



# LAND USE APPLICATION

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](mailto:heather.austin@3j-consulting.com) or [permit.review@3j-consulting.com](mailto:permit.review@3j-consulting.com)  
Phone: 503-946-9365 x206

A completed application includes the LAND USE APPLICATION and the items identified in the SUPPLEMENTAL APPLICATION below.

- ✓ Please answer all questions. If a question is not applicable to your project, indicate "N.A."
- ✓ Incomplete applications will not be accepted for filing.
- ✓ All exhibits must be legible.

**● 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

## SECTION I. APPLICANT/ PROPERTY OWNER

NAME OF APPLICANT \_\_\_\_\_  
LAST FIRST

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

APPLICANT IS:     LEGAL OWNER             CONTRACT BUYER             OPTION BUYER             AGENT

NAME OF CONTACT PERON (if other than applicant) \_\_\_\_\_

MAILING ADDRESS OF CONTACT \_\_\_\_\_

PHONE NUMBERS OF: APPLICANT: WK \_\_\_\_\_ HM \_\_\_\_\_ CONTACT PERSON: Work \_\_\_\_\_ Home \_\_\_\_\_

EMAIL OF APPLICANT: \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_ TOTAL LAND AREA: \_\_\_\_\_

LEGAL DESCRIPTION: T \_\_\_\_\_ R \_\_\_\_\_ SECTION \_\_\_\_\_ TAX LOT(S) \_\_\_\_\_

ADJACENT PROPERTIES UNDER SAME OWNERSHIP: T \_\_\_\_\_ R \_\_\_\_\_ SECTION \_\_\_\_\_

TAX LOT(S) \_\_\_\_\_

OTHER PERSONS (IF ANY) TO BE MAILED NOTICES REGARDING THIS APPLICATION:

NAME	ADDRESS	ZIP	RELATIONSHIP

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) \_\_\_\_\_

Information to include with your application:

Application Form

**Fee-** The base fee amount is due with the application. Each application is different and costs incurred by the City may vary. Fees will be based on the application and are subject to change. You can find the city's current master fee schedule online here: <https://www.ci.gladstone.or.us/finance/page/finance-forms>. Please note: In addition to review fees, all land use applications require the \$18 "Mailing Label" fee for the city to send public notice.

Title Report

**Narrative** describing the Development Proposal and addressing the Decision Criteria. All applications will be reviewed based on the criteria of Chapter 17 of the Gladstone Municipal Code which is available at <https://www.codepublishing.com/OR/Gladstone/#!/Gladstone17/Gladstone17.html>. A sample narrative is also on the city's website: <https://www.ci.gladstone.or.us/publicworks/page/planning-building-development-information>.

Per [GMC 17.90.060](#), applications shall be accompanied by plans and specifications drawn to scale, showing:  
(a) the actual shape and dimensions of the lot to be built upon;  
(b) the sizes and locations on the lot of all existing and proposed structures;  
(c) the intended use of each structure, the number of families, if any, to accommodate thereon;  
(d) the relationship of the property to the surrounding area; and

Per [GMC 17.50.050](#), a Traffic Impact Analysis (TIA) or Traffic Assessment Letter (TAL)

Other reports related to specific permit types

- Habitat Conservation Area ([GMC 17.25](#))
- Open Space District ([GMC 17.26](#))
- Water Quality Resource Area District ([GMC 17.27](#))
- Greenway Conditional Use District ([GMC 17.28](#))
- Flood Management Area District ([GMC 17.29](#))
- Other

After initial review, the City may require additional fee payment and/or information prior to deeming the application complete.

Information to include with your application:

Additional Information:

In order to expedite and complete the processing of this application, the City of Gladstone requires all pertinent material required for review of this application be submitted at the time application is made. If the application is found to be incomplete, review and processing of the application will not begin until the application is made complete.

I certify the statements made in this application are complete and true to the best of my knowledge. I understand any false statements may result in denial of this application.

I understand there may be additional costs of processing this application including, but not limited to, planning, engineering, city attorney and administration. The City will notify the applicant if there will be additional costs.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

FOR OFFICE USE:

Fee Paid: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

# Contacts

## Planning, Building and Development

**Gladstone City Planner:** Heather Austin, 503-946-9365 x206

**Email:** [heather.austin@3j-consulting.com](mailto:heather.austin@3j-consulting.com) or [permit.review@3j-consulting.com](mailto:permit.review@3j-consulting.com)

Gladstone Municipal Code: <https://www.codepublishing.com/OR/Gladstone>

GIS Mapping: [https://maps.orcity.org/Html5Viewer\\_2\\_12\\_1/index.html?viewer=Gladstone.Gladstone](https://maps.orcity.org/Html5Viewer_2_12_1/index.html?viewer=Gladstone.Gladstone)

<b>City Hall</b>		Tami Bannick <a href="mailto:bannick@ci.gladstone.or.us">bannick@ci.gladstone.or.us</a>
18505 Portland Avenue, Gladstone, OR 97027		Administrator: Jacque Betz <a href="mailto:betz@ci.gladstone.or.us">betz@ci.gladstone.or.us</a>
Office Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m.		<b>503-656-5225</b>
<b>Public Works Department</b>		Director, Darren Caniparoli:
18595 Portland Avenue, Gladstone, OR 97027		<a href="mailto:caniparoli@ci.gladstone.or.us">caniparoli@ci.gladstone.or.us</a>
Hours: Monday – Friday, 8:00 a.m. to 3:30 p.m.		<b>503-656-7957</b>
<b>Fire Department</b>		Clackamas Fire: <a href="mailto:engineering@clackamasfire.com">engineering@clackamasfire.com</a>
555 Portland Avenue, Gladstone, OR 97027		<b>503-742-2600</b>
Business Hours: Monday – Friday, 8:00 a.m. - 5:00 p.m.		
<b>Clackamas County Building Codes Division</b>		<b>503-742-4240</b>
Building information: <a href="http://www.clackamas.us/building/">www.clackamas.us/building/</a>		
<b>Building Permit</b>	Inspection Line	503-742-4720
<b>Building</b>	Permit Specialist	503-742-4240
<b>Richard Carlson</b>	Structural Review	<a href="mailto:richardcar@clackamas.us">richardcar@clackamas.us</a> 503-742-4769
<b>Doug Rudisel</b>	Electrical Plan Review	<a href="mailto:dougrud@clackamas.us">dougrud@clackamas.us</a> 503-742-4764
<b>Wayne Seiffert</b>	Plumbing Inspector Supervisor	<a href="mailto:waynesei@clackamas.us">waynesei@clackamas.us</a> 503-742-4777
<b>Police Department</b>		Nuisance Concerns
18505 Portland Avenue, Gladstone, OR 97027		<b>503-557-2763</b>
Business Hours: Monday – Friday, 8:00 a.m. - 5:00 p.m.		
<b>CLACKAMAS COUNTY SURVEYOR</b>		<b>503-742-4475</b>
Surveys, Plats, Partitions and Public Land Corners: <a href="http://www.clackamas.us/surveyor/">www.clackamas.us/surveyor/</a>		