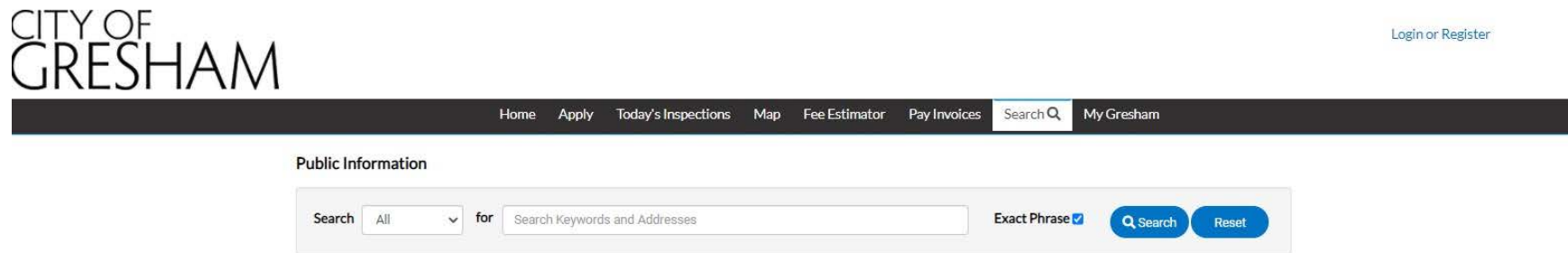


Using the online portal, interested parties searching for public records can search for project data or access the City's map service. **Public records searches can be done without registering for an account. A user should only register for an account if they need to apply for a permit, plan, or business license.**

To search for a project, start by selecting the Search icon.



Once selected, the Search screen will appear.



There are many searching options available to allow for general or specific searches. For instance, users can simply type in a case number, an address, or other information into the Search Keywords and Addresses box. Or users can utilize degrees of specification.

Search by application type:

### Public Information

Search Plan for   Exact Phrase

- All
- Permit
- Plan**
- Inspection
- License

Search using Advanced Search:

### Public Information

Search Plan

Plan Number	<input type="text"/>	Project Name	<input type="text"/>
Plan Type	--Select Plan Type--	Parcel Number	<input type="text"/>
Status	--Select Plan Status--	Description	<input type="text"/>
Address	<input type="text" value="Search Addresses"/>	To	<input type="text"/>
Applied Date	<input type="text"/>	To	<input type="text"/>
Completion Date	<input type="text"/>	To	<input type="text"/>
Expiration Date	<input type="text"/>	To	<input type="text"/>

Users can search by specific case numbers, plan or permit types, a case status, or a variety of other options.

An example of searching by plan type could appear as follows:

## Public Information

Search  Q Search Advanced Reset

Plan Number	<input type="text"/>	Project Name	<input type="text"/>
Plan Type	<input type="text" value="--Select Plan Type--"/>	Parcel Number	<input type="text"/>
Status		Description	<input type="text"/>
Address		To	<input type="text"/>
Applied Date		To	<input type="text"/>
Completion Date		To	<input type="text"/>
Expiration Date			

- Select Plan Type--
- Accessory Dwelling
- Annexation
- Annexation Expedited
- Appeal
- Comprehensive Plan Amendment
- Condo Conversion
- Condo Conversion: Final Plat
- Design Advice
- Design Review A
- Design Review B
- Design Review C
- Design Review D
- Design Review E
- DMV Form
- Extension of Design Approval
- Extension of Preliminary Plan Approval
- Final Map
- Final Plat
- Food & Beverage Cart

An example of a search for all Type II Special Use Review applications (plan case) could appear as follows, including the search results that appear below the search criteria portion of the screen. Search results will include a link (in blue text) directly to the case. In the following example, the search produced one result, SUR-21-00016, with the case number being the link to the case.

