



CITY OF PORTLAND, OREGON BUREAU OF DEVELOPMENT SERVICES

1900 SW Fourth Avenue, Portland, Oregon 97201, www.portlandoregon.gov/bds



Greenway Review Submittal Checklist

See Portland Zoning Code Sections 33.440.350, 33.730.060 and 33.440.345 for specific application requirements

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

All Site Plans

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

- A minimum of five (5) complete sets with each of the following labeled plans are required: Existing Conditions Site Plan; Proposed Development Site Plan; Construction Management Site Plan; and Mitigation Site Plan:
 - At least two (2) copies of each complete plan set must be drawn to an accurate scale (preferably 1 inch = 20 feet), and include a north arrow and date
 - 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 photocopy reproduction
- 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 greenway setback
- Identify the ordinary high water line, top of bank, 100-year floodplain and floodway boundaries, streams and wetlands
- Drainage patterns shown by arrows indicating direction of flow

Site Plans

Existing Conditions Site Plan

- Information from **All Site Plans** section 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 identified by species and size
- Distribution outline and species of existing shrubs and ground covers
- 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** section above
- Location of proposed development (including but not limited to buildings, pathways, decks, retaining walls, bridges, garages, etc.)
- Building elevations and floor plans (when new buildings are proposed)
- 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 intervals (five-foot intervals for slopes ≥ 10%)
- Riverbank stabilization and slope treatment
- Greenway trail and pedestrian connections
- Greenway plantings and existing plantings 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

- 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 \geq 10%)
- Location of excavation and fill areas (include amount of cubic yards for each)
- Illustration of the work area limits, including equipment maneuvering areas, staging areas, and construction material and soil stockpile areas
- Identification of areas to be left undisturbed
- Location of trees to be removed 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 and type of erosion control measures to be installed

Mitigation / Remediation Site Plan

- Information from **All Site Plans** section above
- Detailed plans or drawings describing any proposed mitigation or remediation activities
- Distribution outline, species composition, and percent of ground covered with ground cover plants, shrubs, and trees to be seeded or planted
- Stormwater management features, including retention, infiltration, detention, discharges, and outfalls
- Water bodies to be created, including depth
- Planting specifications consistent with Section 33.248.090, Mitigation and Restoration Plantings

Narrative

Two copies of 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)
- Narrative addressing the applicable Greenway Review approval criteria (33.440.350.A-H), including all applicable design guidelines from the *Willamette Greenway Plan* (criterion A)
- Habitat site identified from *Willamette River Wildlife Habitat Inventory*, and description of resources and values present on the property
- Narrative addressing proposed mitigation measures, including identification of potential development impacts, mitigation measures for unavoidable impacts, and a mitigation measure monitoring plan (including performance benchmarks and contingency actions as necessary)
- Narrative addressing additional zoning-related development standards (base zones, plan districts, etc.)

Other

- Note that three (3) copies of supplemental reports may be required, depending on specific site conditions (i.e. geotechnical studies, stormwater/drainage calculations, etc.)
- Pre-Application Conference Summary Notes, if applicable
- Application form for Land Use Reviews
- Application fee (see current fee schedule)

*Portland Zoning Code Section 33.440.345 B provides additional detail regarding submittal requirements for a Greenway Review Narrative for projects in the River Water Quality zone.

Approval Criteria are available at www.portlandonline.com/bds | Zoning/Land Use | Land Use Reviews | Land Use Review Types | Greenway and Greenway Goal Exception Reviews | Chapter 33.440 - Greenway Overlay Zones, Willamette Greenway Plan and Lower Willamette River Wildlife Habitat Inventory

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/bds and select Codes tab | City Codes | Title 33 Zoning Code

Information is subject to change.