



Planning/Engineering Review for Cottage Clusters

City Decision

File Number: _____

Planning Division Approval? ☐ Yes ☐ No Date: _____ Signature: _____

Engineering Division Approval? ☐ Yes ☐ No Date: _____ Signature: _____

This application is intended to be submitted with a building permit application for a new cottage cluster or remodel to an existing cottage cluster. The Planning (P) and Engineering (P) Divisions may be reached at 503.783.3800, Monday-Friday from 8am-5pm. Prior to finalizing your plan, submittal of a \$500 pre-application conference is encouraged to provide an opportunity for all applicable departments and service providers to research your proposal and identify any issues. Once you have a final plan, please submit your application with all associated materials and the \$505 fee to the Planning Division. Once submitted, staff will review the application for compliance with the applicable criteria. If the application does not meet the Land Development Code and must be redesigned, the application will be denied. No changes will be allowed once the application has been submitted. Though the City does not regulate Covenants, Conditions, and Restrictions (CC&Rs) or other private restrictions, we encourage you to review any restrictions identified on your property title. By submission of an application, the applicant shall be deemed to have authorized city representatives access to the property as may be needed to verify the information provided, to observe site conditions, and if a permit is granted, to verify that terms and conditions of the permit have been followed.

Applicant

Name: _____ Address: _____

Phone: _____ Email Address: _____

Builder/Contractor

Name: _____ Address: _____

Phone: _____ Email Address: _____

Property Owner(s)

Name: _____ Address: _____

Phone: _____ Email Address: _____

Site Address _____ Map and Tax Lot(s): _____

Subdivision/PUD Name _____

Number of Units Within Cottage Cluster (Including an Existing Dwelling): _____

Is an existing dwelling included in the development? ☐ Yes ☐ No

1. Conditions of Approval/Plat Restrictions (P/E)

Some lots have limitations or special requirements that must be considered when building occurs onsite. Examples include special setbacks, design requirements, or avoiding sloped portions of the lot/environmentally sensitive areas/easements. Contact the Planning Division at 783.3800 to receive a copy of prior approvals and identify any site-specific limitations, requirements, or conditions of approval.

Are there any Site Specific Limitations or Requirements from Previous Land Use Reviews? ☐ Yes ☐ No

Please Identify all Requirements:

2. Applicability (P)

The subject site must be zoned to allow for cottage clusters and may not be located on a lot associated with a Middle Housing Land Division unless each unit will be on a separate child lot.

What is the Zoning Designation of the Subject Site: _____

Cottage clusters are allowed in the R-40, R-20, R-15, R-10, R-8.5, R-7, R-5, MUR-S, and MUR-A zoning districts.

Is the Site within a Middle Housing Land Division? ☐ Yes ☐ No

If so, will Each Unit be Located on a Separate Child Lot? ☐ Yes ☐ No

3. Number of Cottages (P)

The total number of cottages in a project overall must be between 4 and 8 cottages (including any existing dwelling) oriented around a common courtyard.

Number of Cottages in the Development: _____

4. Minimum Density (P)

A minimum of 4 units per gross acre is required.

☐ Remodel does not Change the Number of Cottages Onsite.

1. Gross Acres..... _____
2. Total Cottages (Including Existing Home)..... _____
3. Units Per Gross Acre (Line 2 / Line 1)..... _____

5. Applicable Overlay Zones (P)

Identify all overlay districts identified on your property by calling the Planning Division at 503.783.3800 or checking the [online map](#). If an overlay district is present, additional review may be needed.

☐ Steep Slopes Development Overlay (P)

☐ Historic Properties Overlay (P)

☐ Natural Resources Overlay (P)

☐ Flood Management Overlay (P)

☐ Major Utility Corridor (E)

☐ None

Exemptions: _____

6. Building Design on the Street Facing Facade (P)

A minimum number of design elements is required for the street-facing façade of each cottage.

Some cottages will be exempt from this standard. Please Identify if Any Cottage is Exempt from this Section.

☐ Expansion of an Existing Cottage that Adds less than 50% of the Width on the Street-Facing Façade

Cottage # _____	Existing Width: _____	Proposed Increase: _____	Percentage of Increase: _____
Cottage # _____	Existing Width: _____	Proposed Increase: _____	Percentage of Increase: _____
Cottage # _____	Existing Width: _____	Proposed Increase: _____	Percentage of Increase: _____
Cottage # _____	Existing Width: _____	Proposed Increase: _____	Percentage of Increase: _____
Cottage # _____	Existing Width: _____	Proposed Increase: _____	Percentage of Increase: _____
Cottage # _____	Existing Width: _____	Proposed Increase: _____	Percentage of Increase: _____
Cottage # _____	Existing Width: _____	Proposed Increase: _____	Percentage of Increase: _____
Cottage # _____	Existing Width: _____	Proposed Increase: _____	Percentage of Increase: _____

☐ Cottage is More than 100' from the Public Right-of-Way.

Cottage # _____	Distance: _____	Cottage # _____	Distance: _____
Cottage # _____	Distance: _____	Cottage # _____	Distance: _____
Cottage # _____	Distance: _____	Cottage # _____	Distance: _____
Cottage # _____	Distance: _____	Cottage # _____	Distance: _____

Each street facing façade must include a minimum number of design elements from the list below. Please list the cottage number for each corresponding design element. Only complete the side and/or rear columns if there is adjacent right-of-way.

Front Facing Street Façade (8 Minimum)	Side Facing Street Façade (5 Minimum)	Rear Facing Street Façade (5 Minimum)	Architectural Features
Identify the Cottage Numbers in Each Column which Comply			
			A Roof Dormer that is at Least 4' Wide Width of Dormer: _____
			A Balcony that Projects a Minimum of 1' from the Wall of the Building and is Enclosed by a Railing or Parapet Projection: _____
			A Bay Window
			An Offset of the Façade of at Least 18" Width of Offset: _____
			Recessed Entry that is at Least 4' Behind the Furthest Forward Living Space on the Ground Floor and a Minimum of 5' Wide Depth of Recess: _____ Width of Entry: _____
			A Covered Entryway
			A Porch that is a Minimum of 4' Deep and 40 Square Feet in Area Depth of Porch: _____ Size of Porch: _____
	Required	Required	Window Trim (Minimum 3" Wide) Width of Trim: _____
			Windows are Wood, Cladded Wood, or Fiberglass Widow Material: _____
N/A	Required	Required	Windows or Entrance Doors are a Minimum of 15% of the Façade Area Sq. Ft. of Façade: _____ Sq. Ft. of Windows: _____ %: _____
			A Minimum of 30% of the area of the Street-Facing Façade includes Windows and/or Doors Sq. Ft. of Façade: _____ Sq. Ft. of Windows: _____ %: _____
			Gables
			Cupolas or Towers
			Pillars or Posts
			Eaves (Minimum 12" Projection) Projection of Eve: _____
			A Minimum of 50 Square Feet of Decorative Patterns on Exterior Finish (e.g., Scales/Shingles, Wainscoting, Ornamentation or Similar Features) Sq. Ft. of Material: _____ Material: _____
			Decorative Cornices and Roof Lines
			Windows in the Garage Doors
			A Minimum 12 Square Foot Window above the Garage Size of Window: _____
			Garages are Recessed a Minimum of 2' Behind the Living Space Depth of Recess: _____
			A Third Garage Door is Recessed a Minimum of 2' from Other Garage Doors Depth of Recess: _____
	N/A	N/A	No Garage on the Façade

Do all the non-exempt cottages comply for the

Front Facing Street Façade? ☐ Yes ☐ No ☐ N/A

Side Facing Street Façade? ☐ Yes ☐ No ☐ N/A

Rear Facing Street Façade? ☐ Yes ☐ No ☐ N/A

7. Windows (P)

A minimum of 15% of the area of all street-facing facades must include windows or entrance doors. Facades separated from the street property line by a dwelling are exempt from meeting this standard. Some cottages will be exempt from this standard. Exempt cottages may skip questions 6 and 7.



Building Identify on Plans	Sq. Ft. of Street Facing Facade	Sq. Ft. of Windows/Doors on Street facing Facade	Percentage of Windows/Doors Min. 15% Required
Cottage #1			
Cottage #2			
Cottage #3			
Cottage #4			
Cottage #5			
Cottage #6			
Cottage #7			
Cottage #8			

8. Building Height (P)

The maximum building height for all structures is 17 feet and one story. Height is measured from the lowest point of elevation of the finished surface of the ground five feet from the building to the highest point of the coping of a flat roof or the highest gable of a pitched or hipped roof. Please list the height for each cottage, community building, and accessory structure below and identify the height on each building elevation.

