

DESIGN REVIEW

PERMIT APPLICATION PACKET

GETTING
STARTED

APPLICATION
OVERVIEW

PROJECT
WORKSHEET

APPLICATION
REQUIREMENTS

ENGINEERING
PLAN REVIEW



Find your happy place



City of Happy Valley Design Review Application Packet

The Happy Valley Economic and Community Development Department is committed to making sure Happy Valley is a place people want to live, work, and play. The Department is responsible for implementing the City's Comprehensive Plan and Land Development Code and reviewing land use applications to ensure compliance with these documents.

The City is also committed to providing applicants with the necessary information to make the land use review process as smooth as possible. This packet is your guide to completing a design review in the City of Happy Valley. Design review can be for projects as simple as a triplex or a small retail building and as complex as a multiple-building commercial shopping center.

Regardless of the size of your design review project, this packet is designed to help you through the process and answer questions such as:

- **What information is required for a design review application?** See the [land use submittal overview](#) and application checklist.
- **How much will the process cost?** See the [project worksheet](#) to fill out and estimate your costs.
- **After I submit my application, what happens?** See the [land use process diagrams](#).
- **When can I get a building permit and a certificate of occupancy?** See the [engineering review process diagram](#).
- **How long will the process take?** See the [land use process diagrams](#) for time frames associated with land use review. Timelines associated with the engineering plan review and building permit process are less predictable and depend on the complexity of the project. See the [engineering review diagram](#) for an outline of the process.

Let's Get Started

To ensure a cost-effective and timely process, it's imperative to follow all of the instructions included in this packet. **The introductory pages of this packet are to help you in this process and are not required in your final submittal.**

➤ **All pages after the "Required Application Forms" divider page are required as a part of your submittal.**

It is the policy of the Planning Division to review all applications at the time of submittal. If all of the required attachments listed below are not included with the application, the application will not be accepted for processing. Please use the checklist to verify that all required items are submitted with your application.

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

Design Review Packet Contents

- **Land Use Process Diagrams** – flow charts identifying the land use review process and timeline for proposed design review based on the complexity of the application.
 - Type II process – residential developments made up of a total of 30 attached dwelling units or less and/or nonresidential development up to 5,000 square feet (structures only) in size.
 - Type III – Hearing Officer process – residential developments made up of a total of 31 to 60 attached dwelling units and/or nonresidential development between 5,001 and 14,999 square feet (structures only) in size.
 - Type III – Design Review Board process – residential developments made up of 61 attached dwelling units or more and/or nonresidential development greater than 15,000 square feet (structures only) in size.
- **Land Use Submittal Overview** – a brief overview of the information required for any design review application.
- **Project Worksheet** – a helpful tool for applicants to estimate project costs.
- **Land Use Application Requirements** – information required to be submitted with your design review application.
- **Platting Process and Engineering Review** – an overview of the process following land use approval, which is required before you can obtain a building permit.

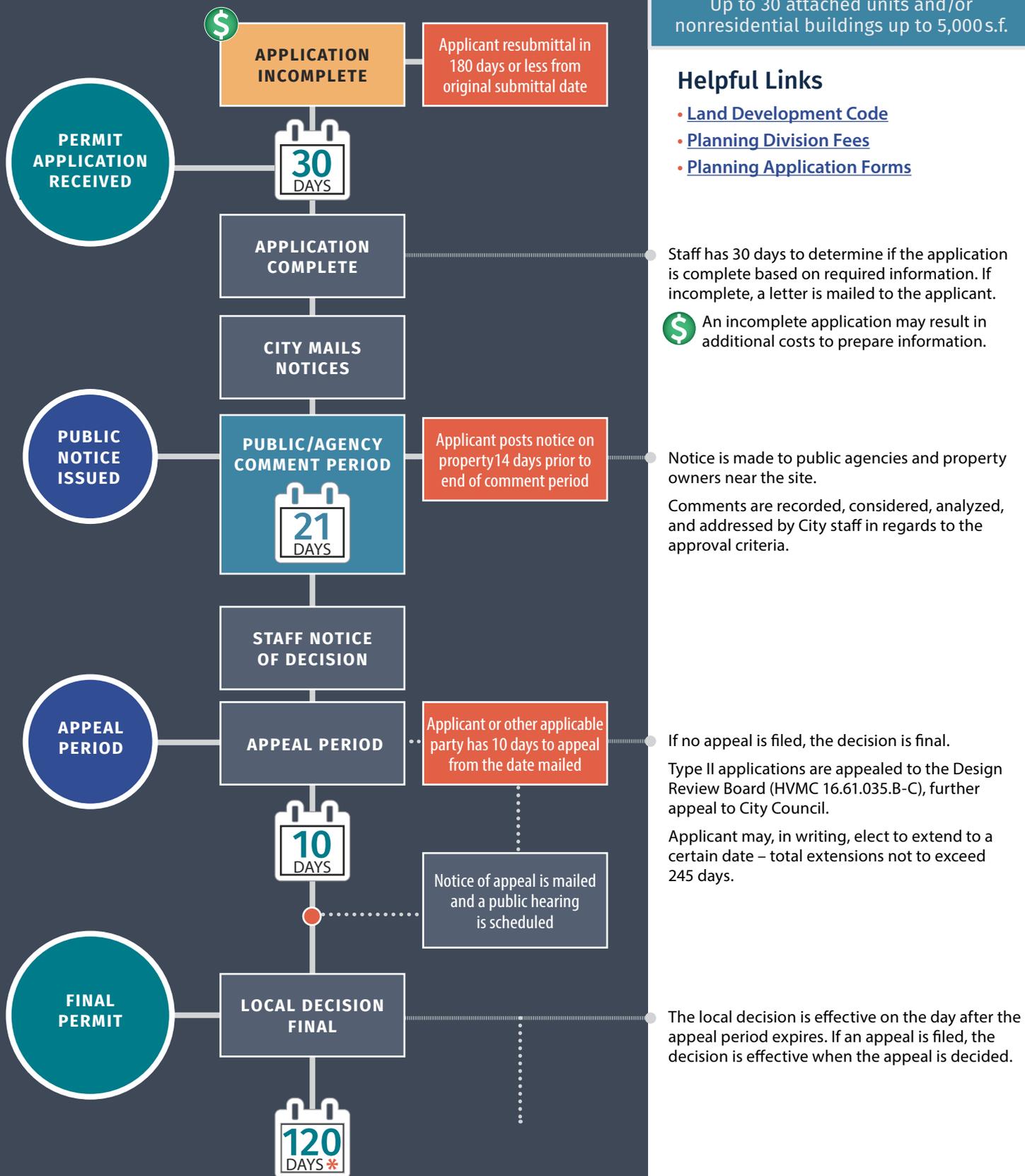
Information included in this packet is intended to help applicants through the design review process and does not replace any requirements included in the Land Development Code. Design Review is addressed in Chapter 16.62.

LAND USE PROCESS | TYPE II

Up to 30 attached units and/or nonresidential buildings up to 5,000s.f.

Helpful Links

- [Land Development Code](#)
- [Planning Division Fees](#)
- [Planning Application Forms](#)



Staff has 30 days to determine if the application is complete based on required information. If incomplete, a letter is mailed to the applicant.

\$ An incomplete application may result in additional costs to prepare information.

Notice is made to public agencies and property owners near the site.

Comments are recorded, considered, analyzed, and addressed by City staff in regards to the approval criteria.

If no appeal is filed, the decision is final.

Type II applications are appealed to the Design Review Board (HVMC 16.61.035.B-C), further appeal to City Council.

Applicant may, in writing, elect to extend to a certain date – total extensions not to exceed 245 days.

The local decision is effective on the day after the appeal period expires. If an appeal is filed, the decision is effective when the appeal is decided.

■ Requires Applicant Action

* Diagram reflects City of Happy Valley code requirements. Oregon State law requires a final local decision within 120 days of complete application. Applicants always retain the right to postpone the decision or to waive the 120 Day Rule.

LAND USE PROCESS | TYPE III

Hearing Officer: 31-60 attached units and/or nonresidential buildings 5,001-14,999 s.f.

Helpful Links

- [Land Development Code](#)
- [Planning Division Fees](#)
- [Planning Application Forms](#)

Staff has 30 days to determine if the application is complete based on required information. If incomplete, a letter is mailed to the applicant.

\$ An incomplete application may result in additional costs to prepare information.

The City publishes newspaper notice 14 days prior to hearing and notice is made to public agencies and property owners near the site.

Comments are recorded, considered, analyzed, and addressed by City staff in regards to the approval criteria.

A hearing may be continued or left open to obtain more information or further review the current information received.

Written decision issued 14 days after close of hearing/record. Notice of decision mailed by City within 10 business days.

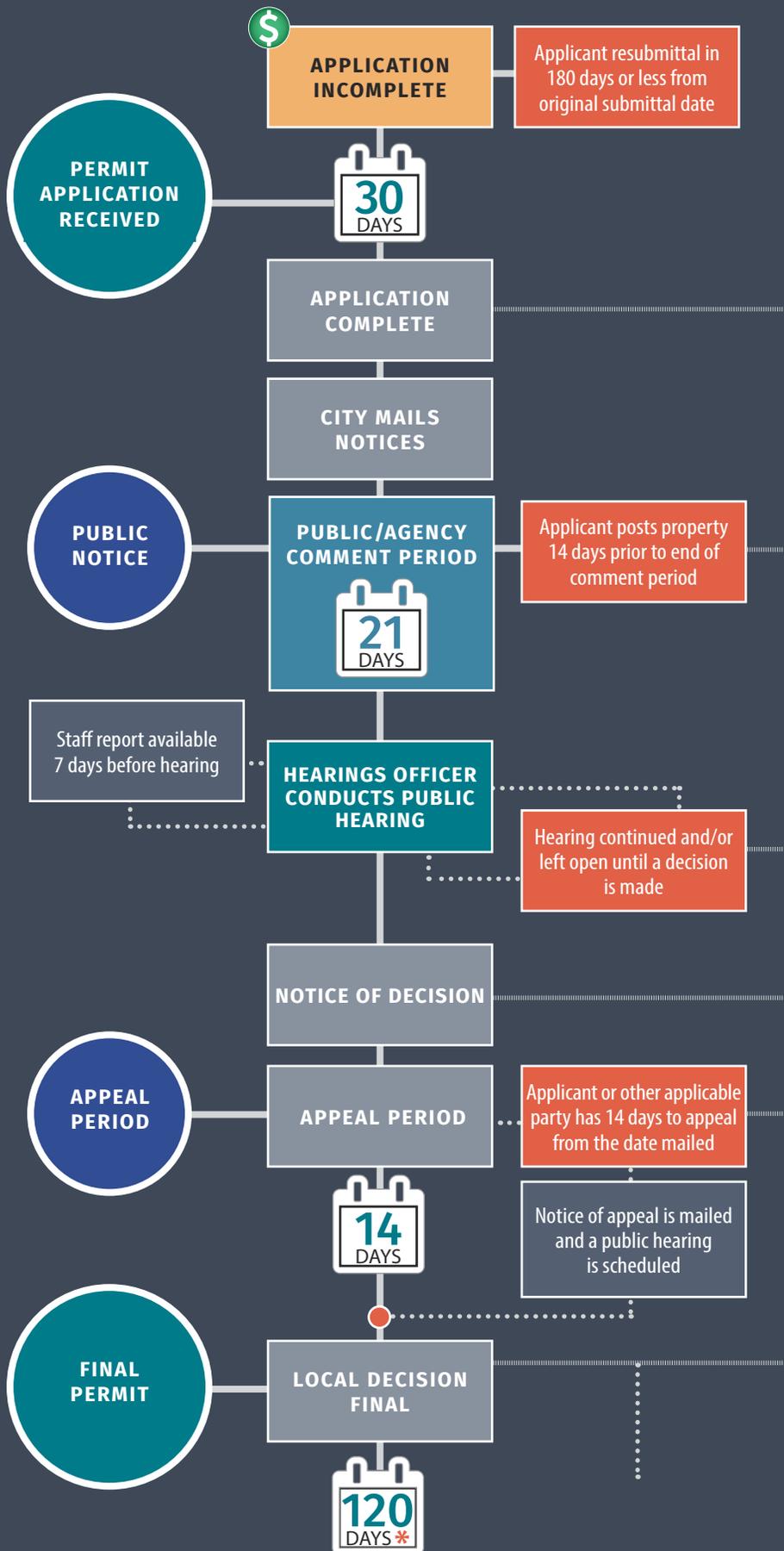
14-day appeal period from date mailed. If no appeal is filed, the decision is final.

Type III applications are appealed to the City Council.

Applicant may, in writing, elect to extend to a certain date – total extensions not to exceed 245 days.

The local decision is effective on the day after the appeal period expires. If an appeal is filed, the decision is effective when the appeal is decided.

* Diagram reflects City of Happy Valley code requirements. Oregon State law requires a final local decision within 120 days of complete application. Applicants always retain the right to postpone the decision or to waive the 120 Day Rule.



Requires Applicant Action

LAND USE PROCESS | TYPE III

Design Review: More than 60 attached units and/or nonresidential buildings over 15,000s.f.

Helpful Links

- [Land Development Code](#)
- [Planning Division Fees](#)
- [Planning Application Forms](#)

Staff has 30 days to determine if the application is complete based on required information. If incomplete, a letter is mailed to the applicant.

\$ An incomplete application may result in additional costs to prepare information.

The City publishes newspaper notice 14 days prior to hearing and notice is made to public agencies and property owners near the site.

Comments are recorded, considered, analyzed, and addressed by City staff in regards to the approval criteria.

A hearing may be continued or left open to obtain more information or further review the current information received.

A tentative decision is made at the public hearing. Notice of decision mailed by City within 10 business days of tentative decision.

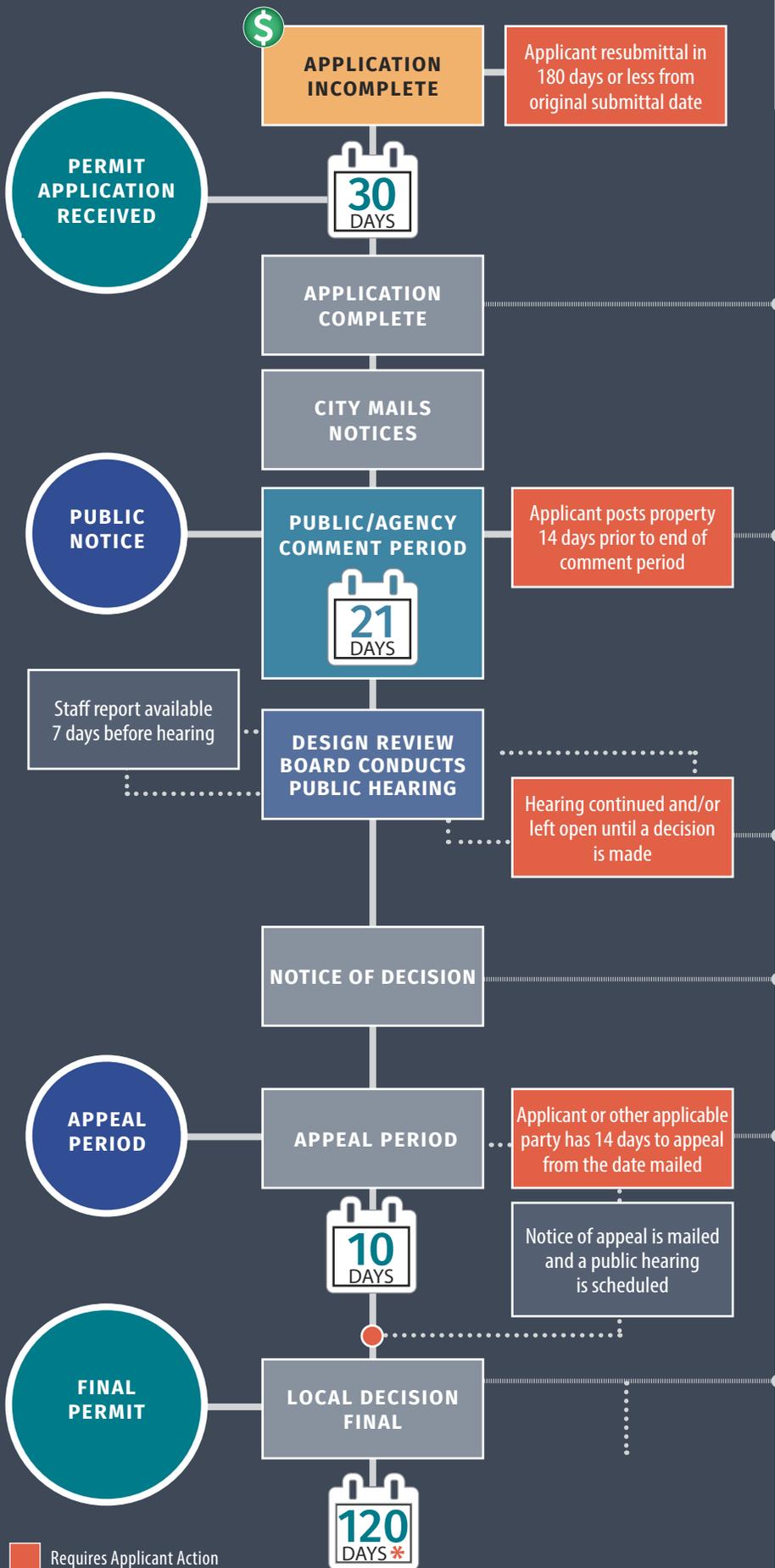
14-day appeal period from date mailed. If no appeal is filed, the decision is final.

Type III applications are appealed to the City Council.

Applicant may, in writing, elect to extend to a certain date – total extensions not to exceed 245 days.

The local decision is effective on the day after the appeal period expires. If an appeal is filed, the decision is effective when the appeal is decided.

* Diagram reflects City of Happy Valley code requirements. Oregon State law requires a final local decision within 120 days of complete application. Applicants always retain the right to postpone the decision or to waive the 120 Day Rule.



Requires Applicant Action

What information must I provide and how much will it cost?

Each design review is unique in its requirements and costs. However, the following information is required for any design review application.

Specific application requirements are identified on the application checklist included in the Land Use Application Requirements section of this packet. General requirements that apply to all design reviews are identified below.

Pre-Application Conference

Prior to submitting a design review application, a pre-application conference with the City is required for all design reviews, regardless of the size of the proposal. Pre-application conferences will provide you with an opportunity to discuss with a City planner the specific requirements associated with your project. Requirements and procedures for a pre-application conference are described in Section 16.61.060 of the Land Development Code.

Application Form

A complete application form and statement of disclosure is required for all design review applications. The application form and statement of disclosure are included in the Land Use Application Requirements section of this packet.

Application Checklist

The application checklist should be used to verify that all required items are submitted.

Application Fee

All design reviews require payment of an application fee. The amount of the fee depends on the complexity of the application. Fees are identified on the City's fee schedule.

Application Material Preparation

All design reviews require the applicant to prepare information, such as a site plan and written project narrative. The costs associated with preparing these materials will depend on the complexity of the application. The project worksheet on the following page is provided to help you estimate the cost of preparing these materials for your specific application. This worksheet is not a required submittal item.

Please note that the above requirements are general guidelines and each permit process is unique.

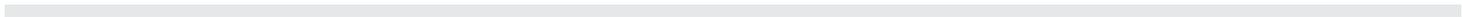
If you have any questions about specific information to include with your application, [Happy Valley staff](#) can assist you.

PROJECT WORKSHEET

The project worksheet is not required as part of your submittal to the City and is only provided to help you identify the costs associated with preparing an application for design review.

Submittal requirements are identified in the left column and the cost column is left blank for you to fill in with the cost estimate associated with your specific application. To determine the cost estimates, you will likely need to coordinate with your project consultants and/or the technical experts you have retained to help you prepare the required information.

Submittal Requirements (some items listed may not be applicable to your specific application)	Cost
Project Narrative	
Project Plans	
Existing Conditions Plan	
Site Plan	
Grading/Erosion Control Plan	
Landscape Plan	
Tree Inventory and Removal Plan	
Private/On-Site Utilities Plan	
Street/Profile Plan	
Neighborhood Circulation Plan	
Architectural Elevations	
Site Photographs	
Building Material Exhibit	
Traffic Impact Analysis Preparation	
Geotechnical Analysis	
Stormwater Analysis	
Notification Mailing Labels	
Public Facilities and Services Impact Study	
Preliminary Conditions, Covenants, and Restrictions (only required if developing a lot in a commercial subdivision)	
Total	



APPLICATION REQUIREMENTS

DESIGN REVIEW

Find your happy place



LAND USE APPLICATION

City of Happy Valley
16000 SE Misty Drive
Happy Valley, Oregon 97086
happyvalleyor.gov
Phone: 503-783-3800 Fax: 503-658-5174



File No: _____
Date Rec'd: _____
Fee: \$ _____ Receipt No: _____
Staff: _____

Please mark the applicable application type

- | | |
|---|--------------------------------------|
| Accessory Dwelling Unit (ADU) Application | Master Plan |
| Comprehensive Plan/Zone Change Application | Model Home |
| Conditional Use | Natural Resource Overlay Zone |
| Design Review - Minor | Planned Unit Development |
| Design Review - Major | Property Line Adjustment |
| Flood Management Overlay Zone | Steep Slope Development Overlay Zone |
| Habitat Conservation Area Map Verification - Basic | Street Vacation |
| Habitat Conservation Area Map Verification - Detailed | Subdivision |
| Land Partition | Temporary Use |
| Land Development Time Extension | Variance |
| | Other |

APPLICANT INFORMATION

Proposed change: _____

NAME OF APPLICANT: _____

Mailing Address: _____ City: _____ St _____ Zip _____
Last Name First Name

Applicant is: Legal Owner Agent

Phone Number of Applicant: Work _____ Home _____

Name of Contact Person, (if other than applicant) _____

Mailing Address _____ City: _____ St _____ Zip _____

Phone Number of Contact Person: work _____ Home _____

Site Address: _____

Legal Description T ___ R ___ Section _____ Tax Lot(s) _____

Present use of property: _____

Method of Sewage Disposal: _____

Water Supply: _____

Required Attachments (see attached listing)

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.

Property Owner's Signature

Date: _____

Applicant's Signature

Date: _____

The **Applicant's Statement of Disclosure of Interest** must be completed and included with any application for Comprehensive Plan, Zoning Map Amendments, Variances, Conditional Use Permits, Partitions, Subdivisions, Planned Unit Developments and all Appeals.

APPLICANT'S STATEMENT OF DISCLOSURE OF CERTAIN OWNERSHIP INTERESTS FOR LAND USE APPLICATION, AMENDMENTS AND PERMITS

The City of Happy Valley's Land Development Code requires that the following information must be disclosed on any application for comprehensive plan map amendments/zone changes, variances, conditional use permits, partitions, subdivisions, planned unit developments, master plans and for appeals.

A. List the names of all persons having a financial interest in the application:

List the names of all persons having any ownership interest in the property involved:

B. If any persons identified pursuant to (A) above is a corporation or a partnership, list the names of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership.

C. If any person identified pursuant to (A) above is a non-profit organization or trust, list the names of any person serving as director of the non-profit organization or as a trustee or beneficiary or trustor of the trust.

NOTE: The definition section of the Land Development Code defines "Person" as "Any individual, firm, co-partnership, joint venture, association, syndicate, this and any other country, City and County, municipality, district or other political subdivision or any other group or combination acting as a unit.

Applicant(s) hereby authorize the city staff, planning commission or city council members access and entrance to the subject site for the purposes of information gathering prior to the public hearing.

YES NO

Signature of Applicant

Date

IF THERE IS MORE THAN ONE OWNER LISTED IN ANY OF THE ABOVE AREAS, PLEASE ATTACH ADDITIONAL FORMS WITH EACH OWNER'S SIGNATURE.

REQUIRED ATTACHMENTS

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, your application will not be accepted for processing. Please review the below list prior to submitting your application. Upon acceptance of the application, a completeness review will be completed within 30 days.

MAJOR/MINOR DESIGN REVIEW

FOR AN ELECTRONIC COPY OF THESE CRITERIA.
SEE THE CITY'S WEBSITE AT happyvalleyor.gov

Land Development Code, Section 16.62.030 Design Review Submittal Requirements FOR Design Review:

1. **PLAN SET, INCLUDING VICINITY MAP:**
 - 3 COPIES (FULL SIZE)**
 - 1 COPY (8.5" X 11")**
 - 14 COPIES (11"X17"), PLUS ONE COPY FOR EACH PROPERTY WITHIN THE NOTICE AREA (300-FOOT RADIUS)**

PLAN SETS FOR A **MAJOR DESIGN REVIEW** APPLICATION INCLUDE:

- a. EXISTING CONDITIONS:
- b. SITE PHOTOGRAPHS:
- c. MATERIALS BOARD:
- d. GRADING PLAN:
- e. SITE PLAN:
- f. ARCHITECTURAL ELEVATIONS:
- g. LANDSCAPE PLAN:
- h. LIGHTING PLAN:

PLAN SETS FOR A **MINOR DESIGN REVIEW** APPLICATION INCLUDE:

- a. EXISTING CONDITIONS:
- b. GRADING PLAN:
- c. SITE PLAN:
- d. ARCHITECTURAL ELEVATIONS:
- e. LANDSCAPE PLAN:

For a description of each item see Section 16.62.030.E through L.

2. **NARRATIVE:**

3 COPIES

1 ELECTRONIC COPY

CRITERIA TO BE ADDRESSED (as part of narrative):

A design review narrative shall be provided that addresses each of the applicable standards and criteria in Subsection 16.62.030.O and the following sections 16.50.080, Construction Plan Approval, Bonding and Assurances, and 16.62.030, Design Review.

General design review criteria:

1. **Applicability.** The following criteria apply to design review projects except for single-family detached and duplex residential development.
2. **Relationship to other standards.** The criteria of this section apply in addition to other standards of this title. Where requirements conflict with standards in other sections of this title, the standards of this section shall govern, except; that Happy Valley Style Design Review standards, in Chapter 16.46, shall supersede, and where applicable, the multi-family standards in Section 16.44.010 shall supersede.
3. **Criteria.**
 - a. The proposed development preserves significant natural features such as natural drainage ways, wetlands, and trees outside the construction area as defined in Section 16.42.050, to the maximum extent feasible, and conforms to the provisions of Sections 16.35.050 and 16.35.020;
 - b. Phased projects shall be designed to the greatest degree possible so that each phase, in and of itself, is complete in its functional, traffic, parking, visual, drainage and landscaping aspects;
 - c. Where appropriate, the design includes a parking and circulation system that includes a pedestrian and vehicular orientation including separate service area(s) for delivery of goods;
 - d. The location, size, shape, height and spatial and visual arrangement of the uses and structures are compatible, with the consideration given to increased setbacks, building heights, shared parking, common driveways and other similar considerations;
 - e. That there is desirable, efficient and functional interrelationship among buildings, building entrances, existing and proposed transit stops, transit facilities and routes, parking, loading area, circulation, open spaces, landscaping and related activities and uses on the site;
 - f. Utilize landscaping in parking areas to direct and control vehicular movement patterns, screen headlights from adjacent properties and streets, and lessen the visual dominance of pavement coverage;
 - g. The proposed development meets all other applicable provisions of this land development ordinance;
 - h. The proposed development can be adequately served by level 1 services;

- i. Provide safe pathways for pedestrians to move from parking areas to building entrances;
- j. All building exterior improvements approved through the design review process shall be continually maintained including necessary painting and repair so as to remain substantially similar to the original approval through the design review process;
- k. A landscape plan shall be approved consistent with design standards in

Chapter 16.42 in a manner that will assure the maintenance and visual integrity of the site;

- 1. All plans shall comply with the purpose statement in Section 16.62.010.

3. ADDITIONAL REQUIREMENTS

- 1. The city may require the following in addition to the materials cited in Chapter 16.66. This determination would be made as part of the pre-application process.
- 2. These additional requirements may include (but are not limited to):
 - a. Traffic impact analysis, completed pursuant to Section 16.61.090;
 - b. Architectural models;
 - c. Natural resource assessment, consistent with the requirements of Chapter 16.34;
- 3. Other information as requested by the Planning Official or designee.

4. NOTIFICATION ENVELOPES

2 SETS

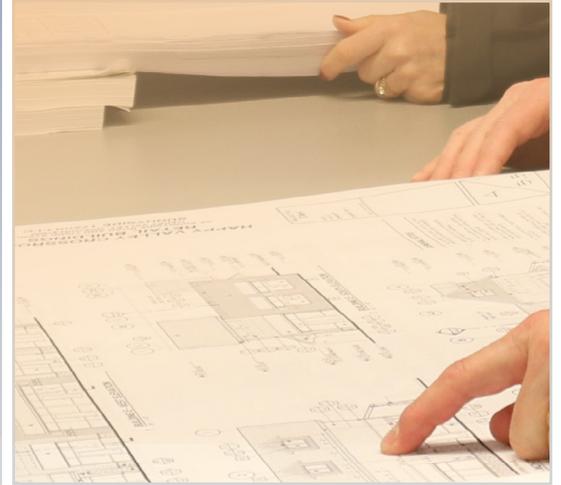
(Property owners within a 300' radius from subject site, 500 feet if outside Urban Growth Boundary)