**Public Information**

Search

Plan
▼

🔍 Search

⬆ Advanced

↺ Reset

📄 Export

Plan Number <input style="width: 95%;" type="text"/>	Project Name <input style="width: 95%;" type="text"/>
Plan Type <input style="width: 95%;" type="text" value="Special Use Review II"/>	Parcel Number <input style="width: 95%;" type="text"/>
Status <input style="width: 95%;" type="text" value="--Select Plan Status--"/>	Description <input style="width: 95%;" type="text"/>
Address <input style="width: 95%;" type="text" value="Search Addresses"/>	To <input style="width: 95%;" type="text"/>
Applied Date <input style="width: 95%;" type="text"/>	To <input style="width: 95%;" type="text"/>
Completion Date <input style="width: 95%;" type="text"/>	To <input style="width: 95%;" type="text"/>
Expiration Date <input style="width: 95%;" type="text"/>	To <input style="width: 95%;" type="text"/>

Found 1 result

Sort

[Next](#) | [Top](#) | [Paging Options](#) | [Main Menu](#)



**Plan Number** [SUR-21-00016](#)

**Applied Date** 01/13/2021

**Type** Special Use Review II

**Completion Date**

**Expiration Date**

**Status** Submitted - Online

**Main Parcel** R943291080

**Project Name**

**Address** 19601 NE HALSEY ST PORTLAND OR 97230

**Description** Construction of 6-million-gallon circular pre-stressed concrete reservoir, paving to allow for maintenance, stormwater facility, washout structure, gravel stockpile structure, and landscape for buffering and screening.

Case views are broken down into a tab structure.

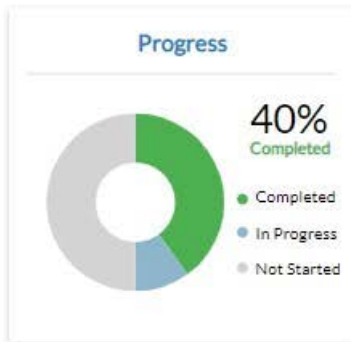
Summary provides a concise overview of the project, including basic project data, status, a progress bar, and an overview of the workflow status.

Plan Number: PRE-21-00002

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

<b>Type:</b>	Pre-Application: Minor	<b>Status:</b>	In Review	<b>Project Name:</b>	
<b>Applied Date:</b>	01/06/2021	<b>Expiration Date:</b>	07/05/2022		
<b>District:</b>	City	<b>Assigned To:</b>	Mammone, GianPaolo	<b>Completion Date:</b>	
<b>Square Feet:</b>	7,000.00				
<b>Description:</b>	Design Review B, Gymnasium Addition				

- Summary
- Locations
- Fees
- Reviews
- Inspections
- Attachments
- Contacts
- Sub-Records
- More Info



### Fees

\$0.00

- ### Workflow
- ✓ Submission Verification - Passed : 01/04/2021
  - ✓ Payment Verification - Passed : 01/08/2021
  - ✓ Outside Agency Notification - Passed : 01/12/2021
  - ✓ Outside Agency Notification - Passed : 01/12/2021
  - Agency Review - Started - Scheduled for 01/12/2021
  - Meeting
  - Summary
  - Issue Summary

### Available Actions

No Actions

Locations lists all locations involved with the proposal.

Plan Number: PRE-21-00002

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

<b>Type:</b> Pre-Application: Minor	<b>Status:</b> In Review	<b>Project Name:</b>
<b>Applied Date:</b> 01/06/2021	<b>Expiration Date:</b> 07/05/2022	
<b>District:</b> City	<b>Assigned To:</b> Mammone, GianPaolo	<b>Completion Date:</b>
<b>Square Feet:</b> 7,000.00		
<b>Description:</b> Design Review B, Gymnasium Addition		

- Summary
- Locations**
- Fees
- Reviews
- Inspections
- Attachments
- Contacts
- Sub-Records
- More Info

[Locations](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

### Locations

Sort  ▼

<b>Type: Location</b> US 18009 SE BROOKLYN ST, PORTLAND, OR, 97236 <b>Main Address</b> <input checked="" type="checkbox"/> <b>Parcel Number</b> R993073520 <b>Main Parcel</b> <input checked="" type="checkbox"/>	<b>Type: Location</b> US 18135 SE BROOKLYN ST, PORTLAND, OR, 97236 <b>Main Address</b> <input type="checkbox"/> <b>Parcel Number</b> R993070480 <b>Main Parcel</b> <input type="checkbox"/>
--	--

Fees will list all associated fees that have been invoiced and/or paid.