Building (Identify on Plans):	Max. Height Front	Max. Height Side	Max. Height Side	Max. Height Rear	Number of Stories
Cottage #1					
Cottage #2					
Cottage #3					
Cottage #4					
Cottage #5					
Cottage #6					
Cottage #7					
Cottage #8					
Accessory Structure # _____					
Accessory Structure # _____					
Accessory Structure # _____					
Accessory Structure # _____					
Accessory Structure # _____					
Accessory Structure # _____					

9. Building Setbacks (P)

Identify the building setbacks (distance between the proposed foundation/support and the property line). Please check your property plat or title for easements that may increase the distance that is needed between the property line and structure. If a cottage cluster has been divided by a middle housing land division, per LDC 16.61, the development standards that are applicable to the lot shall apply to the middle housing parent lot, not to the middle housing child lot.

Zoning Designation: _____

Only roof eaves and fireplaces are allowed to project into the setbacks.

Do any Roof Eaves or Fireplaces Project into the Setback? ☐ Yes ☐ No

What is the Furthest Projection (≤2' Allowed)? _____

Proposed Building Setbacks									
The minimum setback distances for each zoning designation are identified below. Please verify your development does not have a special setback and identify the setback proposed for the closest portion of the building to the corresponding property line.									
	R-40	R-20	R-15	R-10	R-8.5	R-7	R-5	MUR-S	Proposed
Front	22'	22'	22'	22'	22'	22'	Street Access: 20' Alley Access: 10'	Street Access: 20' Alley Access: 10'	
Interior Side	10'	10'	7'	7'	7'	7'	5'/0'	5'/0'	Left: Right:

Corner	15'	15'	15'	15'	15'	15'	8'	8'	
Rear	10'	10'	10'	10'	10'	10'	10'	20'	
Garage	N/A	N/A	N/A	22'	22'	22'	Access Street: 22' Alley: 22' Foundation & 6' Upper Floors	Access Street: 22' Alley: 22' Foundation & 6' Upper Floors	

All cottages must be separated by a minimum of 6 feet. Are all Cottages Separated by 6 Feet? ☐ Yes ☐ No

Only roof eaves and fireplaces are allowed to project into the setbacks.

Will any Roof Eaves or Fireplaces Project into the Setback? ☐ Yes ☐ No

What is the Furthest Projection? _____ Up to 2' Allowed

Are any Projections Other than Roof Eaves or Fireplaces Proposed? ☐ Yes ☐ No No other projections are allowed

10. Footprint and Floor Area (P)

Please list the Footprint and floor area for each cottage, community building, and accessory structure. The footprint is the outline of a building (excluding eaves), and includes any roofed areas and uncovered structures such as decks, stairways and entry bridges that are more than 6' above grade. The total floor area includes the portions of a building above and below ground with a clear ceiling height of at least seven feet. Floor area does not include vents, shafts, courtyards, stairwells, elevator shafts, rooms designed for the purpose of storage and operations of maintenance equipment, enclosed or covered parking areas, and roofed porches/exterior balconies which are not enclosed by walls that are more than 42" in height for 50% or more of their perimeter.

Building (Identify on Plans):	Footprint (Square Footage)	Floor Area (Square Footage)
Cottage #1		
Cottage #2		
Cottage #3		
Cottage #4		
Cottage #5		
Cottage #6		
Cottage #7		
Cottage #8		
Community Building/Accessory Structure # _____		
Accessory Structure # _____		
Accessory Structure # _____		
Accessory Structure # _____		
Accessory Structure # _____		
Accessory Structure # _____		

The building footprint for each cottage must be less than 900 square feet.

Do any of the Cottages have a Footprint of 900 Square Feet or More? ☐ Yes ☐ No

The maximum floor area of each cottage is 1,400 square feet (excluding an existing dwelling).

Do any of the Cottages Exceed 1,400 Square Feet in Floor Area? ☐ Yes ☐ No

The average floor area for all cottages and community buildings may not exceed 1,000 square feet (excluding an existing dwelling). What is the Average Floor Area? _____

Accessory buildings may not exceed 400 square feet in floor area.

Do any Accessory Buildings Exceed 400 Square Feet in Floor Area? ☐ Yes ☐ No

11. Configuration of Cottages (P)

Each cottage must either abut the common courtyard or connected to the courtyard by a pedestrian path.

Are all cottages abutting a common courtyard or connected by a pedestrian path? ☐ Yes ☐ No

All cottages shall be oriented around the same single common courtyard.

Are all of the Cottages Oriented around the Same Courtyard? _____

A minimum of 50% of cottages must be oriented to the courtyard and must meet all the following (excluding an existing dwelling):
 Have a main entrance facing the common courtyard.
 Be within 10 feet from the common courtyard, measured from the façade of the cottage to the nearest edge of the common courtyard; and
 Be connected to the common courtyard by a pedestrian path.

