



City of Happy Valley  
Economic and Community Development– Planning Division  
16000 SE Misty Drive, Happy Valley, Oregon, 97086  
503-783-3800

## INSTRUCTIONS AND REQUIREMENTS FOR INTERPRETATION

A party wishing an interpretation shall submit an application to the Community Development Department - Planning Division accompanied by information listed below. If any information is missing or incomplete, the Community Development Director will not act on the request until all necessary information is provided. Once a complete application is submitted the Community Development Director has 30 days to issue a final decision. The decision shall include findings of fact and conclusions for the particular aspects of the decision, based upon applicable criteria.

The Community Development Director's interpretation decision may be appealed to the Planning Commission pursuant to Chapter 16.68.020 of the Happy Valley Municipal code.

Before submitting an interpretation application, call the Community Development Department - Planning Division at 503-783-3800 to schedule a pre-application conference. The purpose of the conference is to answer questions about the interpretation process, provide the applicant with information about City requirements affecting the issue, and answer other questions from the applicant.

The following information shall accompany an interpretation application:

1. Include a copy of the Clackamas County Assessor's Map(s) showing the subject property and properties within 300 feet of the subject property (one set of maps is sufficient).
2. Include the correct names and addresses of all owners of property within 300 feet of the subject property. The Tax Lot number and Assessors Map Number must be included with each name and address.

If you have any questions about the interpretation process, please call the Economic and Community Development Department - Planning Division at 503-783-3800.

# APPLICATION FOR INTERPRETATION

City of Happy Valley  
Economic and Community Development – Planning Division  
16000 SE Misty Drive, Happy Valley, Oregon, 97086  
503-783-3800

Received by \_\_\_\_\_ Fee paid \_\_\_\_\_ File no. \_\_\_\_\_

PLEASE PRINT IN INK OR TYPE

Applicant's Name: \_\_\_\_\_

Applicant's Address \_\_\_\_\_

(street) (city) (state) (zip)

Applicant is: Owner \_\_\_\_\_ Contract Purchaser \_\_\_\_\_ Developer \_\_\_\_\_ Agent \_\_\_\_\_ Other \_\_\_\_\_

Code Section: \_\_\_\_\_

Interpretation request: Briefly describe your request. Please use additional pages to give a more detailed description of factors involved.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the interpretation is for a use on a particular site, please fill in the section below:

Address of Property \_\_\_\_\_

Lot Area \_\_\_\_\_ acres Planning District \_\_\_\_\_

Assessor's Map Number \_\_\_\_\_ Tax Lot Number(s) \_\_\_\_\_

Property Owner's name \_\_\_\_\_

Property Owner's address \_\_\_\_\_