Building Permit # _____

PLANNING DEPARTMENT
6101 SE Johnson Creek Blvd
Milwaukie OR 97206

PHONE: *503-786-7630*
FAX: *503-774-8236*
E-MAIL: *planning@milwaukieoregon.gov*

Residential Building Permit
Zoning Worksheet

R-3 Zone

(Please print or type)

Note to Applicants—See back of form for useful information

This form must be submitted with your application for building permit. The building permit will not be issued if the form is illegible, incomplete, or if inaccurate information is provided. Please contact the Planning Department at 786-7630 if you have any questions or comments.

Site Address: _____

Applicant Name: _____

Address: _____

Phone(s): _____

Type of Project

☐ New Manufactured House
☐ New Frame House
☐ House Remodel or Addition
☐ Deck or Patio
☐ Accessory Structure (garage, shed, etc.) or Accessory Dwelling Unit—*use separate worksheet*

☐ Other, describe here: _____

Special Zones

Please check the Milwaukie Zoning Map or contact the Planning Department at 786-7630.

☐ Water Quality Resource Area or Habitat Conservation Area
☐ Historic Preservation Overlay
☐ Willamette Greenway Overlay
☐ Mixed Use Overlay
☐ None

Supplemental Information

Are there any conditions of an approved subdivision, land partition, conditional use, variance, or other land use approval that apply?

☐ No
☐ Yes Planning File # _____ Applicable Conditions: _____

Lot Area

Area of Lot: _____ Source of Lot Area: _____

Acceptable sources are Clackamas County Assessor Records or a survey prepared by a Registered Land Surveyor.

Property Line Location

Indicate how the property lines shown on the site plan submitted with building permit were determined.

☐ Located by a Registered Land Surveyor (submit survey)
☐ Pins or monuments at property corners
☐ Fence lines or other structure

☐ Other, describe here: _____

TABLE 1. FOR NEW HOUSE CONSTRUCTION, ADDITIONS, & REMODELING

R-3 Zone	Allowed by Code	Existing	Proposed	Comments Staff Use Only
# of Units See note 1	**1-2**			
Maximum Lot Coverage See note 2	**Not more than 40% of lot area, including all structures (lot size x .4)**			
Minimum Landscaped Area See note 2	**Not less than 35% of lot area (lot size x .35)**			
Setback from Front Property Line See note 3	**15 feet minimum Flag lot = 30 feet minimum**			
Setback from Rear Property Line	**15 feet minimum Flag lot = 30 feet minimum**			
Setback from Side Property Lines (For corner lots see note 4 below)	**5 feet minimum Flag lot = 10 feet minimum**			
Building Height	**2½ stories or 35 feet, whichever is less**			
Side Yard Height Plane Limit See page 4 of this handout	**20 feet/45 degrees at side yard setback**			
Front Yard Minimum Vegetation See note 5	**Minimum 40% of the front yard shall be vegetated**			

1. Duplexes are permitted outright on properties larger than 6,000 sq ft. Contact the Planning Department for additional information.
2. On a separate sheet, show how area was calculated. (See "How to measure lot coverage and landscaped area" on page 3 of this handout.) In some cases, the maximum lot coverage can be increased or decreased. See Milwaukie Municipal Code (MMC) Subsection 19.19.301.5 for additional information.
3. A covered porch on a single-family detached dwelling may extend up to 6 feet into a required front yard if the following requirements are met:
   - The porch is not enclosed on any side other than what is enclosed by the exterior walls of the dwelling (does not include columns, retractable sunshades, netting, railings, or other projections that do not extend more than 3 feet above the surface of the porch).
   - The surface of the porch does not exceed 18 inches high above the existing grade.
   - The porch is at least 5 feet from the front lot line.
4. The setback for the yard facing the side street is 15 feet. See MMC Section 19.201 Definitions for description of how yards are determined.
5. A property may provide less than the 40% of the front yard vegetation requirement if it is necessary to provide a turnaround area so that vehicles can enter a collector or arterial street in a forward motion.

Design Standards for Single-Family Houses and Duplexes

The City of Milwaukie has design standards for new single-family dwellings and duplexes. See the Single Family and Duplex Design Standards worksheet and MMC Subsections 19.505.1 and 19.505.2. This worksheet should be submitted with building permits for new single-family houses and duplexes. In addition, certain expansions to existing single-family houses and duplexes must meet design standards (see MMC Subsection 19.505.1.B.2).

The following section provides some useful information to help you with the building permit process. This section may not cover all the information you need, so be sure to check with the Planning Department before starting your project.

Definitions

Terms used in zoning, such as s*etback* and *building height*, have very specific meanings which may differ from everyday usage. Zoning definitions are available from the Planning Department.

Inspections

Most new construction or additions require inspections before the building can be legally occupied. Zoning inspections are conducted to ensure the building is constructed as shown on approved plans*. It is very important to make sure that all construction is done according to the approved plans!*

How to locate your property lines

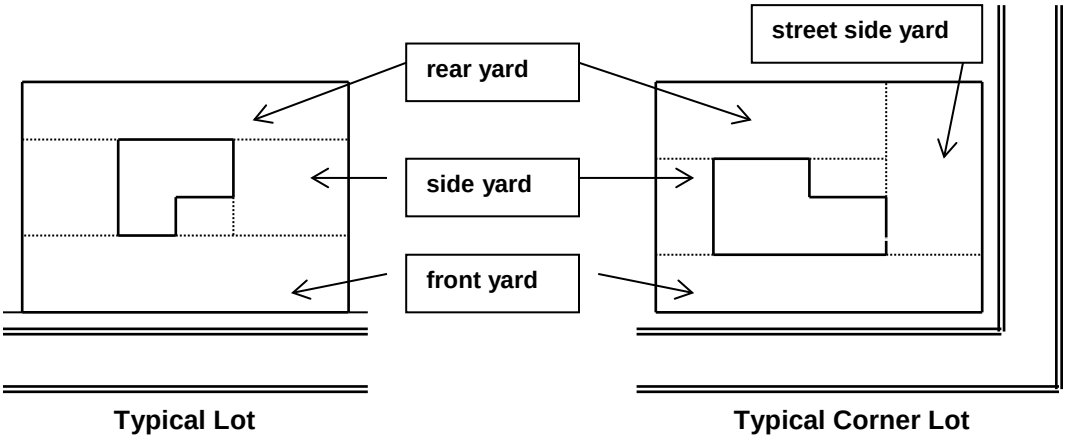
One of the most important steps in getting a building permit is determining the location of your lot lines. Knowing the proper location helps ensure that buildings are not constructed in zoning setbacks. This avoids the need for costly corrections. All applications for new homes, additions, garages, and sheds must show the setback to lot lines.

Lot lines can be located by:

- a Registered Land Surveyor;
- use of a survey showing lot lines and building locations;
- iron rods may be in the ground at corners of the lot; or
- the City Public Works Department may have maps that can be used to help locate lot lines.

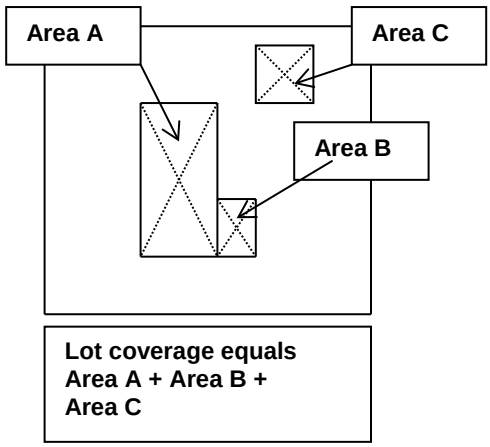
How to measure yard setbacks

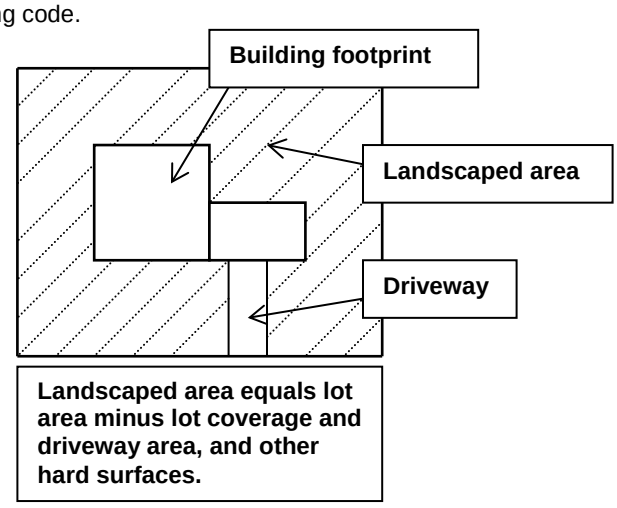
The zoning regulations require that buildings be set back from lot lines. Setbacks are required for front, side, and rear yards. Side yard setbacks for corner lots are different than those for lots not on a street corner.



How to measure lot coverage and landscaped area

The zoning regulations limit the amount of a lot that is covered by a building. Similarly, they also require that a minimum amount of green space is provided. Plans such as the ones below should be submitted with your building permit application to show that the proposal meets zoning code.





How to measure building height

The top of building shall be determined based on the specific roof types listed below.

a. Flat roof: Measure to the top of the parapet or, if there is no parapet, to the highest point of the roof. If a roof includes multiple flat roofs at different elevations, measure to the top of the highest parapet or highest point of the highest roof.

b. Mansard roof: Measure to the deck line.

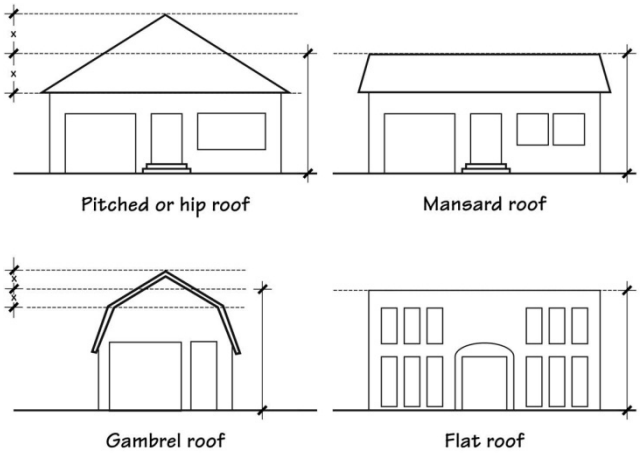
c. Pitched, hipped, or gambrel roof where roof pitch is 12/12 or less: Measure to the average height of the highest gable.

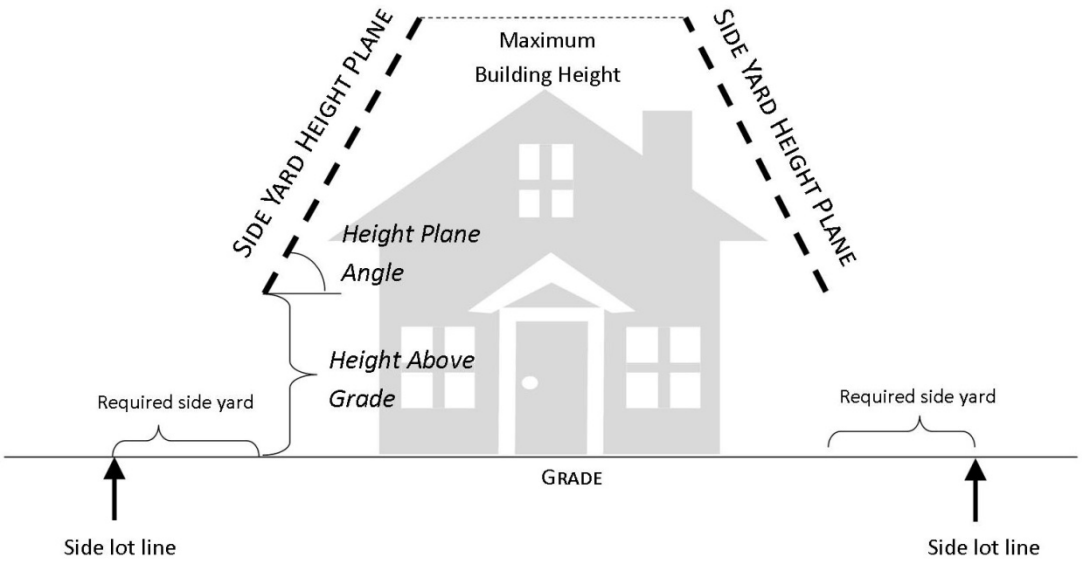
d. Pitched or hipped roof with a pitch steeper than 12/12: Measure to the highest point.

e. Gambrel roof where both pitches are steeper than 12/12: Measure to the highest point.

f. Other roof shape, such as domed, vaulted, or pyramidal: Measure to the highest point.

g. Stepped or terraced building: Measure to the highest point of any segment of the building.



How to measure side yard height plane

Side yard height plane means a plane that limits the building height along side lot lines. Structures on the site must remain underneath the height plane. The height plane applies along side lot lines only, not front, rear, or street side lot lines. The starting point of the side yard height plane is horizontally offset from the side lot line by the required side yard depth, and set at specified vertical distance above the grade at the depth of required side yard. From the starting point, the side yard height plane slopes up at a specified angle until it reaches the maximum allowed building height or intersects with the side yard height plane from an opposite side of the lot.