



## RIVER REVIEW SUBMITTAL CHECKLIST

See Portland Zoning Code Sections 33.865.040 and 33.730.060 for specific application requirements

### All Site Plans

The following items are required for site plans submitted in your application:

- ☐ Illustrate the site in its entirety (additional plans may be submitted that show a portion of the site).
- ☐ Include the official City of Portland zoning boundaries and the applicable River Setback and Subareas 1, 2, and 3.
- ☐ Identify the ordinary high-water line, top of bank (as shown on Map 475-2 or as defined in 33.910.030), 100-year floodplain, 1996 Flood Inundation Area Boundary, Riparian Buffer Area (Map 475-6), and streams and wetlands located onsite or within 50 feet of the site.
- ☐ One electronic copy of each of the following plans: Existing Conditions Site Plan; Proposed Development Site Plan; Construction Management Site Plan; and Mitigation/Landscaping/Remediation Site Plan.
- ☐ Location and boundaries of designated viewpoints, view corridors, and public trails.
- ☐ Drainage Patterns shown by arrows indicating direction of flow.
- ☐ All property lines and dimensions must be shown.

### Site Plans

#### Existing Conditions Site Plan

- ☐ Information from **All Site Plans** above.
- ☐ Existing Development (structures, buildings, utility lines, fences, paved areas, roads, culverts).
- ☐ All existing utility lines and connections, stormwater systems, septic or sewer facilities, and easements.
- ☐ Trees, over 1.5 inches in diameter within the River Environmental overlay zone and trees over 3 inches in diameter outside of the River Environmental overlay zone, identified by species and size, showing individual root protection zones.
- ☐ Distribution outline and species of existing shrubs and groundcovers.
- ☐ Existing contour lines at two-foot vertical intervals in areas of slope < 10% (five-foot intervals for slopes >10%).

#### Proposed Development Site Plan

- ☐ Information from **All Site Plans** above.
- ☐ Location of proposed development (including but not limited to buildings, structures, decks, retaining walls, bridges, trails/pathways, etc.).
- ☐ Building elevations and floor plans (when new buildings are proposed).
- ☐ Location of proposed utility lines and connections, stormwater systems (water quality, detention, and disposal/discharge), and septic or sewer facilities.
- ☐ Location of temporary and permanent disturbance areas including equipment staging and maneuvering areas. The total area in square feet for both temporary and permanent disturbance areas listed in a table.
- ☐ Location of excavation and fill and total quantities of each, including balanced cut and fill calculation for any grading in the 100-year floodplain.
- ☐ Location of proposed in-water pilings, sheet walls, or other structures that will impact the river bottom.

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- ☐ Proposed final contour lines at two-foot intervals (five-foot intervals for slopes >10%).
  - ☐ Riverbank stabilization and slope treatment.
  - ☐ Greenway Trail and pedestrian connections.
  - ☐ River Environmental plantings, including landscaping area subareas, and existing planting and ground-covers to remain (may be shown on a separate Planting Plan).
  - ☐ How the proposal meets the requirements of Chapter 11.60, Technical Specification.

#### Construction Management Site Plan

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- ☐ Information from **All Site Plans** above.
- ☐ Proposed grading plan with existing and proposed contour lines at two-foot vertical intervals in areas of slope < 10% (five-foot intervals for slopes >10%).
- ☐ Location of excavation and fill areas (include number of cubic yards for each).
- ☐ Illustration of the work area limits, including equipment maneuvering areas, staging areas, and construction material and soil stockpile areas.
- ☐ Location of all proposed development and identification of areas to be left undisturbed.
- ☐ Location of trees to be removed using of bold "X" and location of trees to remain.
- ☐ Identification of device(s) used to protect trees to be preserved (including, but not limited to construction fencing, etc.), as described in 11.60.030.
- ☐ Location of construction ingress and egress.
- ☐ Location of soil stockpile and construction staging area(s).
- ☐ Location and type of erosion control measures to be installed.

#### Mitigation/Landscaping/Remediation Site Plan

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- ☐ Information from **All Site Plans** above
- ☐ Graphic plans depicting proposed mitigation or remediation activities, noting the area in square feet of the mitigation/remediation site and the mitigation area to impact area ratio.
- ☐ The location of the mitigation site in relation to existing, proposed, or anticipated future development on the site.
- ☐ Distribution outline, species composition, and percent of ground covered with groundcover plants, shrubs, and trees to be seeded or planted.
- ☐ Location, species, and size of individual trees and shrubs to be planted.
- ☐ A planting table listing the size, number, and species (common and scientific) of all trees, shrubs, groundcover or seeds to be installed.
- ☐ Location of single piles or multiple-pile dolphins that will be removed.
- ☐ Stormwater management features, including retention, infiltration, detention, discharges, and outfalls.
- ☐ Water bodies to be created, including centerline, top of bank, wetland boundary and depth.
- ☐ Planting specifications consistent with Section 33.248.090, Mitigation and Restoration Plantings.

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## Narrative

A written statement addressing each of the following is required for the narrative portion of your application:

- ☐ Project Summary, including a description of the site and both existing and proposed uses and development (address river-dependent and river-related restrictions).
- ☐ Inventory site identified from the *Willamette River Central Reach Natural Resources Protection Plan* or the *River Plan/South Reach Natural Resources Protection Plan*, and description of natural resource features present on the site.
- ☐ Impact evaluation including an assessment of significantly different alternatives to the proposal and their impact on identified natural resource features and a determination of the practicable alternative that best meets the applicable approval criteria.
- ☐ Scenic resource description as identified in the *Central City Scenic Resources Protection Plan* or the *River Plan/South Reach Scenic Resources Protection Plan*.
- ☐ Identification of significant unavoidable detrimental impacts on identified natural and scenic resources and functional values.
- ☐ **Robust responses to all applicable River Review approval criteria (33.865.100).**
- ☐ Narrative addressing the proposed construction management plan.
- ☐ Narrative addressing proposed mitigation measures, including identification of potential development impacts, natural or scenic resources and functional values to be restored, created, or enhanced and documentation of coordination with appropriate local, regional, state, or federal regulatory agencies.
- ☐ Narrative addressing additional zoning-related development standards (base zones, plan districts, etc.).
- ☐ If mitigation bank credits will be used, proof of purchase from a City-approved mitigation bank.

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## Other

- ☐ Note that supplemental reports may be required, depending on specific site conditions (e.g. geotechnical studies, stormwater/drainage calculations, etc.).
- ☐ Electronic copies of all application materials: narrative information must be in Microsoft Word format; graphic plans must be in PDF format.
- ☐ Pre-Application Conference Summary Notes, if applicable.
- ☐ Application form for Land Use Reviews.
- ☐ [Application fee](#)

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## Online Resources

- ☐ Comprehensive information on River Reviews can be found [online](#).

For more information visit or call the Planning and Zoning staff at the Development Services Center at 1900 SW 4th Avenue, Suite 1500, 503-823-7526

For current Portland Zoning Code visit [www.portlandoregon.gov/zoningcode](http://www.portlandoregon.gov/zoningcode)

Information is subject to change, recent code changes and requirements may not be reflected on this document.