

## APPLICATION COMPLETENESS REVIEW

### CHECKLIST FOR NEW SINGLE FAMILY RESIDENTIAL APPLICATIONS

Address: \_\_\_\_\_ Building Permit No. \_\_\_\_\_

Land Use Case File Number: LU \_\_\_\_ - \_\_\_\_\_

Is building permit associated with a *pending* land use application? Yes  No

Have the conditions of approval of LU \_\_\_\_ - \_\_\_\_\_ been complied with? Yes  No

**1. Unified Site Plan: Legible, printed to scale (e.g., 1:10) showing the following information:**

Yes	No	
		a. If the lot is created as part of a partition/subdivision application, <b>AND</b> the final plat has <b><i>not</i></b> been recorded, a building permit application cannot be submitted except for the parent parcel. <input type="checkbox"/> PARENT PARCEL WITH NO RECORDED PLAT <b>OR</b> <input type="checkbox"/> PLAT RECORDED
		b. Lot dimensions, lot size, building footprint, decks, mechanical equipment, <b>AND</b> accessory structures
		c. Building setbacks – both required by the zone <b>AND</b> proposed
		d. Special Street Setback
		e. Fences <b>AND</b> retaining walls (note elevations of top of wall <b>AND</b> top <b>and</b> bottom of footing)
		f. Driveway <b>OR</b> access lane location from the public right-of-way, including the access easement <b>AND</b> pavement widths (Street Opening Permit required)
		g. Show paved areas, patios <b>and</b> other impervious surfaces; specify materials used, <b>AND</b> show slopes greater than 5%
		h. Grading plan (see below)
		i. Trees - ALL existing trees and ALL new trees (mitigation and street trees). This can be submitted as a separate landscape site plan (see below)
		j. Maximum floor area <b>AND</b> lot coverage calculations
		k. Building height with roof ridgeline elevation (e.g., 201') noted on the highest ridge <b>AND</b> FFE
		l. Total square footage of structure, including all levels <b>AND</b> any attached garage/carport
		m. All public <b>and</b> private easements <b>AND</b> vacated public right-of-way
		n. Abutting public rights-of-way (to the middle of the rights-of way), show all sidewalks (ADA compliant), roadway edges, drainage swales, landscaping <b>AND</b> utility items in right-of-way
		o. Size <b>AND</b> location of the water meter
		p. Size, location <b>AND</b> materials used for the water main
		q. Electrical and gas lines <b>AND</b> other underground utilities
		r. Location of the storm water management facility
		s. Size, location and materials used for the sewer line <b>AND</b> lateral connecting to public system
		t. Completed plumbing fixture count worksheet submitted

**2. Energy Efficiency:**

Yes	No	
		a. Include prescriptive envelope information on the plans
		b. Show two additional energy efficiency measures, as designated by the designer (one conservation measure, one envelope measure: <i>*see link below to view measure options in Chapter 11, Table N1101.1(2)</i> )

\*Oregon Residential Specialty Code (ORSC) can be viewed online at the Oregon Building Codes Division's website at this link: [http://www.cbs.state.or.us/bcd/programs/online\\_codes.html](http://www.cbs.state.or.us/bcd/programs/online_codes.html)

**3. Fire Department Access and Water Supply. The following items should be legible, printed to scale, and showing the following information:**

Yes	No		
		a.	Driveway or Fire apparatus access lane with grade, pavement width and shoulders, vertical clearance, and distance from building(s) shown from the public right-of-way.
		b.	Distance to closest Fire hydrant(s) from structure, show on Unified Site Plan.
		c.	Alternate method is proposed for deficiencies with emergency access and/or water flow requirements (check, if applicable).

**4. Flood Plain:**

Yes	No		
		a.	Is the property in the flood plain?
		b.	Is the base flood elevation shown on the site plan?
		c.	Is the first floor elevation shown?

**5. Grading Plan: Printed to scale, showing the following:**

Yes	No		
		a.	Existing grade contour lines <b>AND</b> proposed grade contour lines in two-foot intervals
		b.	All trees 5" or greater in Diameter at Breast Height (DBH)

**6. Hazardous Soils:**

Yes	No		
		a.	Is the property designated as having weak foundations soils or is it in a slide area?
		b.	If yes, is a geotechnical report submitted with the plans?

**7. Building Plans: Legible, printed to scale (e.g. 1/4":1'), showing the following information:**

Yes	No		
		a.	If using manufactured trusses, does the submittal include the truss packet?
		b.	Is the truss packet organized in a logical order (beams annotated and designated on the plans)?
		c.	If using floor trusses, is there a full size truss layout included in the plans?
		d.	Is there a truss layout plan annotated to the trusses in the packet?
		e.	Is the layout plan readable?
		f.	Does the submittal contain structural design information for both gravity loads <b>AND</b> lateral loads?
		g.	All the sheets are to be stapled together, in proper sequence <b>AND</b> show the site plan.
		h.	Are the details from the engineering calculations included in the set of plans?

**8. Building Elevation Plans: Legible, printed to scale (e.g. 1/4":1') showing the following information:**

Yes	No		
		a.	Front elevation plan showing side yard setback planes
		b.	Side elevation plans showing front setback plane <b>AND</b> square footage of largest side elevation plane
		c.	Rear elevation plan
		d.	All elevations must show maximum allowed height <b>AND</b> proposed building height. Show any exceptions to the maximum building height

		e.	Roof plan, showing the elevation of the highest ridge, including any exceptions to the maximum building height
		f.	Show existing <b>AND</b> finished grades on all building elevations

**9. Exceptions:**

Yes	No		
		a.	Note on site plan any exceptions to the zoning requirements that are being utilized, e.g., exceptions to setbacks, lot coverage, garage placements, etc.

**10. Sensitive Lands:**

Yes	No		
		a.	Show RC/RP District boundary <b>AND</b> associated construction setbacks on the site plan, if applicable.

**11. Stormwater Management: New development or redevelopment that creates 1,000 square feet or more of impervious surface triggers stormwater management measures on-site. Submit the following information:**

Yes	No		
		a.	Site assessment <b>AND</b> feasibility analysis provided
		b.	Show on the Unified scaled Site Plan, stormwater management devices addressing runoff for all impervious areas <b>AND/OR</b> contributing areas, <b>AND</b> emergency overflow (roofs, driveway, patios, walkways, sports courts, etc.)
		c.	Provide all supporting documentation for stormwater management devices (reports, calculations and details), including percolation test. The report must be provided by a licensed engineer.
		d.	Outside excavation edge for infiltration devices shall maintain a minimum setback of 5-feet from all property lines and 10-feet from all foundations.
		e..	If in Landslide areas, provide geotechnical report addressing placement of stormwater management devices.
		f.	Show tree protection areas on the Site Plan, <b>AND</b> all stormwater management devices outside of tree protection areas.
		g.	Flow-through planters: Only interior dimension measurement shown are credited as the treatment area
		h.	Letter from DEQ for driveway runoff to underground injection control (UIC) devices
		i.	Rain gardens must show planting plans in compliance with recommendations outlined in the Lake Oswego Stormwater Management Manual, or other approved design guides

**12. Trees:**

Yes	No		
		a.	Unified site plan or separate landscape plan must show the location, type, and diameter of all trees (6" or greater in Diameter at Breast Height (DBH) on site, <b>AND</b> all trees on the abutting properties that are within 15' of any construction activity on site.
		b.	Show all new trees on unified site plan or separate landscape plan. Must show all new mitigation trees and street trees if required.
		c.	Stormwater management measures must be shown in relation to trees
		d.	Tree Certificate of Assurance form must be completed and signed
		e.	Apply for tree removal permit (if necessary)
		f.	Apply for tree protection permit (if necessary)

**Please note: Each item in this checklist must be submitted as specified. Additional information not listed, above, may be required after submittal.**

**I have read AND understood the requirements listed above. All of the required information has been provided.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Reviewed by Julie Hollister  
Building Department**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Reviewed by Ellen Davis  
Planning Department**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Reviewed by Nancy Flye  
Engineering Department**

\_\_\_\_\_  
**Date**