ENGINEERING PLAN REVIEW

DESIGN REVIEW

Find your happy place



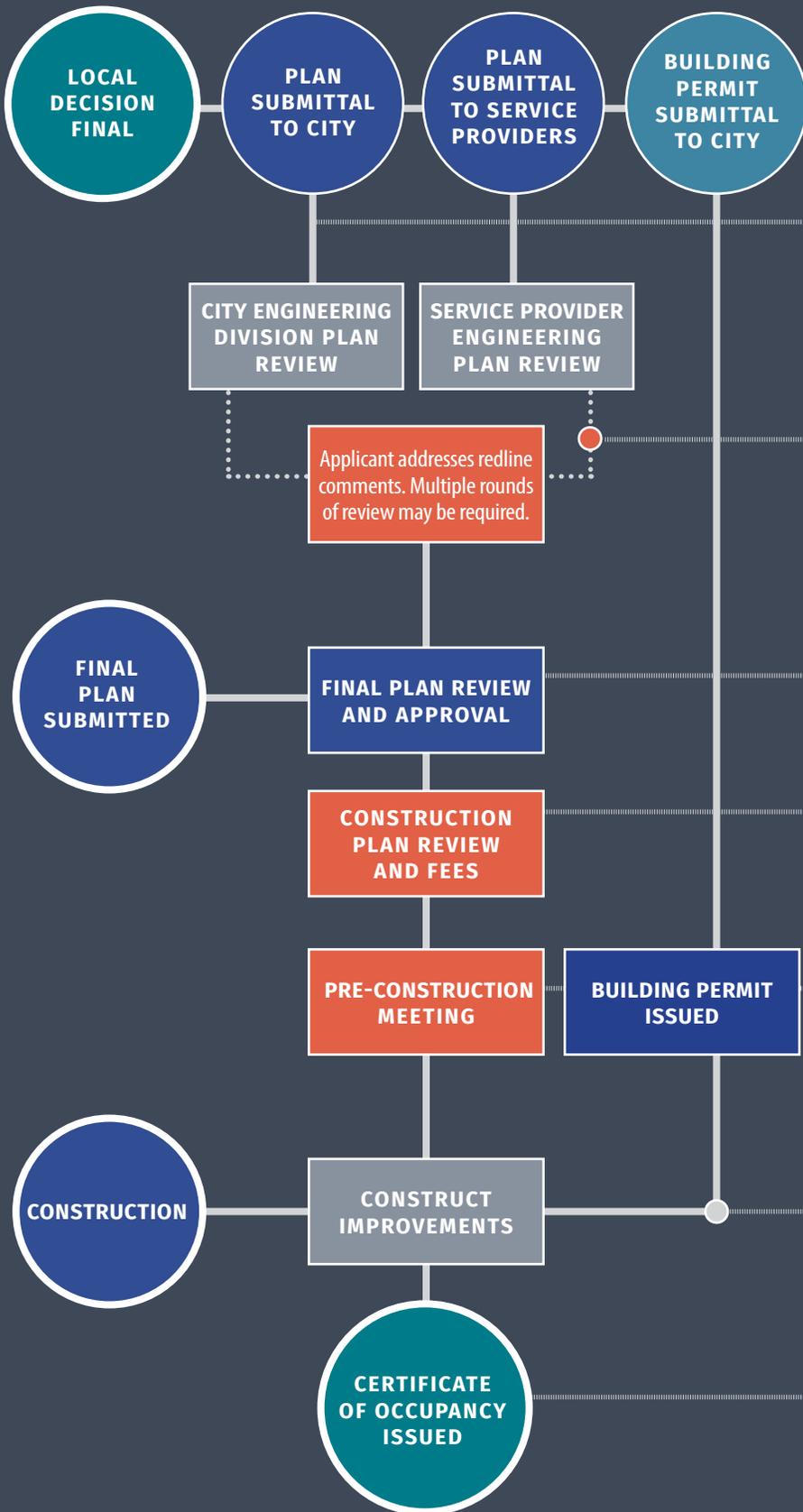


Engineering Plan and Building Permit Review

After you have obtained your land use approval for your design review, you are ready to prepare engineering drawings for the required improvements (roads, utilities, etc.) and complete the engineering plan review process.

The chart on the following page outlines the process to complete engineering/construction plan review, construct the required site improvements, and obtain a building permit and ultimately a certificate of occupancy. Additional details are provided in the engineering plan review application packet, and Engineering Division staff are available to answer questions.

ENGINEERING PLAN REVIEW PROCESS



Helpful Links

- [Engineering Plan Review Process and Application Packet](#)

Design Engineer simultaneously submits plans for approval to the Building Division and the City's service providers.

The Engineering Division and service providers will review the plans independently and provide redlines to the applicant to revise accordingly.

The applicant submits final revised drawings for approval after all redlines have been addressed and permits obtained from service providers.

Prior to approval, the developer submits the Construction Plan Review and Inspection Fees. The developer must also submit a financial guarantee for the improvements as required in Section 16.50.080 of the City's Municipal Code.

The developer's Design Engineer is responsible for arranging the pre-construction meeting between principal representatives of the engineer, contractor, developer, City, and WES at the City offices.

Construction plans are approved at the pre-construction meeting.

A building permit can be submitted concurrent with the engineering plan review. However, it cannot be issued until the engineering plans have been approved by the City and service providers. A certificate of occupancy cannot be issued until the structural development has occurred and the on-site/off-site improvements are constructed and/or financially secured.

■ Requires Applicant Action