



## Community Development Department

315 Kennel Ave/PO Box 248

Molalla, OR 97038

Phone 503.759.0205

[www.cityofmolalla.com](http://www.cityofmolalla.com)

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### EXCAVATION/GRADING

(Type 1 Zoning Checklist)

Requirements, guidelines, and exceptions on excavation and grading can be found in the Molalla Municipal Code, [Chapter 21.70, EXCAVATION, FILLS, GRADING AND EROSION CONTROL](#). For more information on Type 1 Zoning Checklist requirements, please visit the Molalla Municipal Code, Chapter [17-4.1.020](#).

#### **Application Submissions Must Include:**

- One (1) Hard Copy of this Form
- One (1) Hard Copy Set of Site Plans
- One (1) Hard Copy Set of Elevation Profiles
- One (1) Electronic submittal of items 1, 2 & 3
- Application Fee – See City fee schedule

#### **For questions:**

Planning Division  
Phone: (503) 759-0205  
Email: [communityplanner@cityofmolalla.com](mailto:communityplanner@cityofmolalla.com)

For your convenience, there is an example of a site plan and graph paper on our website, [www.cityofmolalla.com/forms](http://www.cityofmolalla.com/forms).

**Applicant information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Information**

Site address: \_\_\_\_\_

Zoning district: \_\_\_\_\_ Overlay: \_\_\_\_\_ Tax lot # \_\_\_\_\_

Property dimensions: \_\_\_\_\_ Property acreage: \_\_\_\_\_

Cubic yards of material in excavation: \_\_\_\_\_ Cubic yards of material in backfill: \_\_\_\_\_

Surrounding property uses; North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West: \_\_\_\_\_

**Project Information**

Description of Proposal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe all existing buildings or structures on property: \_\_\_\_\_

\_\_\_\_\_

Prior Use: \_\_\_\_\_

Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

**City Utilities Impacted:**      \_\_\_ Water    \_\_\_ Sewer    \_\_\_ Stormwater    \_\_\_ None  
**Site Plan(s) and Documents Required**

1. Ownership documents if different than Clackamas County CMAP property information.
2. Provide All Easements, Covenants, Conditions, Restrictions, and Encumbrances on the property – Attach to this form.
3. Provide Elevation profiles meeting architectural standards of MCC 17-3.2.030 (D)
4. If your project is subservient to a prior project(s) please provide:
  - Planning File Number(s): \_\_\_\_\_
  - Subdivision name/date approved: \_\_\_\_\_
  - Special Planning Permits (attach): \_\_\_ Conditional Use \_\_\_ Variance Other: \_\_\_\_\_
  - Planning Conditions of Approval (attach)
5. Site/Plot Plan  
Plot Plan Requirements
  - Applicant’s name and address.
  - Legal description of the property (Township, Range, Section and Tax Lot).
  - SITE PLAN MUST INCLUDE DIMENSIONS OF ALL EXISTING AND PROPOSED STRUCTURES, PROPERTY LINES, SETBACKS, AND DRIVEWAYS.
  - Direction of North.
  - Driveway location and location of adjacent streets.
  - Proposed and existing structures.
  - Location of any existing wells on the property.
  - Walkways, patios, patio slabs, and mechanical units (e.g. air conditioning unit)
  - Location of existing and proposed utility connections.
  - Approximate ground slope and direction of the slope.
  - Property Lines.
  - Position of all creeks, streams, ponds, springs, or other drainageways.
  - Relative elevations (1) At lot corners or construction area, and (2) At building site.
  - Existing and proposed easements.
  - All streets abutting the property.
  - All existing and proposed site features must be included and labeled as such.
  - You must also indicate what is proposed to remain and what is proposed to be removed.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_