



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):

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
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<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"/>	Wasterwater meter requirements?	
<input type="checkbox"/>	Wastewater Pretreatment Required?	
<input type="checkbox"/>	Additional easements needed for future development?	

BUILDING	NOTES
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<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
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<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)	
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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: