

# DESIGN REVIEW

## PERMIT APPLICATION PACKET

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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.

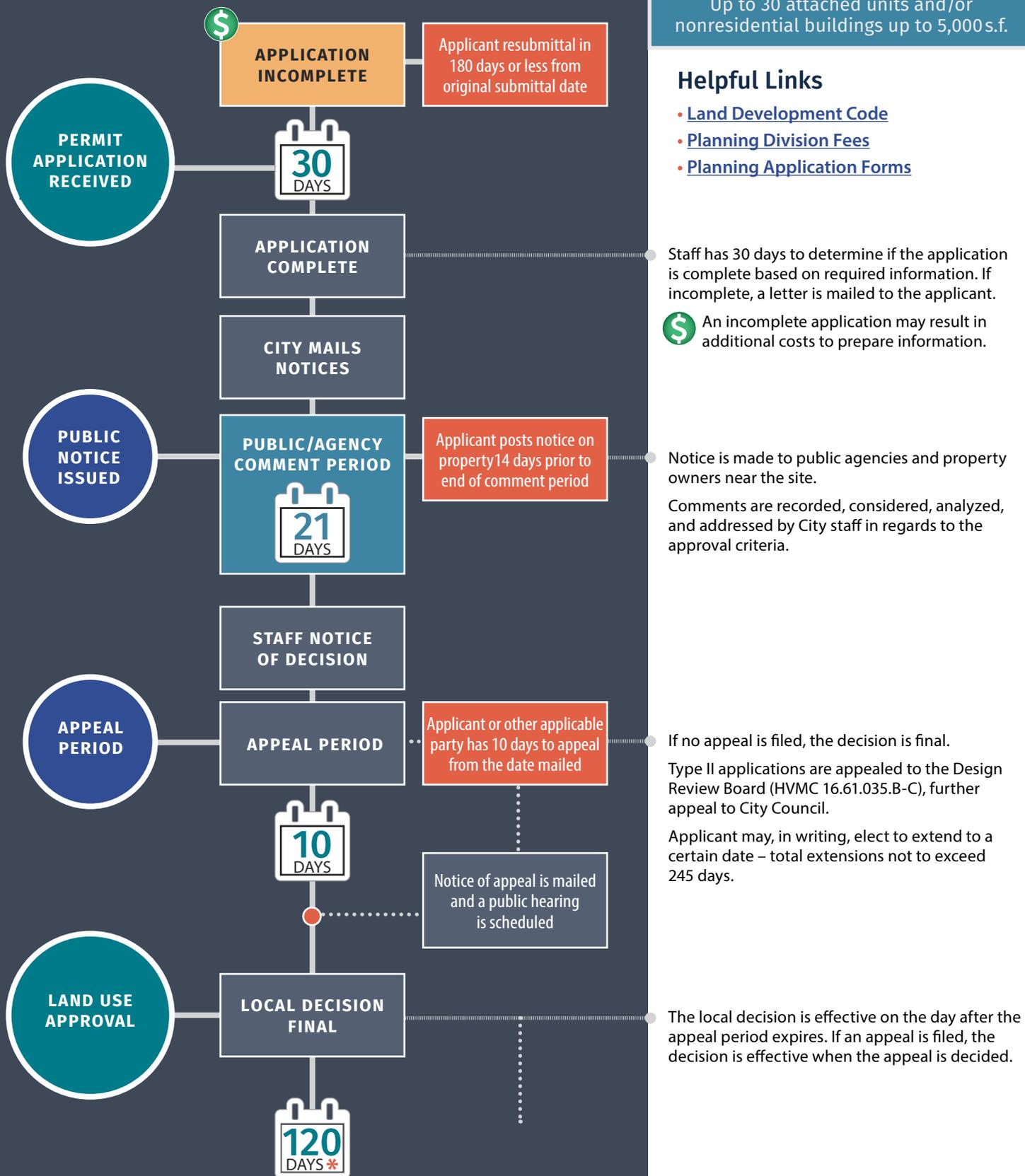
Information included in this packet is intended to help applicants through the design review process and does not replace any requirements included in the Land Development Code. Design Review is addressed in Chapter 16.62.

# 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](#)



■ 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.

