



MILWAUKIE COMMUNITY DEVELOPMENT
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Development Project Checklist

This handout provides applicants with a checklist of the most common departmental approvals that should be considered in formulating a development project application.

PROPOSAL (DESCRIBE BRIEFLY):

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PLANNING		NOTES
MMC Title 19 can be found at: http://www.qcode.us/codes/milwaukie/		
<input type="checkbox"/>	Zoning Compliance (Title 19) <ul style="list-style-type: none"><input type="checkbox"/> Land Use Review Process (Type I, II, III, IV, V)<input type="checkbox"/> Use Standards (e.g., residential, commercial, accessory)<input type="checkbox"/> Dimensional Standards (e.g., lot size, setbacks, lot coverage, vegetation, building, height)<input type="checkbox"/> Parking Standards (MMC 19.600)	
<input type="checkbox"/>	Overlay Zones (MMC 19.400) <ul style="list-style-type: none"><input type="checkbox"/> Willamette Greenway<input type="checkbox"/> Natural Resources<input type="checkbox"/> Historic Preservation<input type="checkbox"/> North Milwaukie Industrial Area (NMIA)	
<input type="checkbox"/>	Site Improvements/Site Context <ul style="list-style-type: none"><input type="checkbox"/> Landscaping Requirements<input type="checkbox"/> Parking Improvements (MMC 19.600)<input type="checkbox"/> Onsite Pedestrian/Bike Improvements (MMC 19.504 & 19.600)<input type="checkbox"/> Connectivity to surrounding properties<input type="checkbox"/> Circulation	
<input type="checkbox"/>	Approval Criteria (MMC 19.900) <ul style="list-style-type: none"><input type="checkbox"/> Variance<input type="checkbox"/> Community Service Use (CSU)<input type="checkbox"/> Development Review<input type="checkbox"/> Conditional Use (CU)	
<input type="checkbox"/>	Building Improvements: <ul style="list-style-type: none"><input type="checkbox"/> Building Design Standards (MMC 19.505, e.g. multifamily, single family dwellings, duplexes, rowhouses, mixed use zones, live/work)<input type="checkbox"/> Downtown Design Standards (MMC 19.508)	
<input type="checkbox"/>	Land Division (Title 17) <ul style="list-style-type: none"><input type="checkbox"/> Design standards<input type="checkbox"/> Preliminary Plat requirements<input type="checkbox"/> Final Plat requirements (see Engineering)	
<input type="checkbox"/>	Sign Code Compliance (Title 14)	

<input type="checkbox"/>	Other Permits/Registration: <input type="checkbox"/> Business Registration <input type="checkbox"/> Home Occupation Compliance (MMC 19.507)	
ENGINEERING		NOTES
<input type="checkbox"/>	Preapplication Notes (compliance with): <input type="checkbox"/> Public Improvement Standards <input type="checkbox"/> Land Division Standards <input type="checkbox"/> Public Facility Improvement Requirements <input type="checkbox"/> Stormwater <input type="checkbox"/> Streets <input type="checkbox"/> Wastewater <input type="checkbox"/> Water <input type="checkbox"/> Water Quality Requirements <input type="checkbox"/> Flood Plain Requirements	
<input type="checkbox"/>	Transportation Impact Study (TIS) <input type="checkbox"/> Determination <input type="checkbox"/> Checklist <input type="checkbox"/> Approval	
<input type="checkbox"/>	Transportation <input type="checkbox"/> ADA Requests for Service <input type="checkbox"/> Traffic Regulations <input type="checkbox"/> Right-of-Way Encroachment <input type="checkbox"/> Loading Zones	
<input type="checkbox"/>	Preliminary Plat <input type="checkbox"/> Public easements and/or Right-of-Way dedications	
<input type="checkbox"/>	Public Improvement Plans & Engineers Estimate	
<input type="checkbox"/>	System Development Charges (SDC) <input type="checkbox"/> Plans <input type="checkbox"/> SDC Determination: <input type="checkbox"/> Facility Use Determination (ITE Code) <input type="checkbox"/> Parks <input type="checkbox"/> Plumbing Fixture Determination <input type="checkbox"/> Residential Determination (Dwellings/Beds) <input type="checkbox"/> Stormwater Impervious Area Calculation <input type="checkbox"/> Total Building Square Footage Determination <input type="checkbox"/> Wastewater Treatment <input type="checkbox"/> Water Meter Sizing	
<input type="checkbox"/>	Frontage Improvements <input type="checkbox"/> Right-of-Way Permit <input type="checkbox"/> Permit <input type="checkbox"/> Public Improvement Plans <input type="checkbox"/> Site Improvement Plans <input type="checkbox"/> Insurance/Bonding <input type="checkbox"/> Fees <input type="checkbox"/> Eng. Punch list <input type="checkbox"/> 1-Year/100% Maintenance Guarantee	
<input type="checkbox"/>	Construction Permits: <input type="checkbox"/> Site Grading (>10 cubic yards) <input type="checkbox"/> Erosion Control <input type="checkbox"/> Flood Plain <input type="checkbox"/> Tree Removal / Planting in Right-of-Way <input type="checkbox"/> Temporary Traffic Control	

<input type="checkbox"/>	Final Plat (Planning and Engineering) <input type="checkbox"/> Final Plat <input type="checkbox"/> Public Improvement As-Built Mylars	
PUBLIC WORKS		NOTES
<input type="checkbox"/>	Erosion Control Approval <input type="checkbox"/> >500 sq ft – local <input type="checkbox"/> >1 acre<5 acre – 1200CN <input type="checkbox"/> DEQ Approval required for sites >5 acres (City needs copy of plan)	
<input type="checkbox"/>	Private Water Quality <input type="checkbox"/> Maintenance Agreements for privately-owned water quality facilities <input type="checkbox"/> Utility Billing: Stormwater fees discount available with retention/treatment	
<input type="checkbox"/>	Project-specific Elements <input type="checkbox"/> Are there elements of the project that make it difficult to access existing easements? <input type="checkbox"/> Special Water Metering Requirements? <input type="checkbox"/> For Utility Billing, separate meters required for mixed use containing a dwelling component <input type="checkbox"/> Wastewater meter requirements? <input type="checkbox"/> Wastewater Pretreatment Required? <input type="checkbox"/> Additional easements needed for future development?	
BUILDING		NOTES
<input type="checkbox"/>	Electrical	
<input type="checkbox"/>	Mechanical	
<input type="checkbox"/>	Plumbing – Site Utilities	
<input type="checkbox"/>	Fire: <input type="checkbox"/> Access / Fire Lanes <input type="checkbox"/> Alarms <input type="checkbox"/> Fire Flow <input type="checkbox"/> Fire Supply Lines Locations <input type="checkbox"/> Hydrant Locations / Spacing <input type="checkbox"/> Sprinklers <input type="checkbox"/> Water Supply	
<input type="checkbox"/>	Other fees: <input type="checkbox"/> Construction Excise Tax <input type="checkbox"/> Metro Excise Tax <input type="checkbox"/> School Excise Tax	
COORDINATION WITH OTHER AGENCIES		NOTES
<input type="checkbox"/>	<input type="checkbox"/> Clackamas Co. Transp. & Development <input type="checkbox"/> ODOT/ODOT Rail <input type="checkbox"/> Metro <input type="checkbox"/> TriMet <input type="checkbox"/> NCSD <input type="checkbox"/> NCPRD <input type="checkbox"/> OR Parks & Rec <input type="checkbox"/> Dept. of State Lands (DSL) <input type="checkbox"/> OR Dept of Fish & Wildlife (ODFW) <input type="checkbox"/> Oregon Marine Board (OMB) <input type="checkbox"/> State Historic Preservation Office (SHPO)	

MISCELLANEOUS		NOTES
<input type="checkbox"/> State or County approvals needed? <input type="checkbox"/> Boiler Approval (State) <input type="checkbox"/> Elevator Approval (State) <input type="checkbox"/> Health Department Approval (County)		
<input type="checkbox"/> Arts Tax: Neighborhood Office Permit		
<input type="checkbox"/> Encroachment Permits: <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Painted Intersection Program Permits <input type="checkbox"/> artMOB Application <input type="checkbox"/> Traffic Control Plan (Engineering) <input type="checkbox"/> Parklet <input type="checkbox"/> Parklet Application /Planning Approval <input type="checkbox"/> Engineering Approval <input type="checkbox"/> Building Approval <input type="checkbox"/> Sidewalk Café <input type="checkbox"/> Tree Removal Permit		
<input type="checkbox"/> Infrastructure/Utilities <input type="checkbox"/> PGE <input type="checkbox"/> New Commercial Service <input type="checkbox"/> Temporary Service <input type="checkbox"/> NW Natural <input type="checkbox"/> WES <input type="checkbox"/> Telecomm		
<input type="checkbox"/> Economic Development/Incentives <input type="checkbox"/> Enterprise Zone <input type="checkbox"/> Vertical Housing Tax Credit <input type="checkbox"/> New Market Tax Credits <input type="checkbox"/> Housing Resources		

Other Requirements:

Please be sure to contact these departments to confirm that you have addressed all applicable requirements.

Building: 503-786-7611 **Engineering:** 503-786-7609 **Planning:** 503-786-7630 **Public Works:** 503-786-7600

Notes: