CITY OF PORTLAND, OREGON
Portland Permitting & Development
1900 SW Fourth Avenue, Portland, Oregon 97201, www.portland.gov/ppd

Environmental Review Submittal Checklist

See Portland Zoning Code Sections 33.430.210 through 280 and 33.730.060 for specific application requirements

This checklist is for use by applicants to prepare Environmental Review applications.

All Site Plans

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

- ❑ A minimum of five (5) full sized complete sets including the following labeled plans are required: Existing Conditions Site Plan; Proposed Development Site Plan; Construction Management Site Plan; and Mitigation/Remediation Site Plan.
- ❑ All plans must be black and white line drawings, drawn to an accurate scale (preferably 1 inch = 20 feet), and include a north arrow and date. Reductions may be to a graphic scale.
- ❑ At least one (1) copy of each complete plan set must be legibly reduced to no greater than 8.5 x 11 inches, and be suitable for black and white photocopy reproduction. Aerial photos are not acceptable.
- ❑ Illustrate the site in its entirety (additional plans may be submitted that show a portion of the site)
- ❑ Include the official City of Portland Environmental overlay boundaries of the Environmental Protection and/or Conservation zones, and show the 25 foot transition area.

Site Plans

Existing Conditions Site Plan

- ❑ Information from ***All Site Plans*** section above
- ❑ Location of existing buildings and fences
- ❑ All existing utility lines and connections, stormwater systems, septic or sewer facilities and easements
- ❑ Location, size, and species of existing trees > 6 inches in diameter at breast height (dbh)
- ❑ Distribution outline and species of existing shrubs and ground covers;
- ❑ 100-year floodplain and floodway boundaries
- ❑ Ordinary High Water Line (OHWL) of all water bodies
- ❑ Surveyed top-of-bank of all water bodies
- ❑ Existing contour lines at two-foot vertical intervals in areas of slope < 10% (five-foot intervals for slopes ≥10%)
- ❑ Drainage patterns shown by arrows indicating direction of flow
- ❑ If this is a violation case, indicate areas impacted by unpermitted activities (ground disturbance) and indicate the trees (location, size, type) that were cut or damaged

Proposed Development Site Plan (not required for Resource Enhancement projects)

- ❑ Information from ***All Site Plans*** section above
- ❑ Location of proposed development (including but not limited to buildings, pathways, decks, retaining walls, bridges, garages, etc.)
- ❑ Location of proposed utility lines and connections, stormwater systems (water quality, detention and discharge), and septic or sewer facilities
- ❑ Proposed final contour lines at two-foot vertical intervals in areas of slope < 10% (five-foot intervals for slopes ≥ 10%)
- ❑ Delineation of limits of temporary and permanent disturbance areas
- ❑ Total area, in square feet, of the disturbance areas
- ❑ Location and species of existing shrubs & ground covers to remain
- ❑ Location and species of existing trees over six inches in diameter that will remain

Construction Management Site Plan

- ❑ Information from ***All Site Plans*** section above

- ❑ Proposed grading plan with existing and proposed contour lines at two foot vertical intervals in areas of slope <10% (five foot vertical intervals in areas of slope ≥ 10%)
- ❑ Location of excavation and fill areas (include amount of cubic yards for each)
- ❑ Illustration of the limits of the temporary and permanent areas of disturbance, including permanent development and equipment maneuvering areas
- ❑ Identification of areas to be left undisturbed
- ❑ Location of trees to be removed using a bold "**X**"and location of trees to remain, including the City-defined Root Protection Zone for all trees to be saved, according to chapter 11.60.
- ❑ Identification of device(s) used to protect trees to be preserved (including, but not limited to construction fencing, etc.). Tree protection fencing must be placed at the edge of Root Protection Zones, depicted as required in 11.60.030
- ❑ Balanced cut-and-fill calculations for any grading within the 100-year floodplain
- ❑ Location of construction ingress and egress
- ❑ Location of equipment staging and stockpile areas
- ❑ Location and type of erosion control measures to be installed

Mitigation / Remediation Site Plan

- ❑ Information from ***All Site Plans*** section above
- ❑ Location of trees, shrubs and ground covers to be planted, using standard landscaping symbols, as required in chapter 33.248
- ❑ Species name (scientific and common), size, and number of trees, shrubs, and ground covers listed in a table
- ❑ Ordinary High Water Line (OHWL) of all waterbodies
- ❑ Remediation grading or removal of structures
- ❑ Location of additions and new buildings, utility lines, stormwater control measures, septic or sewer facilities, and in-stream structures

Narrative

Two copies of a written statement addressing each of the following is required for the narrative portion of your application*:

- ❑ Description of the project and site
- ❑ Written findings for each applicable approval criterion (Zoning Code Section 33.430.250 and/or Plan district designation), including:
  - ❑ Evaluation of alternatives to the proposal, considered to reduce impacts.
  - ❑ Resource site identified from City of Portland resource inventories, and description of resources and functional values present on the property
  - ❑ Potential development impacts identified
  - ❑ Mitigation proposed for unavoidable impacts
  - ❑ Monitoring plan for mitigation plantings
  - ❑ Findings for additional Development Standards or Approval Criteria required by applicable Natural Resource Management Plans (NRMP) or Plan Districts

Other

- ❑ Note that three copies of supplemental reports (geotechnical studies, or drainage analyses, for example) may be required, depending on specific site conditions related to this review.
- ❑ An electronic copy of your narrative
- ❑ Pre-application summary notes, if applicable
- ❑ Application form for Land Use Reviews
- ❑ Application fee (see current fee schedule)

*Portland Zoning Code Section 33.430.240.B provides additional detail regarding submittal requirements for an Environmental Review Narrative.

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

For Portland Zoning Code visit *www.portlandoregon.gov/zoningcode* Information is subject to change.