**Plan Number:** PRE-21-00002

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

<b>Type:</b>	Pre-Application: Minor	<b>Status:</b>	In Review	<b>Project Name:</b>	
<b>Applied Date:</b>	01/06/2021	<b>Expiration Date:</b>	07/05/2022		
<b>District:</b>	City	<b>Assigned To:</b>	Mammone, GianPaolo	<b>Completion Date:</b>	
<b>Square Feet:</b>	7,000.00				
<b>Description:</b>	Design Review B, Gymnasium Addition				

- Summary
- Locations
- Fees**
- Reviews
- Inspections
- Attachments
- Contacts
- Sub-Records
- More Info

[Fee Summary](#) | [Remaining Fees](#) | [Paid Fees](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

**Fee Summary**

<b>Total Fees:</b>	\$537.00	<b>Paid Fees:</b>	\$537.00	<b>Unpaid Fees:</b>	\$0.00
--------------------	----------	-------------------	----------	---------------------	--------



Reviews provides a list of current reviews associated with the project workflow as well as City staff assigned the reviews.

Plan Number: PRE-21-00002

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

<b>Type:</b>	Pre-Application: Minor	<b>Status:</b>	In Review	<b>Project Name:</b>
<b>Applied Date:</b>	01/06/2021	<b>Expiration Date:</b>	07/05/2022	
<b>District:</b>	City	<b>Assigned To:</b>	Mammone, GianPaolo	<b>Completion Date:</b>
<b>Square Feet:</b>	7,000.00			
<b>Description:</b>	Design Review B, Gymnasium Addition			

- Summary
- Locations
- Fees
- Reviews**
- Inspections
- Attachments
- Contacts
- Sub-Records
- More Info

**Plan Agency Routing: Pre-Application**

Submittal Status	Received Date	Due Date	Completed Date
In Review	01/12/2021	01/12/2021	

- ✔ Fire • Approved • Chandler Samantha • Completed : 01/15/2021
- ✔ Building • Approved • Newell Perry • Completed : 01/15/2021
- Transportation Planning • Pending Assignment • Higgins Jay • Due : 01/12/2021
- Development Planning • In Review • Mammone GianPaolo • Due : 01/12/2021
- Development Engineering • Pending Assignment • Davies Jesse • Due : 01/12/2021
- Addressing • Pending Assignment • Lunsford Amanda • Due : 01/12/2021

And Attachments is where interested parties can view application materials, such as narratives, reports, and drawings.

Plan Number: PRE-21-00002

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)




<b>Type:</b>	Pre-Application: Minor	<b>Status:</b>	In Review	<b>Project Name:</b>	
<b>Applied Date:</b>	01/06/2021	<b>Expiration Date:</b>	07/05/2022		
<b>District:</b>	City	<b>Assigned To:</b>	Mammone, GianPaolo	<b>Completion Date:</b>	
<b>Square Feet:</b>	7,000.00				
<b>Description:</b>	Design Review B, Gymnasium Addition				

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) | **[Attachments](#)** | [Contacts](#) | [Sub-Records](#) | [More Info](#)

[Attachments](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

### Attachments

Sort

 <b>Attachment</b> <a href="#">202-01-04 - Pre-app-application_meadows.pdf</a> Uploaded: 01/12/2021	 <b>Attachment</b> <a href="#">2021-01-04-Pre App Narrative &amp;</a> Uploaded: 01/12/2021	 <b>Attachment</b> <a href="#">MEADOWS -Pre-App Exhibit-2021-01-04.pdf</a> Uploaded: 01/12/2021
--	---	---

To view the application materials, click on the associated tile. Please note that the City now allows for multi-page drawing sets.

Additional information found under case tabs:

- Inspections does not apply to plan cases as all inspections occur during building permit review; this data can be found under the permit case.
- Contacts will list all contacts, such as owners or applicants, associated with a case.
- Sub-Records do not apply to plan cases but do apply to permit cases.
- More Info will list additional information provided by the applicant, such as:
  - Existing and proposed site data.
  - Site development information.
  - Tree removal information.

The following are some general tips and tricks for navigating the online portal:

- If there are issues with viewing documents and drawings, try clearing the browser cache.
- For questions regarding Planning public records requests for files processed prior to January 1, 2021, please contact the Planner on Duty at [POD@GreshamOregon.gov](mailto:POD@GreshamOregon.gov).
- For questions regarding Building public records requests for files processed prior to January 1, 2021, please contact the Permit Center at [PermitCenter@GreshamOregon.gov](mailto:PermitCenter@GreshamOregon.gov).

Any questions concerning online portal access can be sent to [PlanningTech@GreshamOregon.gov](mailto:PlanningTech@GreshamOregon.gov) or [PermitCenter@GreshamOregon.gov](mailto:PermitCenter@GreshamOregon.gov).