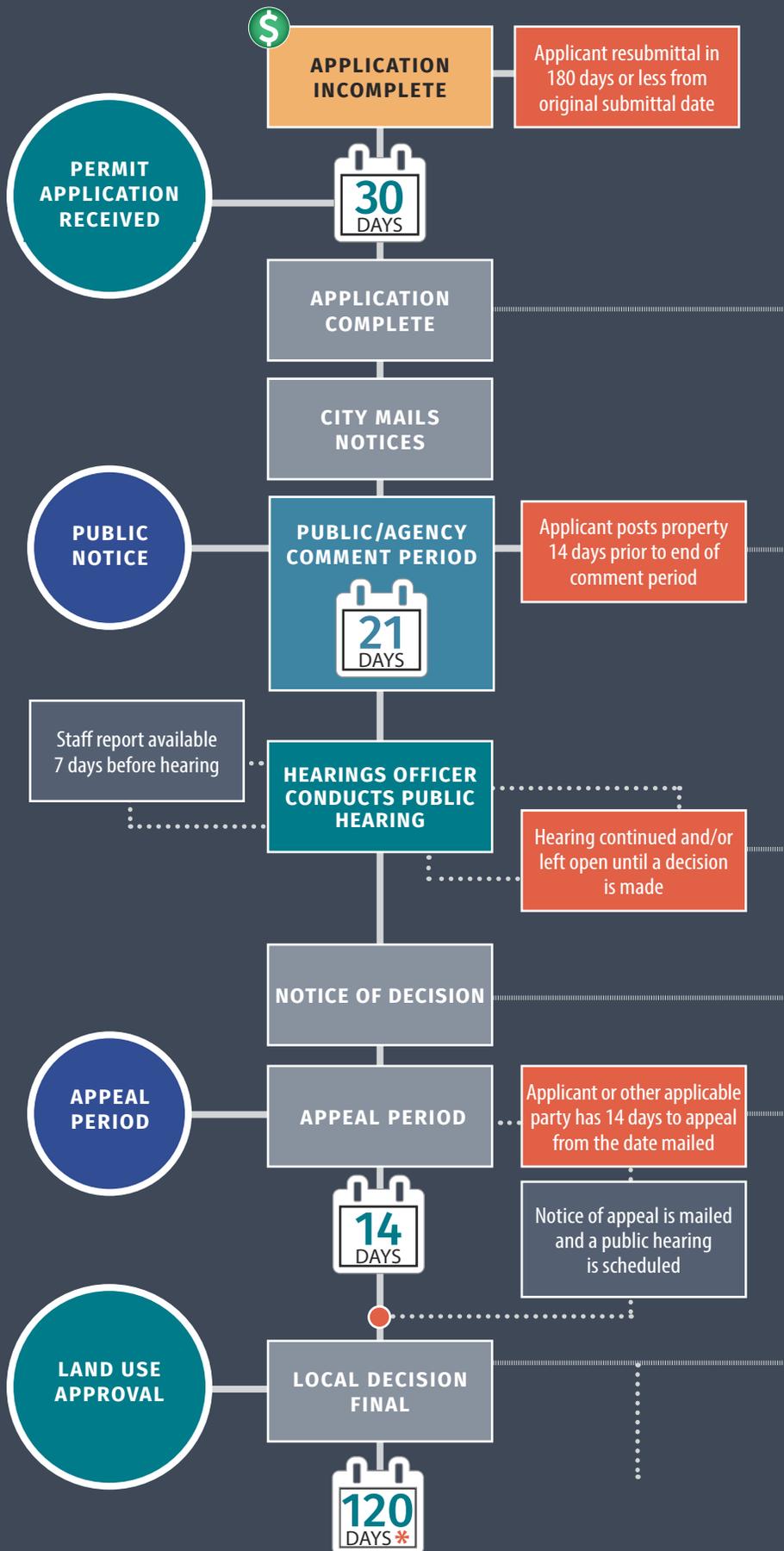
14-day appeal period from date mailed. If no appeal is filed, the decision is final.

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**



# 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.**

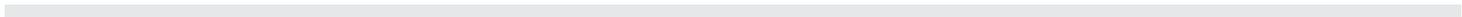
If you have any questions about specific information to include with your application, [Happy Valley staff](#) can assist you.

# 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.

<b>Submittal Requirements</b> (some items listed may not be applicable to your specific application)	<b>Cost</b>
<b>Project Narrative</b>	
<b>Project Plans</b>	
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	
<b>Traffic Impact Analysis Preparation</b>	
<b>Geotechnical Analysis</b>	
<b>Stormwater Analysis</b>	
<b>Notification Mailing Labels</b>	
<b>Public Facilities and Services Impact Study</b>	
<b>Preliminary Conditions, Covenants, and Restrictions</b> (only required if developing a lot in a commercial subdivision)	
<b>Total</b>	