Building (Identify on Plans):	Main Entrance Facing the Common Courtyard	Within 10' of the Common Courtyard	Connected to the Common Courtyard by a Pedestrian Path
Cottage #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cottage #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cottage #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cottage #4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cottage #5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cottage #6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cottage #7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cottage #8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the Proposed Layout Comply with this Requirement? ☐ Yes ☐ No

Cottages not facing the common courtyard, or the street must have their main entrances facing a pedestrian path that is connected to the common courtyard.

Building (Identify on Plans):	Facing Courtyard	Facing Street	Facing Path Connected to the Courtyard
Cottage #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cottage #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cottage #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cottage #4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cottage #5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cottage #6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cottage #7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cottage #8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Configuration of Common Courtyard (P)

The common courtyard must be a single, contiguous piece.

Are the Courtyards a Single Contiguous Space? ☐ Yes ☐ No

Cottages must abut the common courtyard on at least two sides of the courtyard.

Do Cottages abut at Least Two Sides of Every Courtyard? ☐ Yes ☐ No

The common courtyard must be a minimum of 15' wide at its narrowest dimension. Please show the courtyard width on the site plan.

Are all Courtyards a Minimum of 15' in Width at the Narrowest Dimension? ☐ Yes ☐ No

The common courtyard must contain a minimum of 150 square feet per cottage within the associated cluster.

Number of Associated Cottages	Minimum Size of Courtyard Required (Cottages x 150 = Sq. Ft.)	Size of Courtyard Proposed (Sq. Ft.)

The common courtyard shall be developed with a mix of landscaping, lawn area, pedestrian paths, and/or paved courtyard area, and may also include recreational amenities. Impervious elements of the common courtyard may not exceed 50% of the total common courtyard area. Pedestrian paths must be included in a common courtyard. Paths that are contiguous to a courtyard shall count toward the courtyard's minimum dimension and area. Parking areas, required setbacks, and driveways do not qualify as part of a common courtyard. Identify the impervious area counted towards the courtyard on the site plan.

Total Area of Courtyard	Impervious Area in Courtyard (Sq. Ft.)	% Of Courtyard that is Impervious (Impervious/Total Area)

Do all Courtyards Comply with this Requirement? ☐ Yes ☐ No

13. Community Building (P)

Cottage cluster projects may include community buildings for the shared use of residents that provide space for accessory uses such as community meeting rooms, guest housing, exercise rooms, day care, community eating areas, or picnic shelters.

Are any Community Buildings Proposed? ☐ Yes ☐ No

The development may have up to one community building.

Is more than One Community Building Proposed? ☐ Yes ☐ No

The community building may not exceed a maximum floor area of 1,400 sq. ft.

Is the Community Buildings 1,400 sq. ft. or Less? ☐ Yes ☐ No

A community building that meets the definition of a dwelling unit must meet the maximum 900 square foot footprint limitation that applies to cottages, unless a covenant is recorded against the property stating that the structure is not a legal dwelling unit and will not be used as a primary dwelling.

Is a Covenant Proposed? ☐ Yes ☐ No

14. Existing Structures (P)

An existing single detached dwelling and accessory uses and buildings on the same lot at the time of a cottage cluster may remain within the cottage cluster. The existing dwelling(s) shall count as a unit in the cottage cluster.

Is any Demolition Proposed Onsite?

☐ Yes Please Explain: _____ ☐ No

Is an Existing Dwelling Onsite? ☐ Yes ☐ No

Is the Dwelling Proposed to Remain? ☐ Yes ☐ No

An existing dwelling may be expanded up to a maximum height of 25 feet or a maximum building footprint of 900 square feet; however, existing dwellings that exceed this maximum height and/or footprint standards may not be expanded.

Is an Expansion to the Dwelling Proposed? ☐ Yes ☐ No

Existing Building Height: _____ Building Height after Expansion: _____

Existing Footprint: _____ Square Footage of Footprint after Expansion: _____

15. Retaining Walls and Fences (P)

The construction or expansion of a retaining wall associated with the development may require additional permitting. Note that walls are not allowed in utility or access easements.

Is a New or Modified Retaining Wall Over 4' in Height Proposed? ☐ Yes ☐ No

If so, a separate building permit from the Building Division and design review permit from the Planning Division is required.

Is Fencing Proposed? ☐ Yes ☐ No

If so, please contact the Planning Division to learn more about fence requirements. Generally, fences may be up to 4' in front of a home and 8' alongside and behind a home (measured at the highest point of the fence). The fence may be up to 8' in height 30' from the front property line regardless of the home location. To allow for visibility at intersections, the height is limited to a maximum of 2.5' above the curb within 25' of the intersection. Building permits are needed for fences ≥7'.

16. Landscaping and Screening (P)

Sight-obscuring landscaping, fencing, or walls at least three feet tall shall separate clustered parking areas and parking structures from common courtyards and property lines external to the cottage cluster.

Screening between Parking Lots/Garages and the Courtyard

Is Screening Provided between all Parking/Parking Garages and Courtyards? ☐ Yes ☐ No

What Screening is Provided? ☐ Landscaping ☐ Fencing/Walls

Screening must be a minimum of 3' in height at installation.

Height of Landscaping at Time of Planting/Height of Fencing? _____

If Fencing or a Wall, What Material is Proposed? _____

If landscaping is proposed, the [Happy Valley Plant lists](#) may be found in the LDC.

Screening between Parking Lots/Garages and Property Lines

Is Screening Provided between all Parking/Parking Garages and Property Lines? ☐ Yes ☐ No

What Screening is Provided? ☐ Landscaping ☐ Fencing/Walls

Species of Landscaping Proposed? _____

Screening must be a minimum of 3' in height at installation.

Height of Landscaping at Time of Planting/Height of Fencing? _____

If Fencing or a Wall, What Material is Proposed? _____

If landscaping is proposed, the [Happy Valley Plant lists](#) may be found in the LDC.

17. Street Trees and Planter Strips (P)

New homes in a subdivision, planned unit development, or minor partition must install street trees and vegetation in the planter strip along the frontage prior to completion of the home. A copy of the approved street tree plan which identifies the general location, species and size of the tree(s) may be obtained from the Planning Division. Please identify the location of the street tree planting location, tree size at time of planting, and species on the site plan.

☐ The Proposal is a Remodel and Not a New Cottage Cluster. Skip to the next question.

Is the Property within a Subdivision, Planned Unit Development, or Minor Partition? ☐ Yes ☐ No

If not, installation of a street tree is encouraged, but not required.

Number of Trees Required Along Property Frontage from Land Division? _____

Will the Trees Meet the Following Minimum Spacing Standards? ☐ Yes ☐ No

35' from a Street Corner (Measured from the Curb)

5' from a Driveway

5' from a Sign

5' from a Utility Box

10' from a Utility Pole

10' from a Fire Hydrant

15' from Another Tree

15' from a Street Light

For any tree which cannot be accommodated due to a conflict with the spacing requirements, a fee of \$525 must be paid to fund tree planting and maintenance projects throughout the City.

Number of Trees that Could Not be Planted? _____

Approved Species to be Planted? _____

Changes to approved species must include written documentation from an arborist or landscape architect indicating the new species is appropriate for the planting location and the species must be identified on a [City approved street tree list](#).

Is an Alternate Species Proposed? ☐ Yes: _____ ☐ No

Will the Tag Identifying the Tree Species Remain on the Tree After Planting (Required for Inspection)? ☐ Yes ☐ No

Caliper Proposed? _____

A minimum of 1.75-inch caliper measured 4 feet above the ground at time of planting is required.

Will the Utilities be Located Underground within the Planter Strip Prior to Digging (Required)? ☐ Yes ☐ No

Will the Planted Tree be Guyed or Supported in an Upright Position per the National Arborist Association and Fastened to Avoid Injury and Ensure Public Safety (Required)? ☐ Yes ☐ No

Will the Trees be Planted Midway between Curb and Sidewalk (Required)? ☐ Yes ☐ No

Will the Trees be Planted per the Required [Street Tree Planting Detail](#)? ☐ Yes ☐ No

Will at Least 75% of the Planter Strip must be Planted with Grass, Groundcover (at maturity), or Turf? ☐ Yes ☐ No

Type of Vegetation Proposed? ☐ Grass ☐ Groundcover ☐ Turf

18. Tree Removal (P)

Approval from the Planning Division is required prior to removal of trees in the right-of-way or onsite.

Is Tree Removal Proposed that has not been Approved? ☐ Yes ☐ No

19. Pedestrian Access (P)

A pedestrian path must be provided that connects the main entrance of each cottage to the following:

- The common courtyard.
- Shared parking areas.

- Community buildings; and
- Sidewalks in public rights-of-way abutting the site or rights-of-way if there are no sidewalks.

Do the Pedestrian Pathways for all Clusters Comply with this Requirement? ☐ Yes ☐ No

The pedestrian path must be hard-surfaced and a minimum of 4 feet wide.

Are the Pedestrian Paths a Minimum of 4 ft. in Width? ☐ Yes ☐ No

All dwellings shall have direct, unimpeded access from the required off-street parking spaces to the nearest public street, road or accessway. Does the Pedestrian Pathways Comply? ☐ Yes ☐ No

20. Parking (E)

Number of Parking Spaces

A minimum of 1 parking space is required onsite per dwelling. The parking space may be in a garage, in a driveway, etc.

Number of Dwelling Units _____ Number of Parking Spaces Provided _____ Qualifying Exception? ☐ Yes ☐ No

Location of Parking spaces

Where Will Parking be Provided? ☐ On-Site ☐ On-Street

On-Street Parking Requirements

Number of On-Street Parking Proposed: _____

On-street parking is proposed, it must be within 300' of the frontage of the site.

Is the On-Street Parking within 300' of the Site Frontage? ☐ Yes ☐ No

Each stall must be 24' in length and 8' in width (or an approved parking lane).

Is each On-Street Parking Stall 24' Long and 8' in Width? ☐ Yes ☐ No

Number of On-Street Stalls Used: _____

Please identify the location of the parking stalls, including the dimensions, on a site plan.

On-Site Parking Requirements

Number of On-Site Parking Proposed: _____

Off-street parking areas with ≥5 spaces may not be within 20' from a property line that abuts a street (other than an alley).

Do the Parking Spaces Comply? ☐ Yes ☐ No

No off-street parking space or vehicle maneuvering area is allowed between a property line that abuts a street (other than an alley) and the front façade of cottages located closest to that property line.

Do the Parking Spaces Comply? ☐ Yes ☐ No

No off-street parking space is allowed within 10' of a property line external to the cottage cluster (except abutting an alley).

Do the Parking Spaces Comply? ☐ Yes ☐ No

Driveways and drive aisles are permitted within 10 feet of other external property lines.

Parking may not be grouped into clusters of more than 8 contiguous spaces.

Are Parking Spaces Grouped into Clusters of more than 8 Spaces? ☐ Yes ☐ No

Parking clusters must be separated from other spaces by at least 4' of landscaping.

Is there a Minimum of 4' of Landscaping between Parking Clusters? ☐ Yes ☐ No ☐ N/A

Groups of more than 3 parking spaces must be permanently marked.

Are Groups of More than 3 Parking Spaces Permanently Marked? ☐ Yes ☐ No ☐ N/A

Groups of more than 3 parking spaces must include aisles or turnaround areas so that all vehicles enter the right-of-way (except for alleys) in a forward manner. Parking spaces may not have backing or maneuvering movements for any of the parking spaces occurring across public sidewalks or within any public street, unless approved by the Public Works Director.

Do Cars Parked in Groups of more than 3 Stalls have Space to Turn Around On-Site to Enter the Roadway Facing Forward?

☐ Yes ☐ No ☐ N/A

All areas used for parking and maneuvering of cars shall be surfaced with asphalt, concrete or other approved impervious, permeable, or semi-permeable surface, and shall provide for suitable drainage.

Does the Design Comply? ☐ Yes ☐ No ☐ N/A

Material of Parking Surface: _____

Do the Parking Stalls Comply with the Following Dimensions? ☐ Yes ☐ No

Standard Size Vehicles						Compact Size Vehicle				
Angle	Stall Width	Stall Depth	Aisle Width	Module Width	Bumper Overhang	Stall Width	Stall Depth	Aisle Width	Module Width	Bumper Overhang
0° (parallel)	8.0	24.0	N/A	N/A	N/A	8.0	20.0	N/A	N/A	N/A
45°	9.0	17.5	12.0	47.0	2.0	8.0	15.5	11.0	42.0	2.0
60°	9.0	19.0	16.0	54.0	2.5	8.0	17.0	14.0	48.0	2.5
75°	9.0	19.5	23.0	62.0	2.5	8.0	17.5	21.0	56.0	2.5
90°	9.0	18.5	24.0	61.0	2.5	8.0	16.0	20.0	52.0	1.5

Parking stalls designed for compact vehicles may not exceed 35% of the total parking stalls.

Number of Standard Stalls: _____ Number of Compact Stalls: _____

Percentage of total Stalls that are Compact: _____

Wheel stops, bumper guards, curbs, or other method to protect landscaped areas are required.

What Type of Barrier is Provided? _____

Does the Proposal Comply with the Following? ☐ Yes ☐ No

Required vehicle parking spaces shall be unobstructed and available for the parking of vehicles of residents, customers, patrons, and employees only.

No overnight parking of commercial vehicles is allowed except through the provisions of a home occupation permit.

No vehicle may project over a property line or a public right-of-way. Parking may project over an internal sidewalk, but a minimum clearance of five feet for safe pedestrian circulation is required.

Garages and Carports

Garages and carports (whether shared or individual) must not abut more than 25 percent of a common courtyard's perimeter.

Do any Garages or Carports abut a Courtyard? ☐ Yes ☐ No

Length of Courtyard Perimeter: _____

Length of Garages/Carports abutting a Courtyard: _____

Percentage of Courtyard with a Garage/Carport: _____

Individual detached garages must not exceed 400 square feet in floor area.

Are all Individual Detached Garages 400 square feet in Floor Area or Less? ☐ Yes ☐ No

Garage doors for attached and detached individual garages must not exceed 20 feet in width.

Are all Garage Doors for Attached and Detached Individual Garages 20' in Width or Less? ☐ Yes ☐ No

21. Driveway (E)

New driveways, changes to existing driveways, or changes to the use of a property must meet associated driveway requirements.

Driveway requirements may be found in the City's [Engineering Design Manual Chapter 3, Section 10 Driveways \(Pages 25-26\)](#) and in Engineering's [Residential Driveway Policy](#). Contact the Engineering Division at 503.783.3800 for additional information.

Is a New Driveway or Modification to the Existing Driveway Proposed? ☐ Yes ☐ No

If not, the remaining portion of this section is not required.

Driveways are required to meet sight distance and clear vision requirements per [LDC 16.50.030.B.17-19](#) and the City's [Engineering Design Manual, Chapter 3](#). For most local streets, the required intersection sight distance is 280-ft. (For steep driveways or driveways located on streets with higher speed limits or more than two lanes, please reference [AASHTO requirements](#). An engineer may be able to help you determine the required minimum sight distance.)

Will the driveway meet the sight distance and clear vision requirements without modification? ☐ Yes ☐ No

Is Trimming or Removing Existing Vegetation on the Site or within the Public Right-of-Way Proposed to Increase Site Distance?

☐ Yes. Please describe and note that tree removal permit is needed for any tree removal.

☐ No

One driveway is allowed per frontage, unless approved by the City Engineer.

How Many Total Driveways are:
Existing: _____ Proposed: _____ Total: _____

Driveways serving more than one lot require an access and maintenance easement/agreement benefiting each lot prior to building permit issuance. Private Drives and Alleyways serving lots without frontage onto a public street shall be placed in a Tract.

Is the Proposed Driveway Serving more than One Lot? ☐ Yes. Please submit a copy of the maintenance easement/agreement.
☐ No

Are any of the lots without frontage onto the public roadway? ☐ Yes (Contact Engineering for additional requirements)
☐ No

Residential driveway approach widths are limited to half the parcel frontage width, with a minimum approach width of 12' and a maximum of 35'. The width is measured at the edge of a driveway where it abuts a public right of way.

What Driveway Width is Proposed at the Right-of-Way?..... _____

Maximum driveway grade is 12%. Driveways shall be graded to prevent any road runoff from entering the private property.

Do the driveway grades meet these requirements? ☐ Yes
☐ No

Properties with more than one frontage must have access from the lowest street classification. The classifications may be found on the City's [online map](#). For example, a property at the intersection of a major road and a local street must place the driveway on the local street.

Does the Property have More than One Frontage? ☐ Yes ☐ No

Is the Driveway on the Lowest Classification Street? ☐ Yes ☐ No

Driveways on designated collectors, minor arterials, and major arterials must meet the following distances for access spacing. Note special access spacing standards may be established in corridor management plans or master plans.

Is the Property Located on a Collector, Minor Arterial, or Major Arterial? ☐ Yes ☐ No

	Minimum Access Spacing w/Full Access	Minimum Access Spacing w/Restricted Right In/Out Access	Proposed
Major Arterial	1,000'	500'	
Minor Arterial	600'	300'	
Collector	400'	200'	

If yes, does it meet the access spacing requirements? ☐ Yes ☐ No

A Design Exception Request will be required if the access spacing requirements are not met.

Driveway design must comply with standard detail drawings [270](#) and [285](#).

Does the driveway comply? ☐ Yes ☐ No

22. Stormwater (E)

Stormwater flow control and/or water quality requirements exist for projects that create ≥5,000 square feet of new or replaced impervious surface. Contact WES at 503.742.4567 for additional information and requirements for designing a stormwater system.

