



Planning and Zoning
Department of Transportation and Development
Development Services Building
150 Beaver Creek Road | Oregon City, OR 97045
503-742-4500 | zoninginfo@clackamas.us
www.clackamas.us/planning

STAFF USE ONLY

Land use application for:

FLOODPLAIN DEVELOPMENT (TYPE I)
NON-SUBSTANTIAL IMPROVEMENTS TO
ASSESSED, PRE-FIRM STRUCTURES

See [ZDO 703](#) for definitions of *Pre-FIRM*, *Structure*, & *Substantial Improvement*.

Staff Initials:

File Number:

APPLICANT INFORMATION

Applicant name:	Applicant email:	Applicant phone:	
Applicant mailing address:	City:	State:	ZIP:
Contact person name (if other than applicant):	Contact person email:	Contact person phone:	
Contact person mailing address:	City:	State:	ZIP:

PROPOSAL

Brief description of proposal:

SITE INFORMATION

Site address:	Comprehensive Plan designation:	Zoning district:
Map and tax lot #: Township: _____ Range: _____ Section: _____ Tax Lot: _____ Township: _____ Range: _____ Section: _____ Tax Lot: _____ Township: _____ Range: _____ Section: _____ Tax Lot: _____		Land area:
Adjacent properties under same ownership: Township: _____ Range: _____ Section: _____ Tax Lot: _____ Township: _____ Range: _____ Section: _____ Tax Lot: _____		

Printed names of all property owners:	Signatures of all property owners:	Date(s):
<i>I hereby certify that the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.</i>		
Applicant signature:		Date:

A. Review applicable land use rules:

This application is subject to the provisions of [Section 703, Floodplain Management District \(FMD\)](#) of the [Clackamas County Zoning and Development Ordinance](#) (ZDO).

It is also subject to the ZDO's definitions, procedures, and other general provisions, as well as to the specific rules of the subject property's zoning district and applicable development standards, as outlined in the ZDO.

B. Turn in all of the following:

- ☐ **Complete application form:** Respond to all the questions and requests in this application, and make sure all owners of the subject property sign the first page of this application. Applications without the signatures of *all* property owners are incomplete.
- ☐ **Application fee:** The fee for this application is established in the adopted [Fee Schedule](#). Payment can be made by cash, by check payable to "Clackamas County", or by credit/debit card with an additional card processing fee using the [Credit Card Authorization Form](#) available from the Planning and Zoning website. Payment is due when the application is submitted. Refer to the FAQs at the end of this form and to the adopted [Fee Schedule](#) for refund policies.
- ☐ **Site plan:** Provide a site plan (also called a plot plan). A [Site Plan Sample](#) is available from the Planning and Zoning website. The site plan must be accurate and drawn to-scale on paper measuring no larger than 11 inches x 17 inches. The site plan must illustrate all of the following (when applicable):
 - Lot lines and tax lot/parcel numbers;
 - Size, location, and spatial arrangement of all proposed and existing structures, fences, roads, driveways, parking areas, and easements, each with identifying labels and dimensions, including labeled setbacks of all structures from lot lines and easements;
 - Significant natural features (rivers, streams, wetlands, floodplain, slopes of 20% or greater, geologic hazards, mature trees or forested areas, drainage areas, etc. Find floodplain boundaries at <https://msc.fema.gov/portal/home>), and;
 - Location of utilities, wells, and all onsite wastewater treatment facilities (e.g., septic tanks, septic drainfield areas, replacement drainfield areas, drywells).
- ☐ **Evidence of pre-FIRM construction:** Provide evidence (e.g. [building permits](#), tax records, dated photographs, dated aerial images, [previous land use approvals](#)) that the structure was built before March 1, 1978.
- ☐ **Evidence of market value:** Provide evidence of the market value of the structure before the "start of construction" (as defined in ZDO Subsection 703.04.HH). The real market value (RMV) of the structure shall be provided by the County Department of Assessment and Taxation (www.clackamas.us/at) and shall not include the value of other buildings on the subject property. Note that if your property contains multiple assessed structures, the "RMV BLDG" value shown on your property tax statement cannot be accepted as evidence of market value for the structure you are proposing to alter.
- ☐ **Value of improvements since 2008:** Provide a list or table of all permitted improvements to the structure since June 17, 2008, including permit number, type of improvement(s), project value, and year completed. Search permit records in [Document Retriever](#).
- ☐ **Evidence of project cost:** Provide an itemized contractor's estimate of the total cost of your proposed improvements according to the valuation methodology worksheet on page 4 of this form. Refer to Chapter 4 of [FEMA Publication 758 Substantial Improvement/Substantial Damage Desk Reference](#) for additional guidance. The actual project value must be verified by the County Building Codes Division prior to building permit issuance. Alternatively, provide a cost estimate from County Building Codes for your proposed improvements.
- ☐ **"No-Rise" certification:** If the structure is located in the floodway and an increase in ground coverage is proposed, you must provide a "no-rise" certification from a professional engineer or licensed architect. See definition [703.05.BB](#): "No-Rise" Certification for requirements.

C. Describe the project:

1. Describe all proposed improvements to the pre-FIRM structure, including reconstruction, repair, rehabilitation, addition, remodel, and/or other improvements.

2. Confirm that no cut, fill, or grading outside of the footprint of permitted structures is proposed. Cut, fill, or grading not within the permitted structure footprint requires a Type II Floodplain Development land use application.

Costs that must be included in the value calculation for improvements to a structure in the floodplain:		Estimate:
Labor, including the estimated value of owner or volunteer labor		
Site preparation related to the improvement or repair (e.g. foundation excavation or filling in basements)		
Demolition and construction debris disposal		
Labor and other costs associated with demolishing, moving, or altering building components to accommodate improvements, additions, and making repairs		
Costs associated with complying with any other ordinance or code requirement that is triggered by the work, including costs to comply with the requirements of the Americans with Disabilities Act (ADA)		
Costs associated with elevating a structure when the proposed elevation is lower than the BFE		
Construction management and supervision		
Contractor's overhead and profit		
Sales on materials		
Structural elements and exterior finishes, including		
	Foundations (e.g. spread or continuous foundation footings, perimeter walls, chain-walls, pilings, columns, posts, etc.	
	Monolithic or other types of concrete slabs	
	Bearing walls, tie beams, trusses	
	Joists, beams, subflooring, framing, ceilings	
	Interior non-bearing walls	
	Exterior finishes (e.g. brick, stucco, siding, painting, and trim)	
	Windows and exterior doors	
	Roofing, gutters, and downspouts	
	Hardware	
	Attached decks and porches	
Interior finish elements, including:		
	Floor finishes (e.g., hardwood, ceramic, vinyl, linoleum, stone, and wall-to-wall carpet over subflooring)	
	Bathroom tiling and fixtures	
	Wall finishes (e.g. drywall, paint, stucco, plaster, paneling, and marble)	
	Built-in cabinets (e.g. kitchen, utility, entertainment, storage, and bathroom)	
	Interior doors	
	Interior finish carpentry	
	Built-in bookcases and furniture	
	Hardware	
	Insulation	
Utility and service equipment, including:		
	Heating, ventilation, and air conditioning (HVAC) equipment	
	Plumbing fixtures and piping	
	Electrical wiring, outlets, and switches	
	Light fixtures and ceiling fans	
	Security systems	
	Built-in appliances	
	Central vacuum systems	
	Water filtration, conditioning, and recirculation systems	
Other materials and costs, including the estimated value of donated or discounted materials		
TOTAL COST OF PROPOSED IMPROVEMENTS:		\$

FAQs

When is a Type I Floodplain Development permit required?

All development in the Special Flood Hazard Area requires a permit. The Type I Floodplain Development permit can only be issued for Non-Substantial Improvements to pre-FIRM structures that have not sustained Substantial Damage. A structure is “pre-FIRM” if it was built before March 1, 1978—the effective date of the first Flood Insurance Rate Map (FIRM) for the County—and hence, prior to flood hazard data being provided to the County, and prior to the County being admitted to the National Flood Insurance Program (NFIP). Improvements to pre-FIRM structures do not require a Type II Floodplain Development Permit if the development is not a “substantial improvement” (defined in Subsection 703.05.KK) and if the structure has not sustained “substantial damage” (defined in Subsection 703.05.JJ). However, per Subsection 703.06, improvements to pre-FIRM structures do require a Type I Floodplain Development permit.

How do I know if my project qualifies for Type I Floodplain Development approval?

- ✓ Verify that your structure meets the definition of “structure” as defined in ZDO 703 (e.g. walls and a roof).
- ✓ Verify that your structure was built before 1978. Building permit records, land use records, assessment records, or aerial imagery can show that a structure is pre-FIRM.
- ✓ Verify the Real Market Value (RMV) of the pre-FIRM structure. The RMV must be determined by the County Assessment & Taxation Department. You cannot use the “RMV BLDG” value shown on your property tax statement if there are multiple assessed structures on your property. Contact Assessment & Taxation to request the RMV of only the structure you are proposing to alter.
- ✓ Verify the cumulative cost of all improvements to the structure since June 17, 2008. Search permit records in [Document Retriever](#).
- ✓ Estimate the cost of your proposed improvements using the worksheet on page 4 of this form or the methodology in FEMA Publication 758.

To qualify for Type I approval, the cumulative cost of **all improvements since 2008**, plus the currently proposed improvements, and must be less than 50% of the current assessed value of the structure. The cost of proposed improvements must be verified by County Building Codes before the building permit can be issued. **Beware of under-estimating costs** at the time of Type I land use application. Your estimate may be lower than 50% of the structure’s RMV, but if County Building Codes determines the job value to be higher than 50% the proposed improvements will require Type II Floodplain Development Review. Applicants are advised of the risk of lost time and fees if their estimated project cost is lower than the cost determined by Building Codes.

What is the permit application process and timeline?

The Type I process is outlined in [ZDO 1307](#). Public notice is not provided for Type I applications or decisions. A written decision will be made by Planning staff, and there is no County-level process to appeal the decision. If approved, the applicant must comply with any conditions of approval identified in the decision. The County makes every effort to issue a Type I decision within 20 days of when we deem the application to be complete.

If an application is withdrawn, will a refund be given?

Please see Planning & Zoning Fee Schedule under "Other Fees" [here](#). The \$5 Technology Fee is non-refundable.

Contact Planning and Zoning at 503-742-4500 or zoninginfo@clackamas.us with additional questions, or find information online at www.clackamas.us/planning.

Clackamas County is committed to providing meaningful access and will make reasonable accommodations, modifications, or provide translation, interpretation or other services upon request. Please contact us at 503-742-4545 or drenhard@clackamas.us.

503-742-4545: ¿Traducción e interpretación? | Требуется ли вам устный или письменный перевод?
翻译或口译? | Cần Biên dịch hoặc Phiên dịch? | 번역 또는 통역?