

General information

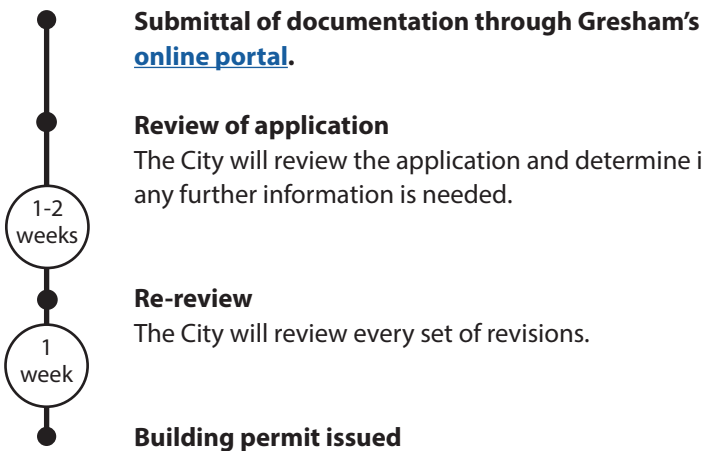
A Design Review for a simple conversion involves a change to an allowed primary use that does not require environmental or special use review and involves only small changes to building footprint and/or building facades.

A Design Review A is a Type I process and is processed with a building permit. Any documentation required for the review will need to be submitted with the building plans.

Code

Information about a Design Review A can be found in **Section 7.0003** of the Gresham Community Development Code.

Timeline (2-3 weeks)



Application materials

- Current **fee** (as part of the building permit cost).
- A completed **development permit application** (attached).
- A completed **narrative statement** (attached).
- A **site plan** showing location of existing and proposed:
 - Location & size being used for new use
 - Location & size of structures
 - Property lines
 - Driveways
 - Utilities
 - Locations and sizes of trees
 - Easements
 - Landscaping/open space areas
 - Parking and loading areas
- A **floor plan** showing all use areas and what is existing and proposed.
- The property owner's **signature** (on the building permit application or a separate document).

No signs can be approved as part of a Design Review. Sign permits are reviewed separately.

| TYPE OF REVIEW | SITE INFORMATION | |
|--|---|----------------------------|
| | Site street address | |
| | City, state, ZIP | |
| | Assessor's R# (9 digits) | |
| APPLICANT INFORMATION | | |
| Name of applicant | Name of representative | |
| Name of firm | Name of firm | |
| Mailing address | Mailing address | |
| City, state, ZIP | City, state, ZIP | |
| Phone | Phone | |
| Email | Email | |
| ATTACHMENTS | | |
| <input type="checkbox"/> Submittal checklist* <input type="checkbox"/> Narrative description <input type="checkbox"/> Fee <input type="checkbox"/> Plans, maps, special reports (see checklist) | | |
| <input type="checkbox"/> Proof of ownership (deed to all properties) <input type="checkbox"/> Proof of neighborhood meeting* <input type="checkbox"/> Notarized Letter of Authorization (if there is no owner signature below) | | |
| <p>YOUR APPLICATION MAY NOT BE ACCEPTED IF ALL ABOVE ATTACHMENTS ARE NOT INCLUDED. * If applicable</p> | | |
| NOTARIZED SIGNATURES | | |
| By signing, I/we authorize the City of Gresham employees, Hearings Officer, Planning Commissioners, Design Commissioners and all other City of Gresham officers, agents, authorized representatives and/or independent contractors to enter the site described above for inspection of site in conjunction with this land use application. | | <p>Notary stamp</p> |
| State of Oregon } County of Multnomah } ss | | |
| Signed and sworn to (or affirmed) before me on _____, 20____ by <small style="margin-left: 150px;">Date</small> | | |
| _____ as owner of _____ <small style="margin-left: 20px;">Owner name (printed)</small> | _____ <small style="margin-left: 20px;">Property address</small> | |
| X _____ Owner signature | X _____ Representative signature (if signing on behalf of owner) | Notary signature: |
| | | My commission expires: |

| DEVELOPMENT TYPE | | |
|--|---|---|
| <i>Select all that apply</i> | Indicate the type of development proposed: <input type="checkbox"/> Changing primary use <input type="checkbox"/> Changing the building <input type="checkbox"/> Changing the site | |
| USES | | |
| <i>Select all that apply</i> | Current uses | Proposed uses |
| | <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Other: | <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Other: |
| NON-CONFORMING DEVELOPMENTS | | |
| | Value | |
| <i>Valuation of building and site</i> | \$ | |
| <i>Valuation of project</i> | \$ | |
| <p>* If the project value is less than 10%, no Section 8.0200 upgrades are required. <i>ADA requirements may still be required by the Building Code.</i> If the project value is over 10%, upgrades are required. Pick one of the following and show how it is being met in the plans.</p> | | |
| <input type="checkbox"/> <i>Street-facing facade upgrades in Design District</i> | | |
| <input type="checkbox"/> <i>Buffering and screening Section 9.0100</i> | | |
| <input type="checkbox"/> <i>Street tree planting Section 9.1044</i> | | |
| <input type="checkbox"/> <i>Landscaping existing parking areas Section 9.0823 (C)(1 - 4)</i> | | |
| <input type="checkbox"/> <i>Pedestrian circulation Section 9.0824 + 7.0203(G)</i> | | |
| <input type="checkbox"/> <i>Bike parking Section 9.0830</i> | | |
| <input type="checkbox"/> <i>Car and vanpool Section 9.0857</i> | | |

| CHANGES TO THE SITE | Indicate each of the following: | If yes: |
|---|--|---|
| <i>Adding new parking area</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | Existing spaces: _____ Proposed spaces: _____ # of compact spaces: _____ # of full-sized spaces: _____ |
| <i>Paving an existing gravel parking area</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | Square footage: _____ |
| <i>Paving new areas for other uses</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | Square footage: _____ Use: _____ |
| <i>Removing trees</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | Number of trees: _____ |
| <i>Adding planting(s)</i> <i>If yes, are these buffer plantings?</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No | Amount of trees: _____ Amount of shrubs: _____ Amount of ground cover: _____ |
| <i>Adding pedestrian connection to the street</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | Describe: |
| <i>Fencing changes</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | Describe: |

| CHANGES TO THE BUILDINGS | Indicate each of the following: | If yes: |
|---|---|--|
| <i>Adding area to existing building</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | Square footage: |
| <i>Adding a new building</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | Square footage: |
| <i>Changing how the facade looks</i> | <input type="checkbox"/> Adding/changing windows <input type="checkbox"/> Adding/changing doors <input type="checkbox"/> Changing exterior materials <input type="checkbox"/> Adding/changing canopies | # of existing <input type="checkbox"/> windows: <input type="checkbox"/> doors: # of proposed <input type="checkbox"/> windows: <input type="checkbox"/> doors: Old material: New material: # of existing: # of proposed: |