

General information

The Design Commission is the primary advising subcommittee to City Council on design excellence for the built environment of the city. The Commission assists in the development and application of design standards and guidelines, and will conduct hearings as necessary to ensure that proposed public and private projects achieve these standards.

For **optional early assistance design advice**, the applicant meets with the Design Commission prior to the pre-application submittal to broadly discuss the potential project.

For **optional Design Commission consult**, the applicant meets with the Design Commission and describes the site, context, and conceptual design in a public forum. The Commission evaluates whether the proposal meets the Design Guidelines and Standards and advises the applicant on application submittal.

Application materials

- Non-refundable fee of **\$500**.
Half of this fee gets credited toward the development permit application if submitted.
- A completed design commission **application**.
- Twenty-five copies* of a **proposal description**.
- Twenty-five copies* of a folded, black and white **plan set** (11" x 17") which includes:
 - Site plan
 - Floor plans
 - Elevations
- **Electronic versions** (PDFs) of all submitted materials on one CD. PDFs shall be vector-based smart PDFs with distinguishable layers.
- Building **material samples** (optional but recommended if available).

Materials must be provided by the applicant three weeks in advance of the Design Commission meeting.

All materials are to be three-hole punched.

All materials are to be folded and collated into packets by the applicant.

* If submittal is through ePlanning, a digital file showing this information must be uploaded. Information and instructions are available at:

<http://www.greshamoregon.gov/ePlan>

Timeline (1 month)



This page intentionally left blank.

SITE INFORMATION		Office use only
Site street address	City, state, ZIP	Previous land use actions
	Assessor's R# (9 digits)	

APPLICANT INFORMATION		
Name of applicant	Name of representative	Project #
Name of firm	Name of firm	Work order #
Mailing address	Mailing address	Date received
City, state, ZIP	City, state, ZIP	Date of meeting
Phone	Phone	Land use designation
Email	Email	Special Purpose Overlay districts

PROCEDURE (Check one)	
<input type="checkbox"/> Optional early assistance design advice	<input type="checkbox"/> Optional Design Commission consult

PROPOSAL SUMMARY
<i>NOTE: This does not take the place of a more detailed description.</i>

ATTACHMENTS	
<input type="checkbox"/> Proposal description <input type="checkbox"/> Questions <input type="checkbox"/> Plans (site plan, elevations, etc.)	YOUR APPLICATION MAY NOT BE ACCEPTED IF ALL ATTACHMENTS ARE NOT INCLUDED.