

# CITY OF HAPPY VALLEY REQUIRED ATTACHMENTS FOR LAND USE DEVELOPMENT APPLICATIONS

It is the policy of the Planning Department to review all applications at the time of submittal. If all of the below required attachments are not included with the application, the application will not be accepted for processing. Please check the below list prior to submitting your application.

Upon acceptance of the application, a completeness review will be completed within 30 days.

## SUBDIVISIONS

*FOR AN ELECTRONIC COPY OF THESE CRITERIA,  
SEE THE CITY'S WEBSITE AT [happyvalleyor.gov](http://happyvalleyor.gov)*

1. **PLAN SET, INCLUDING VICINITY MAP:**

3 COPIES (22" X 34")  
1 COPY (8.5" X 11")  
20 COPIES (11"X17")

**PLAN SETS FOR A SUBDIVISION APPLICATION INCLUDE:**

Existing Conditions  
Preliminary Site Plan / Plat  
Preliminary Grading / Erosion Control Plan  
Preliminary Landscape Plan  
Tree Inventory & Removal Plan  
Public Utilities Plan  
Street / Profile Plan  
Neighborhood Circulation Plan  
Slope Analysis / Density Calculations  
Open Space and Recreational Plan

2. **NARRATIVE:**

**3 COPIES  
1 ELECTRONIC COPY**

Addressing applicable Comprehensive Plan Policies (see attached list) as well as review criteria in Section 16.63.060.

When a development application includes a proposed comprehensive plan amendment or land use district change, the proposal shall be reviewed to

determine whether it significantly affects a transportation facility, in accordance with Oregon Administrative Rule (OAR) 660-012-0060.

- 3. **TRAFFIC IMPACT ANALYSIS:** **3 COPIES**
- 4. **GEOTECHNICAL ANALYSIS:** **3 COPIES**
- 5. **STORMWATER ANALYSIS:** **3 COPIES**
- 6. **WETLAND DELINEATION/REPORT:** **3 COPIES**  
*(if applicable)*
- 7. **NOTIFICATION ENVELOPES** **2 SETS**  
*(pre stamped and pre-addressed)*  
Property owners within a 300' radius from subject site, 500 feet if outside Urban Growth Boundary
- 8. **SLOPE ANALYSIS (IF NEEDED) AND DENSITY CALCULATIONS**
- 9. **NEIGHBORHOOD CIRCULATION PLAN – SECTION 16.63.050.A.2.f**
- 10. **COMPLETED APPLICATION AND PAYMENT OF DESIGNATED FEE**
- 11. **PUBLIC FACILITIES AND SERVICES IMPACT STUDY**

**ADDITIONS SPECIFIC TO A SUBDIVISION APPLICATION INCLUDE:**

- Reserved Street Name Form
- Approved Subdivision Name Form From Clackamas County
- Home Owner's Association (if proposed) Copies of the Preliminary Draft of the Conditions, Covenants and Restriction (CC&R'S) **1 COPY**

**SITE PLAN MAPPING REQUIREMENTS:**

- 1. General information:
  - a. Name of subdivision (not required for partitions). This name must not duplicate the name of another subdivision in Clackamas County (please check with County Surveyor);
  - b. Date, north arrow, and scale of drawing;
  - c. Location of the development sufficient to define its location in the City, boundaries, and a legal description of the site;
  - d. A title block including the names, addresses and telephone numbers of the owners of the subject property and, as applicable, the designer, and engineer and surveyor if any, and the date of the survey if submitted; and
  - e. Identification of the drawing as a "preliminary plat".

2. Site analysis:
  - a. Streets: Location, name, present width of all streets, alleys and rights-of-way on and abutting the site;
  - b. Easements: Width, location and purpose of all existing easements of record on and abutting the site;
  - c. Utilities: Location and identity of all utilities on and abutting the site. If water mains and sewers are not on or abutting the site, indicate the direction and distance to the nearest one and show how utilities will be brought to standards;
  - d. Topographic survey data shown by contour lines at 5-foot vertical intervals for ground slopes 15 percent and greater, and at 2-foot intervals for ground slopes of less than 15 percent or as required by the City. Survey data must be provided for the subject property and the surrounding area up to a distance of 200 feet from the property lines. Survey data shall be related to some established benchmark or other datum approved by the County Surveyor. This requirement may be waived for partitions when grades, on average, are less than six percent;
  - e. The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes);
  - f. Potential natural hazard areas, including any flood plains, areas subject to high water table, landslide areas, and areas having a high erosion potential;
  - g. Natural resource areas, including wetland areas, streams, wildlife habitat, and other areas identified by the City or natural resource regulatory agencies as requiring protection. (See also, Article 16.3 and relevant portions of the Comprehensive Plan.);
  - h. Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;
  - i. Designated historic and cultural resources on the site and adjacent parcels or lots;
  - j. The location, size and species of trees having a caliper (diameter) of six inches or greater at four feet above grade in conformance with Chapter 16.42;
  - k. North arrow and scale;
  - l. Name and address of project designer, if applicable; and
  - m. Other information, as deemed appropriate by the Planning Official. The City may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements.
3. Proposed improvements:
  - a. Public and private streets, tracts, driveways, open space and park land; location, names, right-of-way dimensions, approximate radius of street curves; and approximate finished street center line grades. All streets and tracts that are being held for private use and all reservations and restrictions relating to such private tracts shall be identified;
  - b. Easements: location, width and purpose of all proposed easements;

- c. Lots and private tracts (e.g., private open space, common area, or street): approximate dimensions, area calculation (e.g., in square feet), and identification numbers for all proposed lots and tracts;
- d. Proposed uses of the property, including all areas proposed to be dedicated to the public or reserved as open space for the purpose of surface water management, recreation, or other use; potential location of future buildings;
- e. Proposed improvements, as required by Article 16.4 (Community Design Standards), and timing of improvements (e.g., in the case of streets, sidewalks, street trees, utilities, etc.);
- f. Preliminary location of development showing those future buildings can meet sitting and dimensional standards of the district.
- g. The proposed source of domestic water;
- h. The proposed method of sewage disposal;
- i. Proposed method of surface water drainage and treatment if required;
- j. The approximate location and identity of other utilities, including the locations of street lighting fixtures;
- k. Proposed railroad crossing or modifications to an existing crossing, if any, and evidence of contact with the affected railroad and the Oregon Department of Transportation Rail Division regarding proposed railroad crossing(s);
- l. Changes to navigable streams, or other watercourses. Status of public access to these areas shall be shown on the preliminary plat, as applicable;
- m. Identification of the base flood elevation for development of more than two lots or ½ acre, whichever is less. Written evidence of initiation of a Federal Emergency Management Agency (FEMA) flood plain map amendment shall be required when development is proposed to modify a designated 100-year flood plain. FEMA approval of the amendment shall be a condition of City land use approval;
- n. Evidence of contact with from the road authority for any development requiring access to its facility(ies); and
- o. Evidence of written notice to the applicable natural resource regulatory agency(ies) for any development within or adjacent to jurisdictional wetlands and other sensitive lands (see Article 16.3).
- p. Upon the discretion of the Planning Official or designee, the applicant may be required to provide a building footprint analysis, demonstrating that proposed lots may accommodate a typical building footprint common to the Happy Valley area, that conforms with the underlying lot setbacks.