



## 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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### OTHER TYPE 1 APPLICATION (Zoning Checklist)

#### Types of Type 1 Applications

- Property line adjustment
- Land Use Compatibility Statement
- Final Plat (Subdivision/Partition)
- Type 1 Modifications

The City of Molalla's Municipal Code, Master Planning documents, and Public Work's design standards can be found on the City's website [www.cityofmolalla.com](http://www.cityofmolalla.com) under the Public Work Division and Planning Division pages.

#### Helpful Municipal Code Sections

- Property Line Adjustments    MMC 17-4.3.120
- Land Use Compatibility        MMC 17-4.1.020
- Type 1 Modifications         MMC 17-4.5.040
- Final Plats                     MMC 17-4.3.090

#### 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:

Please Consult the City's Development Code  
<http://qcode.us/codes/molalla/>  
Questions may be directed to the  
Planning Division.  
Phone: (503) 759-0205  
Email: [communityplanner@cityofmolalla.com](mailto:communityplanner@cityofmolalla.com)  
In person at 315 Kennel Ave, Molalla, OR  
97038

**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 # \_\_\_\_\_

Tax Account Number(s): \_\_\_\_\_ T: \_\_\_\_\_ R: \_\_\_\_\_ S: \_\_\_\_\_

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

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

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

Topography: \_\_\_\_\_

**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

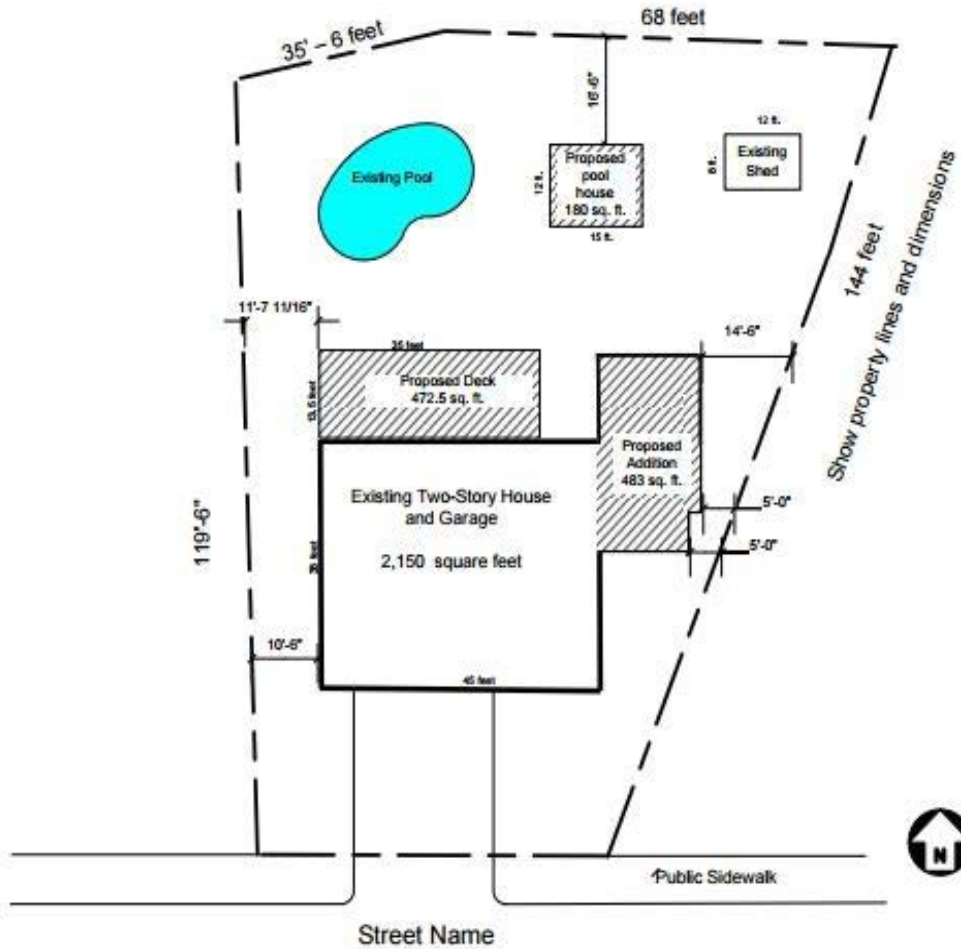
**Site Plan(s) and Documents Required**

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: \_\_\_\_\_

### Site Plan Example



*This sample site plan does not include every element required in the Site Plan Checklist but is an example of an acceptable format to use. This may be hand drawn or computer generated.*

# PLOT PLAN

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

