



**MILWAUKIE PLANNING**  
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# Site Plan Requirements

**For all Land Use Applications**

(except Annexations and Property Boundary Changes)

All land use applications must include site plans that show existing conditions and the development proposal. Site plans must be sufficiently detailed and specific to the development being proposed to allow for adequate public review. Errors, omissions, or poor quality may result in an application being deemed incomplete per the Milwaukie Municipal Code (MMC) and Oregon Revised Statutes.

Annexation applications and Property Boundary Change applications (Subdivisions, Partitions, Property Line Adjustments, and Lot Consolidations) have different site plan requirements.

- **Annexations:** see Expedited and Nonexpedited Annexation application packets.
- **Property Boundary Changes:**
  - Subdivisions or Partitions: see Preliminary and Final Plat Requirements.
  - Property Line Adjustments or Lot Consolidations: see staff.

Not all information listed below is required for all development proposals. Contact Milwaukie Planning staff at 503-786-7630 or [planning@milwaukieoregon.gov](mailto:planning@milwaukieoregon.gov) for assistance with Milwaukie's site plan requirements.

1. **Existing Conditions Plan(s)** containing the following information, as appropriate, to sufficiently describe the site and the adjacent right-of-way as they currently exist:
  - a. **Boundaries.** Locations and dimensions of all property lines, public and private easements, and adjacent rights-of-way.
  - b. **Site Improvements.** Locations, dimensions, and setbacks of all site improvements including, but not limited to: buildings, walls, fences, paved areas, gravel areas, fire hydrants, stormwater facilities, and above- and below-ground utilities.
  - c. **Parking Improvements.** Locations, dimensions, and setbacks of all parking area improvements including, but not limited to: parking and loading spaces, circulation aisles, curb cuts, sidewalks, and ADA access.
  - d. **Right-of-Way Improvements.** Locations and dimensions of all adjacent right-of-way improvements including, but not limited to: curbs; sidewalks; traffic controls; street trees; catch basins; fire hydrants; water lines; sewer lines and manholes; and telephone, cable, and electric lines.
  - e. **Natural Resources and Drainages.** Location, size, and type of all trees greater than 6-in diameter at breast height, natural resource areas, wetlands, waterways, surface drainageways, and intermittent streams.
  - f. **Flood Boundaries.** All flood hazard area and floodway boundaries per the National Flood Insurance Rate Maps and a note indicating the map panel number and flood zone.
  - g. **Topography.** Topographic contours at no more than a 2-ft vertical interval.

**CONTINUED ON REVERSE**

2. **Proposed Development Plan(s)** containing the same type of information described in Section 1 above with an emphasis on what is being proposed, including which existing conditions are proposed to remain and which are proposed for removal. The Proposed Development Plan(s) should also include the following information, as appropriate:
  - a. **Landscaping.** Location, size, and type of trees and other landscaping materials.
  - b. **Lighting.** Location, type, design, shielding, power, and hours of operation of all exterior lighting.
  - c. **Stormwater Facilities.** Locations of, and specifications for, all stormwater management facilities including catch basins, drywells, drainage swales, subsurface piping, and the like.
  - d. **Utilities.** Approximate location of all utility lines including water, gas, electricity, and sewer.
  - e. **Grading.** Estimated volume of cut and fill.
3. **Location Plan** drawn to an appropriate scale (no larger than 8½ x 11 in.) and showing nearest cross streets and location of buildings, parking areas, and driveways on adjacent lots.
4. **Exterior Elevation Drawings** showing exterior dimensions and design, including building finish treatments, wall materials, windows, and color.
5. **Floor Area Plans** showing all interior spaces dimensioned and labeled as to proposed use, total floor area by use, and all floor area calculations. Floor areas shall be measured in accordance with the definition of "floor area" in MMC Section 19.201.
6. **Lot Coverage and Vegetation Calculations** showing how lot coverage and minimum vegetation areas were determined. Lot coverage and vegetation worksheets are available at <http://www.milwaukieoregon.gov/forms/planning> or at the Planning Department. Vegetated areas shall be consistent with the definition of "vegetation" in MMC Section 19.201 and shall conform to the minimum vegetation standards in MMC Subsections 19.301.5.C and 19.504.7.

#### **PLAN PREPARATION REQUIREMENTS:**

- Five copies of all plans and drawings are required at the time of submittal. Staff will determine how many additional copies are required, if any, once the application has been reviewed for completeness.
- All plans and drawings must be drawn to an appropriate scale, have accurate measurements, and be of good graphic quality.
- All plans and drawings larger than 8½ x 11 in. must be folded and be able to fit into a 10- x 13-in. or 12- x 16-in. mailing envelope.
- All plans and drawings must be collated, including large format materials.
- One 8½- x 11-in graphic reduction, or other appropriately sized reduction, of each plan or drawing is required.
- The existing conditions and proposed development plans must have a north arrow, scale, date (and revision dates if any), title block, and the name and signature of the plan maker.
- Submittal of a full or partial electronic copy of all plans and drawings is strongly encouraged.