



Planning/Engineering Review for Duplexes

This application is intended to be submitted with a building permit application for a new duplex or remodel to an existing duplex. 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 pre-application conference is encouraged to provide an opportunity for 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 fee to the Planning Division at HVWorks.com. 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. Submission of an application authorizes city representatives access to the property as may be needed to verify the site conditions and assure the 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 _____

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

Some lots have limitations or special requirements onsite such as special setbacks, design requirements, or avoiding sloped portions of the lot/environmentally sensitive areas/easements. The Planning Division may assist in providing a copy of prior approvals.

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

2. Applicability (P)

The subject site must be zoned to allow for duplexes and must not be located associated with a Middle Housing Land Division. Duplexes are allowed in the FU-10, R-40, R-20, R-15, R-10, R-8.5, R-7, R-5, MUR-S, SFA, MUR-A, and VTH zoning districts.

What is the zoning designation of the subject site? _____

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

Homes in manufactured home parks have different requirements.

Is the Home in a Manufactured Home Park? Yes No

3. Applicable Overlay Zones (P)

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

- | | | |
|---|--|--|
| <input type="checkbox"/> Steep Slopes Development Overlay (P) | <input type="checkbox"/> Historic Properties Overlay (P) | <input type="checkbox"/> Natural Resources Overlay (P) |
| <input type="checkbox"/> Flood Management Overlay (P) | <input type="checkbox"/> Major Utility Corridor (E) | <input type="checkbox"/> None |

4. Lot Coverage (P)

The portion of a lot that is covered by buildings (excluding eaves), decks, stairways and entry bridges that are more than 30 inches above grade is limited. Please verify that your lot coverage will be met after the proposed construction.

	R-40	R-20	R-15	R-10	R-8.5	R-7	R-5	MUR-S	SFA	MUR-A	VTH
Max. Lot Coverage	20%	30%	35%	40%	45%	50%	60%	See Staff	75%	75%	65%

1. Square Footage of All Existing Building Footprints and Decks/Stairways over 30" in Height..... _____
2. Square Footage of all Proposed Building Footprints and Decks/Stairways over 30" in Height..... _____
3. Total Square Footage of all Building Footprints and Decks/Stairs over 30" in Height (Line 1+2)... _____
4. Total Square Footage of Property..... _____
5. Line 3 Divided by Line 4 and Multiplied by 100..... _____

5. Building Setbacks (P)

Identify the building setbacks (distance between the proposed foundation/support and the property line). The minimum distances may be found in the table below. Provide the associated building and site plans with all of the dimensions below. Please check your property plat or title for easements that may increase the distance that is needed between your property lines and any structure. If a duplex has been divided by a middle housing land division, the development standards shall apply to the middle housing parent lot.

Zoning Designation: _____

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. An uncovered deck lower than 30" above grade may be built to a property line.

	R-40	R-20	R-15	R-10	R-8.5	R-7	R-5	MUR-S	Proposed
Building Front	22'	22'	22'	22'	22'	22'	Street Access: 20' Alley Access: 10'	Street Access: 20' Alley Access: 10'	
Covered Front Porch <20% of Building Line	22'	22'	22'	22'	22'	22'	Street Access: 20' Alley Access: 10'	Street Access: 20' Alley Access: 10'	Building Length: Porch Length: % of Building: Setback:
Covered Front Porch ≥20% of Building Line	15'	15'	15'	15'	15'	15'	15'	15'	Building Length: Porch Length: % of Building: Setback:
Uncovered Front Porch/Deck or ≥30"	15'	15'	15'	15'	15'	15'	15'	15'	Max. Height: Setback:
Building Interior Side	15'	10'	7'	7'	5'	5'	5'	5'	Left: Right:
Building Corner	15'	15'	15'	15'	15'	15'	8'	8'	
Uncovered Porch/Deck ≥30" Behind Building	3'	3'	3'	3'	3'	3'	3'	3'	
Covered Rear Porch/Deck	10'	10'	10'	10'	10'	10'	10'	10'	
Building Rear	22'	22'	22'	22'	22'	22'	20'	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	

Roof eaves and fireplaces and other projections which are not on the ground are allowed up to 2 feet into the setbacks.

Are any projections proposed? Yes No

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

Type of Projection? Eve/Roof Fireplace Other: _____

6. Minimum Landscaping Area (P)

Twenty percent of the gross developable lot area must be landscaped with any combination of living plants such as trees, shrubs, plants, vegetative groundcover or turf grasses, and may include structural features such as fences, benches, works of art, reflective pools, or fountains. Barkdust or rock gardens without plantings do not qualify as landscaping.

1. Square Footage of Site..... _____
2. Square Footage of Landscaping..... _____
3. Line 2 Divided by Line 1 and Multiply by 100... _____ Must be $\geq 20\%$

7. Landscaping in Front of the Duplex (P)

A minimum of 50 square feet of landscaping is required in front of the home on private property (excludes planter strip area between the sidewalk and the street). Barkdust or rock gardens without plantings do not qualify as landscaping.

Square Feet of Landscaping Located in Front of the Dwelling: _____ Must be ≥ 50 Sq. Ft.

Please Indicate the Type of Landscaping Proposed: Grass/Groundcover Shrubs Trees Other: _____

8. 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.

The construction is for a Remodel or is not a New Home in a Subdivision, Planned Unit Development, or Minor Partition. If so, skip to the next question.

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

Trees must be evenly spaced and meet the following minimum separation. Please identify the location of the following and the separation distances on the site plan.

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

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

A fee of \$277 must be paid for each tree that cannot fit along the frontage to fund tree planting and maintenance projects throughout the City. Number of Trees that Could Not be Planted? _____

Root barriers shall be installed according to the manufacturer's specifications when a planter strip or median is planted within five feet of any hard surface or paving or utility box, or as otherwise required by the City.

Root Barrier Proposed: _____

Species to be Planted from the Approved Street Tree Plan? _____

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](#).

Alternate Species Proposed? _____

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

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

Caliper Proposed? _____

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](#) (Required)? Yes No

Planter strips shall be covered. Please identify the type of cover proposed.

- Lawn
- Decorative Rock
- Shrubs and groundcover designed to cover a minimum of seventy-five (75) percent of the planter strip upon maturity
- Artificial Lawn.

Secondary materials may include wood chip, bark nuggets, barkdust or similar treatments.

9. 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

10. Parking (P)

A minimum of 2 parking spaces are required onsite. The parking spaces may be in a garage, driveway, etc. For example, a home with a two-car garage would have a total of four parking spaces onsite (2 in the home and 2 in the driveway).

Number of Parking Spaces Provided _____ Qualifying Exceptions? Yes No

11. 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 with a Maximum Height of 4'-12' Proposed? Yes No

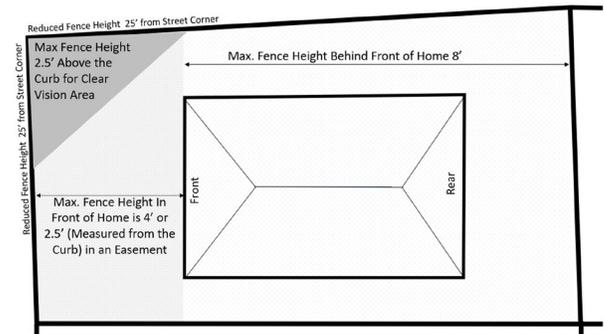
If so, a separate building permit from the Building Division is required. Retaining walls may be tiered to avoid a taller wall.

Is a New or Modified Retaining Wall with a Maximum Height 12' or Over 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

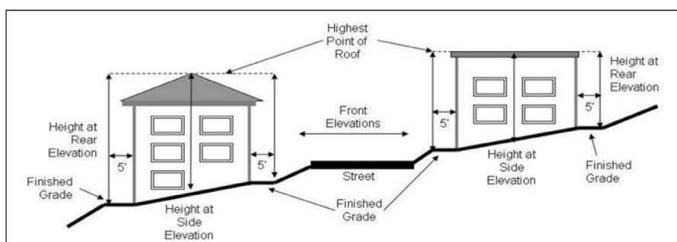
If so, please contact the Planning Division to learn more about fence requirements. Generally, fences may be up to 4' in front of a home and 8' alongside and behind a home (measured at the highest point of the fence). The fence may be up to 8' in height 30' from the front property line regardless of 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 $\geq 7'$.



12. Building Height (P)

The height of a building is measured from the lowest point of elevation of the finished grade 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 (excluding broadcast towers or antennae).

	R-40	R-20	R-15	R-10	R-8.5	R-7	R-5	MUR-S	SFA	MUR-A	VTH
Maximum Height	45'	45'	45'	45'	45'	45'	45'	65'	45'	65'	35'



Maximum Height
 Front: _____
 Side: _____
 Side: _____
 Rear: _____

13. Building Design on the Street Facing Façade (P)

The following design standards must be included on the street-facing façades. Please check all that apply.

Home is Exempt and may Skip Questions 13 and 14

Please identify the rationale for the exemption below.

- Home is more than one hundred feet from the public right-of-way.
Distance: _____
- Expansion adds less than 50% of the width on the street-facing façade.
Existing Width: _____ Proposed Width: _____
- Site is within a manufactured home park.

Front Facing Street Façade (8 Minimum)	Side Facing Street Façade (5 Minimum)	Rear Facing Street Façade (5 Minimum)	Architectural Features
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Roof Dormer that is at Least 4' Wide Width of Dormer: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Balcony that Projects a Minimum of 1' from the Wall of the Building and is Enclosed by a Railing or Parapet Projection: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Bay Window
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An Offset of the Façade of at Least 18" Width of Offset: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Covered Entryway
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Porch that is a Minimum of 4' Deep and 40 Square Feet in Area Depth of Porch: _____ Size of Porch: _____
<input type="checkbox"/>	Required <input type="checkbox"/>	Required <input type="checkbox"/>	Window Trim (Minimum 3" Wide) Width of Trim: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows are Wood, Cladded Wood, or Fiberglass Widow Material: _____
N/A	Required <input type="checkbox"/>	Required <input type="checkbox"/>	Windows or Entrance Doors are a Minimum of 15% of the Façade Area Sq. Ft. of Façade: _____ Sq. Ft. of Windows: _____ %: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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: _____ %: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gables
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cupolas or Towers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pillars or Posts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eaves (Minimum 12" Projection) Projection of Eve: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Decorative Cornices and Roof Lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows in the Garage Doors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Minimum 12 Square Foot Window above the Garage Size of Window: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Garages are Recessed a Minimum of 2' Behind the Living Space Depth of Recess: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Third Garage Door is Recessed a Minimum of 2' from Other Garage Doors Depth of Recess: _____
<input type="checkbox"/>	N/A	N/A	No Garage on the Façade

14. 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.

Home is Exempt per Question 13 and may Skip Questions 13 and 14.



STREET-FACING FACADE

- Area subject to 15% window & entrance door coverage requirement
- Qualifying window coverage
- Qualifying entrance door coverage

1. Square Footage of all Street-Facing Facades _____
2. Square Footage of all Windows and Doors _____
3. Line 2 Divided by Line 1 and Multiply by 100 _____
Minimum of 15% Required.

15. Variance of Design (P)

No two directly adjacent buildings in land division of more than fifty lots may have the same front or street-facing facade. Mirrored/flipped floorplans are not allowed. The street-facing facades must differ from one another by at least three of the following options. The application shall include the adjacent facades.

Home is Exempt as the Lot is Not within a Development of 50 or More Homes.

Minimum of 3 Required

- Different exterior cladding materials, a different combination of materials, or significantly different dimensions, spacing, or arrangement of the same materials.
- Different offsets, recesses, or projections; or the building elevations break in different places.
- Different roof forms (e.g., gable versus gambrel or hip), different orientation (e.g., front-facing versus side-facing gable), different roof projections (e.g., with and without dormer or shed, or different type of dormer or shed), or different roof pitch by more than 2 feet of vertical rise to 12 feet of horizontal run.
- Different configuration or detailing of the front porch or covered entrance.
- Different placement, shape, or orientation of windows or different placement of doors.
- Different number of building stories.
- Different garage orientation (e.g., front, side, rear).

16. 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 sight 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

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

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?..... _____

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'	

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

Does the Driveway Comply? Yes No

17. 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.

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

18. 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: _____



City of Happy Valley

Submittal Requirements Checklist

- Building Plans Drawn to Scale**
- Building Elevations (Drawings of the Side Profile of the Proposed Structure) Drawn to Scale with the Proposed Topography 5' from the 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)
 - Dimensions Proposed Structure is Setback from Each Property Line
 - Finished Floor Elevations of Home and Garage
 - 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
 - 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 Water Services, Storm and Sanitary Laterals, Catch Basins, & Utility Vaults
 - Square Footage of New Impervious Surfaces including Roof (and Overhangs), Driveway, Sidewalks, Patios, other Hardscape (such as Pavers)