



GLADSTONE

Oregon

Gladstone planning services are provided by 3J Consulting. Submit all land use applications and correspondence to:
City of Gladstone Attn: Heather Austin 18505 Portland Ave. Gladstone, OR 97027
Email: heather.austin@3j-consulting.com or permit.review@3j-consulting.com • Phone: 503-946-9365 x206

DESIGN REVIEW INFORMATION SHEET

WHAT IS DESIGN REVIEW?

Design review is required for all institutional, commercial, industrial and multifamily developments except as specifically exempted by Section 17.80.021 of the Gladstone Municipal Code (GMC). Design review provides a process for evaluating such elements as building design, landscaping, parking, street improvements and utilities.

WHAT IS NEEDED FOR APPROVAL?

All design review applications are discretionary and may be approved after evaluation according to criteria in the GMC. The city must make written findings to support the decision. The applicant is responsible for providing evidence to support a design review request, according to the following chapters of the GMC: Chapter 17.80, the chapter regulating the underlying zoning district of the subject property and the chapters of Division IV of Title 17.

WHAT ARE CHANCES FOR APPROVAL?

Staff cannot predetermine the decision on any application. A decision will only be made after the complete application is processed. This includes review of citizen and agency comments. The decision is based on criteria appropriate to the application as listed in the GMC. To address the necessary criteria, the information requested in the application form and required to be included on submitted plans should be as thorough as possible.

APPLICATION PROCESS

Design review applications are subject to the quasi judicial process and public notice. Public comments received from property owners, agencies, and other interested parties may affect the decision on the application. Special conditions may be attached to an approval. All design review applications are reviewed at a public hearing before the Gladstone Planning Commission. The Planning Commission's decision may be appealed to the City Council, where an additional public hearing will be held. The City Council's decision may be appealed to the Oregon Land Use Board of Appeals.

HOW DO I MAKE A DESIGN REVIEW APPLICATION?

- Complete a City of Gladstone Land Use Application- attached.
- Provide plans according to the requirements of Chapter 17.80.061 of the GMC.
- Submit the application form, plans, narrative, required supporting documentation and application fee of 0.384% of the construction cost (minimum fee is \$1,340 & no more than \$36,835) to the City of Gladstone. Provide a statement giving the estimated cost of construction (labor and materials). Once your application is deemed complete, **submit a minimum of twelve copies of large plans or other items that cannot easily be reproduced by the Planning Division.**
- Although not required, it is strongly suggested that you attend the Planning Commission and, if applicable, the City Council hearings to speak on behalf of your proposal.



DESIGN REVIEW LAND USE APPLICATION

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• FOR STAFF USE ONLY •

File No: _____ Other Related Permit Applications: _____
 Pre-app: Staff _____ Date _____ Staff Member: _____
 Date Received _____ Fee _____ Zone: _____
 Hearing Date _____ Comp. Plan: _____

• APPLICANT INFORMATION •

PLEASE TYPE OR PRINT IN BLACK INK ONLY

Contact Information:	<input type="checkbox"/> Owner	<input type="checkbox"/> Applicant	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
Contact/Applicant's Name: _____				
Mailing Address: _____ City/State/Zip: _____				
E -Mail: _____ Phone: _____				
Contact Information:	<input type="checkbox"/> Owner	<input type="checkbox"/> Applicant	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
Contact/Applicant's Name: _____				
Mailing Address: _____ City/State/Zip: _____				
E -Mail: _____ Phone: _____				
Property Information				
Site Address: _____				
Total Land Area: _____				
Legal Description: T _____ S, R _____ E/W/Q, Section _____ Tax Lot(s) _____ <small>(For property legal description, contact Planning at 503-742-4500)</small>				
Adjacent Properties under Same Ownership: T _____ S, R _____ E/W/Q, Section _____ Tax Lot(s) _____				
Project Description: _____ _____ _____ _____ _____ _____				
Current Zoning: _____			Existing Use of Site: _____	
Construction Cost: _____			Proposed Square Footage: _____	

Method of Sewage Disposal: _____

Water Supply: _____

Commercial/Industrial/Institutional Development:

Number of employees/students/occupants: _____ Days of operation: _____

Estimated hours of daily operation: _____ am - _____ pm

Is the property under enforcement action for a violation of the Gladstone Municipal Code?

No Yes

Other Persons (If Any) To Be Mailed Notices Regarding This Application:

Name	Address	Zip	Relationship
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Name	Address	Zip	Relationship
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I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.

Owner's Signature

Applicant's Signature

Owner's Name (Print)

Applicant's Name (Print)

• SUPPLEMENTAL QUESTIONS •

Describe your proposed development. Identify the number of people associated with the use (employees, students, congregation members, clients, etc.); days and hours of operation; building materials, including type and color; and additional information about the buildings, vehicles, equipment, and square footage associated with the use:

Identify how your proposal meets the building siting and design standards pursuant to GMC Chapter 17.44.

Identify how your proposal meets the landscaping requirements pursuant to GMC Chapter 17.46.

Identify how your proposal meets the off-street parking and loading standards pursuant to GMC Chapter 17.48

Identify how your proposal meets the vehicular and pedestrian circulation standards pursuant to GMC Chapter 17.50.

If your proposal includes the installation or modification of a sign, identify the dimensions and explain how it meets the standards pursuant to GMC Chapter 17.52.

Explain why the use is suitable for the proposed site, considering size, shape, location, topography, existence of improvements and natural features: _____

Explain why the use will not alter the character of the surrounding area in a manner that substantially limits, impairs or precludes the use of surrounding properties for the primary uses listed in the underlying zoning district:

Provide additional information regarding clear vision, drainage, grading, utilities, or other items relevant to new construction or site development:

(Use additional sheets to answer questions if necessary)