# APPLICATION REQUIREMENTS

DESIGN REVIEW

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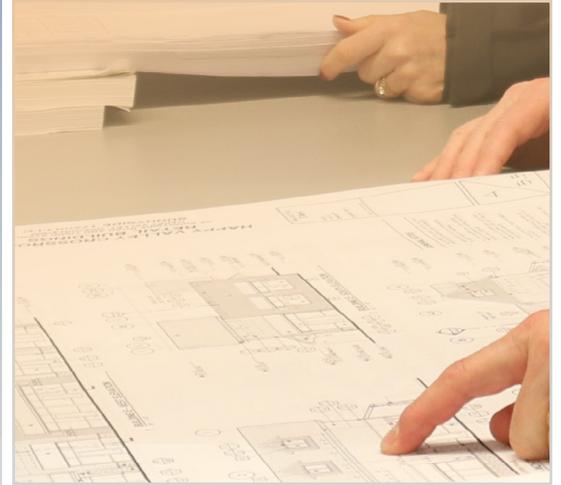


# ENGINEERING PLAN REVIEW

DESIGN REVIEW

*Find your happy place*



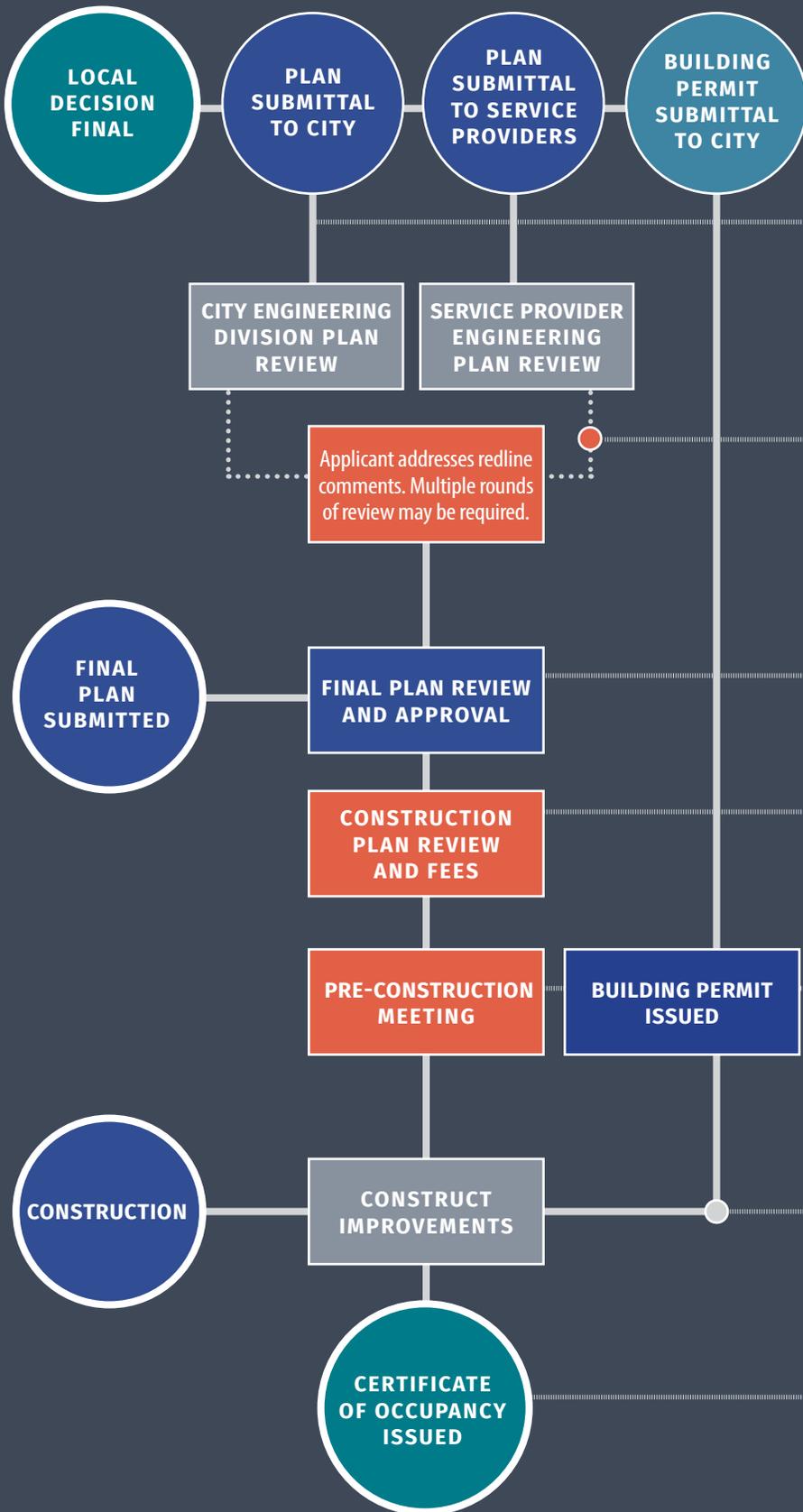


## Engineering Plan and Building Permit Review

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