Square Footage of all New or Replaced Impervious Surface (Asphalt, Concrete, Buildings/Structures): _____

Does the Proposal use Fuel Dispensing, Major Material Storage, a Washing Facility, Heavy Chemical Use, or Land with Known Contamination? ☐ Yes ☐ No

23. Transportation Impacts (E)

To evaluate the impacts of the development on the surrounding transportation system, a Transportation Impact Study (TIS) may be required, dependent on the number of additional PM Peak Trips generated by the proposed cottage cluster. The [TIS Guidelines](#) outlining the requirements for the analysis may be found on the City's website. Contact the Engineering Division at 503.783.3800 for additional information.

Is the development proposing more than 4 dwelling units? ☐ Yes (Submit a TIS to Engineering)
☐ No

24. Right-of-Way Dedication and Improvements (E)

To mitigate the impact of the development, dedication of right-of-way, public utility easement, and street improvements may be required. Contact the Engineering Division at 503.783.3800 for additional information.

What is the total proposed building square footage? (Building square footage means the total area of all floors of a building measured for each floor, including basements, from the exterior face of a building or structure. Building square footage includes stairwells, ramps, shafts, chases, and the area devoted to garages and structured parking, including carports. Building square footage does not include areas where the ceiling height is less than 6-ft 8-inches or roof area.)

Building Square Footage: _____

What improvements currently exist along the street frontage? (Check all that apply)

- | | |
|--------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Curb and Gutter | <input type="checkbox"/> 5-ft wide Sidewalk |
| <input type="checkbox"/> Landscape Planter Strip | <input type="checkbox"/> Street lights |
| <input type="checkbox"/> Street Trees | <input type="checkbox"/> Underground Utilities |

If there is not sidewalk along the lot frontage, is there existing sidewalk within 200-ft of the frontage? ☐ Yes ☐ No

Have you contacted the Engineering Division about right-of-way dedication and improvements? ☐ Yes ☐ No

Please identify any requirements: _____

Please Identify any Requirements: _____

Research

Prior to submitting an application, please contact any relevant service providers. A list of all the service provides which serve the City is provided below. Please note that your project will not likely be in all service districts.

Clackamas County Department of Transportation and Development: developmentengineering@co.clackamas.or.us
Clackamas Fire District #1: shawn.olson@clackamasfire.com
Clackamas River Water: bjohnson@crwater.com
Garbage Hauler: cory@kahutwasteservices.com (Hoodview Disposal), steve@sunsetgarbage.com (Sunset Garbage), swolfe@wm.com (Waste Mgmt)
Multnomah County: ROW.Permits@multco.us
NW Natural Gas: jeremy.lorence@nwnatural.com
ODOT: odot_r1_devrev@odot.state.or.us
PGE: service.coordinators@pgn.com
Sunrise Water: tjannsen@sunrisewater.com
WES: wes-planning@clackamas.us
Williams Gas: vince.rodriquez@williams.com & jean.brady@williams.com



City of Happy Valley

Submittal Requirements Checklist

- ☐ **Building Plans Drawn to Scale**
- ☐ **Building Elevations (Drawings of the Side Profile of Each Proposed Structure) Drawn to Scale with the Proposed Topography 5' from each Building.** The building elevations must show each of the residential design standards on the drawing as well as provide a list of the elements chosen for each facade.
- ☐ **Site Plan Drawn (Birds Eyes View) at 1" = 20' or 1" = 30' Scale with All of the Following:**
 - North Arrow and Scale
 - Property Line Dimensions as Shown on Recorded Plat or Survey
 - Footprint of Existing and Proposed Structures (Measured from the Foundations) with Overhang
 - Dimensions Proposed Structure is Setback from Each Property Line and Between Cottages
 - Finished Floor Elevations of Home and Garage
 - Location, Width, and Material of all Pedestrian Accessways
 - Finished Ground Elevations of Property Corners, Building Corners, & Driveway Curb Drops at Face of Curb
 - Location of Driveway Apron and Slope of Driveway
 - Location, Size, and Species of all Street Trees and Planter Strip Vegetation along the Frontage and Within 15'
 - Location of all Landscaping onsite and Type of Landscaping
 - Retaining Wall Locations and Top/Toe Elevations
 - Proposed and Existing Contours at 1' Intervals. Please Indicate if no Grading is Proposed.
 - Label and Dimension the Locations of all Easements, Sidewalks, & Curbs
 - Locations of Wells, Septic Systems and Other Utilities including Power Services, Gas Services, Water Services, Storm and Sanitary Laterals, Catch Basins, Utility Vaults, Utility Poles, Fire Hydrants
 - Square Footage and Location of New Impervious Surfaces including Roof (and Overhangs), Driveway, Sidewalks, Patios, other Hardscape (such as Pavers)