



Planning and Building Services Department  
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## RESIDENTIAL INFILL DESIGN (RID) REVIEW

### WHAT IS A RID REVIEW?

RID Review is a form of discretionary review that provides applicants an alternative to the clear and objective standards of the zone or special standards established as a part of a Planned Development (PD). The principal benefit of RID review is to provide a regulatory path for approval of dwelling and accessory structure designs that do not meet zone standards, but would meet their intent in a way that is different from but better than what the Code requires. This path is suitable for projects where the zone standards conflict with or prevent a design that may otherwise be compatible with the character of the neighborhood and surrounding development. Applicants may seek RID Review for a proposed structure or accessory structure design that does not otherwise meet zone or PD standards for: building height; lot coverage; floor area; front, side and rear yard setbacks; front and side yard setback planes; side yard appearance and screening; garage location and openings; Oswego Lake standards; and accessory structures.

The purpose of RID is to allow alternative designs that may otherwise be compatible with the neighborhood, but which may not comply with one or more of the above zone standards. RID Review may not be used to seek approval of a use or density that is not permitted by the zoning of the site, and is not meant to allow overbuilding of the site. RID Review is also not a hardship-based application, i.e., it is not a substitute for the Major Variance process. The RID approval criteria are listed in LOC 50.08.003.3 and LOC 50.08.003.6.

### PRE-APPLICATION CONFERENCE REQUIRED

A Pre-Application (Pre-App) Conference with staff is required for all RID applications. The purpose of the Pre-App is to discuss the development proposal, the applicable criteria, and the requirements for completing an application. Please refer to the City's Pre-App handout for more detailed information on this process.

In addition to the Pre-App with staff, new dwellings and accessory structures and substantial remodeling of these structures may require a second Pre-App conference with the Infill Advisors Team, which consists of two architects provided by the City. The purpose of this Pre-App is to review the preliminary design in light of the applicable criteria and provide feedback and identify issues prior to finalizing the design.

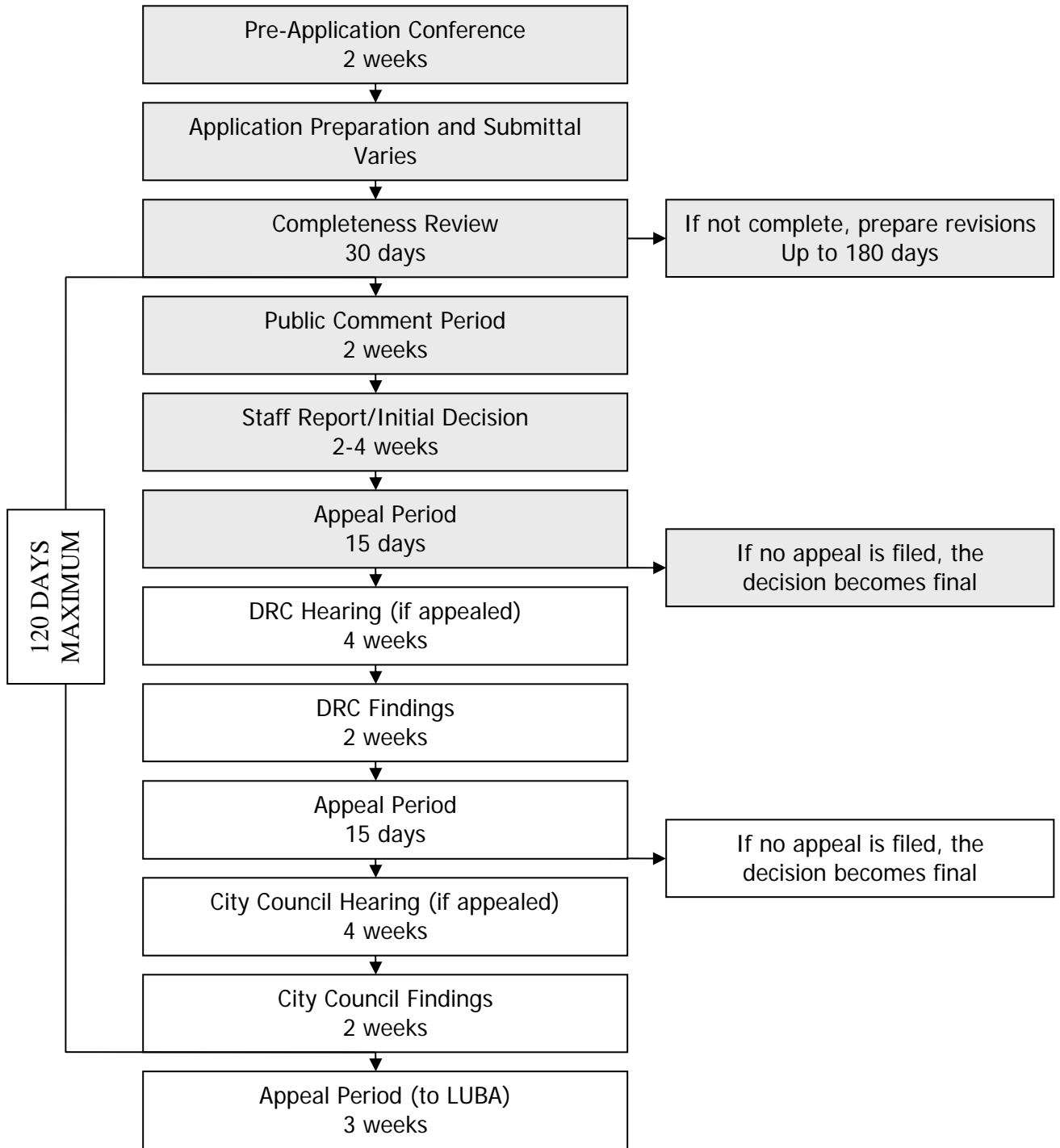
### APPLICATION PROCEDURE

Following the Pre-App conferences, the applicant (owner or owner's appointed agent) files a complete application with the Planning and Building Services Department using the Land Use Application form available at the department (and on our website at [www.ci.oswego.or.us](http://www.ci.oswego.or.us)). The applicant also provides information and materials specified in the Pre-App Checklist. Please refer to the attached "Submittal Requirements" section for a list of the materials that are typically required for a RID application. A complete list of the required application materials for your proposal will be provided at the Pre-App Conference. Submitted plans and attachments are routed to all concerned City departments for review. The City has 30 days to determine whether the RID application is complete. If the application is "incomplete," a letter will be

sent to the applicant indicating what additional information is necessary. When the application is "complete," the City mails a Notice of Application to surrounding property owners, which begins a 14-day comment period.

### **WHO MAKES THE DECISION**

In most cases, the planning staff will make the decision on a RID application following the comment period. The application will be evaluated on the basis of the information provided by the applicant, the criteria listed in the pertinent sections of the City's Community Development Code and other codes, and inspection of the property. Appeals of the staff decision can be made to the Development Review Commission (DRC). If staff finds that the RID request will be controversial or that there is a high likelihood that the staff decision will be appealed, staff will forward the application to the DRC for a public hearing for the initial decision. Appeals of the DRC's decision can be made to the City Council. The flow chart on the following page identifies the typical review process for a RID; however, special circumstances may increase certain processing times.



# SUBMITTAL REQUIREMENTS

A complete application is required before the City can proceed with technical analysis and make an informed decision on your application. Following is a list of materials that are typically required for RID applications; however, as each RID request is unique, additional items may be identified at the Pre-App Conference. Please do not submit your application until all the items on the list that apply to your proposal have been included. Consult with the Planning and Building Services Department if you have a question. All application materials become public information.

The following items are required to be submitted in **FIVE COLLATED SETS** unless otherwise noted:

- Completed Land Use Application form signed by the property owner(s). Agent authorization is required if application is not signed by owners of all subject parcels.
- Proof of ownership such as a copy of deed or title report (**TWO SETS**).
- A survey map that is prepared, stamped and signed by a licensed surveyor that illustrates the existing structure(s) on the site, the nearest walls of the structure(s) on abutting lots, existing setbacks, two-foot contour lines, easements (if any), and all trees that are 6" in diameter or greater on or in close proximity to the site.
- All relevant graphic information such as a scaled site plan, floor plans, and complete elevation drawings (showing existing and finished ground elevations). The existing and proposed footprints and existing and proposed portions of the structure(s) should be clearly labeled on all plans. An elevation drawing showing the proposed dwelling in context with the abutting dwellings may also be required. The elevations for remodeling projects need to clearly identify existing dwelling and the proposed additions, and label all building materials and colors.
- Detailed landscape plan if landscaping is utilized to demonstrate compliance with one or more of the RID criteria.
- Color photographs of all houses that are within 300' of the site. Label the address on each photograph (**ONE SET**).
- If tree removal is necessary as a result of the proposed development, a site plan illustrating the location, size, and species of all trees on the site and identifying those designated for removal. Be sure to address the Type II tree removal criteria [LOC 55.02.080 of the Tree Code] and include a mitigation plan. Tag trees requested for removal with a yellow ribbon.
- A narrative addressing all applicable standards listed in the Pre-App Checklist in detail.
- Sticky back address labels with name and addresses of properties within 300 feet of the site boundaries (excludes the site and City owned properties). This information shall be obtained from the most current tax assessor records (**TWO SETS**). Please make sure to add tax lot and tax map information for each lot above the respective address (see Mailing Label handout for specific instructions).
- 8 x 11 ½ reductions of all oversized materials (**TWO SETS**).
- Payment of application fee.
- Additional information as identified by the City in the Pre-App Checklist.