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):

<table>
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<tr>
<th>PLANNING</th>
<th>NOTES</th>
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<tbody>
<tr>
<td>MMC Title 19 can be found at: <a href="http://www.qcode.us/codes/milwaukie/">http://www.qcode.us/codes/milwaukie/</a></td>
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- **Zoning Compliance (Title 19)**
  - Land Use Review Process (Type I, II, III, IV, V)
  - Use Standards (e.g., residential, commercial, accessory)
  - Dimensional Standards (e.g., lot size, setbacks, lot coverage, vegetation, building, height)
  - Parking Standards (MMC 19.600)

- **Overlay Zones (MMC 19.400)**
  - Willamette Greenway
  - Natural Resources
  - Historic Preservation
  - North Milwaukie Industrial Area (NMIA)

- **Site Improvements/Site Context**
  - Landscaping Requirements
  - Parking Improvements (MMC 19.600)
  - Onsite Pedestrian/Bike Improvements (MMC 19.504 & 19.600)
  - Connectivity to surrounding properties
  - Circulation

- **Approval Criteria (MMC 19.900)**
  - Variance
  - Community Service Use (CSU)
  - Development Review
  - Conditional Use (CU)

- **Building Improvements:**
  - Building Design Standards (MMC 19.505, e.g. multifamily, single family dwellings, duplexes, rowhouses, mixed use zones, live/work)
  - Downtown Design Standards (MMC 19.508)

- **Land Division (Title 17)**
  - Design standards
  - Preliminary Plat requirements
  - Final Plat requirements (see Engineering)

- **Sign Code Compliance (Title 14)**
### Other Permits/Registration:
- Business Registration
- Home Occupation Compliance (MMC 19.507)

### ENGINEERING

#### Preapplication Notes (compliance with):
- Public Improvement Standards
- Land Division Standards
- Public Facility Improvement Requirements
  - Stormwater
  - Streets
  - Wastewater
  - Water
- Water Quality Requirements
- Flood Plain Requirements

#### Transportation Impact Study (TIS)
- Determination
- Checklist
- Approval

#### Transportation
- ADA Requests for Service
- Traffic Regulations
- Right-of-Way Encroachment
- Loading Zones

#### Preliminary Plat
- Public easements and/or Right-of-Way dedications

#### Public Improvement Plans & Engineers Estimate

#### System Development Charges (SDC)
- Plans
- SDC Determination:
  - Facility Use Determination (ITE Code)
  - Parks
  - Plumbing Fixture Determination
  - Residential Determination (Dwellings/Beds)
  - Stormwater Impervious Area Calculation
  - Total Building Square Footage Determination
  - Wastewater Treatment
  - Water Meter Sizing

#### Frontage Improvements
- Right-of-Way Permit
  - Permit
  - Public Improvement Plans
  - Site Improvement Plans
  - Insurance/Bonding
  - Fees
  - Eng. Punch list
  - 1-Year/100% Maintenance Guarantee

#### Construction Permits:
- Site Grading (>10 cubic yards)
- Erosion Control
- Flood Plain
- Tree Removal / Planting in Right-of-Way
- Temporary Traffic Control
## PUBLIC WORKS

### Erosion Control Approval
- >500 sq ft – local
- >1 acre<5 acre – 1200CN
- DEQ Approval required for sites >5 acres (City needs copy of plan)

### Private Water Quality
- Maintenance Agreements for privately-owned water quality facilities
- Utility Billing: Stormwater fees discount available with retention/treatment

### Project-specific Elements
- Are there elements of the project that make it difficult to access existing easements?
- Special Water Metering Requirements?
  - For Utility Billing, separate meters required for mixed use containing a dwelling component
  - Wastewater meter requirements?
  - Wastewater Pretreatment Required?
  - Additional easements needed for future development?

## BUILDING

### Electrical

### Mechanical

### Plumbing – Site Utilities

### Fire:
- Access / Fire Lanes
- Alarms
- Fire Flow
- Fire Supply Lines Locations
- Hydrant Locations / Spacing
- Sprinklers
- Water Supply

### Other fees:
- Construction Excise Tax
- Metro Excise Tax
- School Excise Tax

## COORDINATION WITH OTHER AGENCIES

- Clackamas Co. Transp. & Development
- ODOT/ODOT Rail
- Metro
- TriMet
- NCPRD
- OR Parks & Rec
- Dept. of State Lands (DSL)
- OR Dept of Fish & Wildlife (ODFW)
- Oregon Marine Board (OMB)
- State Historic Preservation Office (SHPO)
### MISCELLANEOUS

| ☐ | State or County approvals needed? |
|   | Boiler Approval (State) |
|   | Elevator Approval (State) |
|   | Health Department Approval (County) |
| ☐ | Arts Tax: Neighborhood Office Permit |

| ☐ | Encroachment Permits: |
|   | Major |
|   | Minor |
|   | Painted Intersection Program Permits |
|   | artMOB Application |
|   | Traffic Control Plan (Engineering) |
|   | Parklet |
|   | Parklet Application /Planning Approval |
|   | Engineering Approval |
|   | Building Approval |
|   | Sidewalk Café |
|   | Tree Removal Permit |

| ☐ | Infrastructure/Utilities |
|   | PGE |
|   | New Commercial Service |
|   | Temporary Service |
|   | NW Natural |
|   | WES |
|   | Telecomm |

| ☐ | Economic Development/Incentives |
|   | Enterprise Zone |
|   | Vertical Housing Tax Credit |
|   | New Market Tax Credits |
|   | 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: