

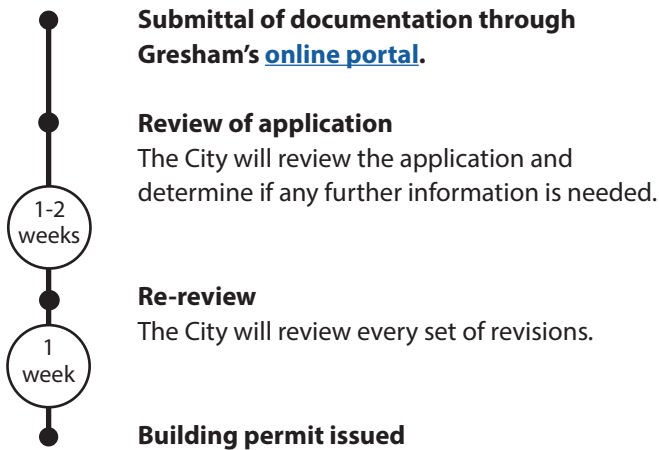
General information

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

- Current **fee** (as part of the building permit cost).
- A completed **development permit application** (attached).
- A completed **narrative statement** (attached).
- A **site plan** showing location of existing and proposed:
 - Location & size being used for new use
 - Driveways
 - Locations and sizes of trees
 - Parking and loading areas
 - Location & size of structures
 - Property lines
 - Utilities
 - 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.

TYPE OF REVIEW	SITE INFORMATION	
	Site street address	
	City, state, ZIP	
	Assessor's R# (9 digits)	
APPLICANT INFORMATION		
Name of applicant	Name of representative	
Name of firm	Name of firm	
Mailing address	Mailing address	
City, state, ZIP	City, state, ZIP	
Phone	Phone	
Email	Email	
ATTACHMENTS		
<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* <input type="checkbox"/> Notarized Letter of Authorization (if there is no owner signature below)		
<p>YOUR APPLICATION MAY NOT BE ACCEPTED IF ALL ABOVE ATTACHMENTS ARE NOT INCLUDED. * If applicable</p>		
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.		<p>Notary stamp</p> <p>Notary signature:</p> <p>My commission expires:</p>
State of Oregon } County of Multnomah } SS		
Signed and sworn to (or affirmed) before me on _____, 20____ by <small style="margin-left: 150px;">Date</small>		
_____ as owner of _____ <small style="margin-left: 20px;">Owner name (printed)</small>	_____ <small style="margin-left: 20px;">Property address</small>	
X _____ Owner signature	X _____ Representative signature (if signing on behalf of owner)	

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 (1,000 square feet or less) <input type="checkbox"/> Outdoor area addition that is less than 1,000 square feet <input type="checkbox"/> New structure with floor area under 1,000 square feet				
Development type (Design Districts only)				
<table style="width:100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <input type="checkbox"/> Floor area addition that meets all of the following: <input type="checkbox"/> Is no more than 1,000 square feet <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 </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <input type="checkbox"/> Accessory structure that meets all of the following: <input type="checkbox"/> Is no more than 1,000 square feet <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 </td> </tr> </table>			<input type="checkbox"/> Floor area addition that meets all of the following: <input type="checkbox"/> Is no more than 1,000 square feet <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 1,000 square feet <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
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Setbacks				
<i>Specify the distance the proposed project will be from the following property lines:</i> 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:		