

General information

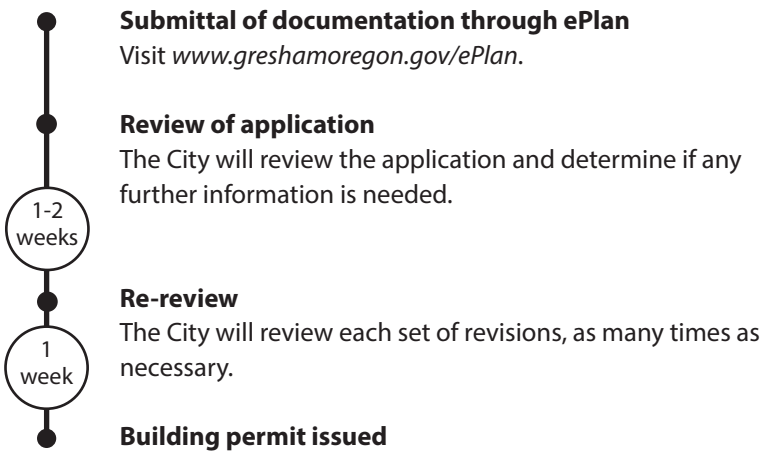
A Design Review for a simple conversion involves a change to an allowed primary use that does not require environmental or special use review and involves only small changes to building footprint and/or building facades.

A Design Review A is a Type I process and is processed with a building permit. Any documentation required for the review will need to be submitted with the building plans.

Code

Information about a Design Review A can be found in Section 7.0003(C) of the Gresham Community Development Code.

Timeline (2-3 weeks)



Application materials

- Non-refundable fee of **\$359** (as part of the building permit cost).
- A completed **narrative statement** (attached).
- A **site plan** showing location of existing and proposed:
 - Location & size being used for new use
 - Location & size of structures
 - Property lines
 - Driveways
 - Utilities
 - Easements
 - Locations and sizes of trees
 - Landscaping/ open space areas
 - Parking and loading areas
- A **floor plan** showing all use areas and what is existing and proposed.
- The property owner's **signature** (on the building permit application or a separate document).

No signs can be approved as part of a Design Review. Sign permits are reviewed separately.

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DEVELOPMENT TYPE	Indicate the type of development proposed:
Select all that apply	<input type="checkbox"/> Changing primary use <input type="checkbox"/> Changing the building <input type="checkbox"/> Changing the site

USES	Current uses	Proposed uses
Select all that apply	<input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Other:	<input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Other:

APPLICATION FEATURES	Indicate whether your application involves any of the following:		
Select all that apply	<input type="checkbox"/> Minor floor area additions <input type="checkbox"/> Providing new parking area <input type="checkbox"/> Paving existing gravel areas <input type="checkbox"/> Outdoor storage or display <input type="checkbox"/> Changes to facade (less than 160 feet) <input type="checkbox"/> Changes to canopies, awnings, windows, doors <input type="checkbox"/> Tree removal	Square footage: _____ _____ _____ _____ _____ # _____	Percentage of site: _____ _____ _____ _____

NON-CONFORMING DEVELOPMENTS	Value	
Valuation of building and site	\$ _____	* This information can be found through the tax assessor's office.
Valuation of project	\$ _____	

* If the project value is less than 10%, no Section 8.0200 upgrades are required. *ADA requirements may still be required by the Building Code.*
If the project value is over 10%, upgrades are required. Pick one of the following and show how it is being met in the plans.

<input type="checkbox"/> Primary building entrance upgrades in Design District	
<input type="checkbox"/> Buffering and screening Section 9.0100	
<input type="checkbox"/> Street tree planting Sections 9.1023 & 9.1033	
<input type="checkbox"/> Landscaping existing parking areas Section 9.0823 (C)(1 - 4)	

CHANGES TO THE SITE	Indicate each of the following:	If yes:
<i>Adding new parking area</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Existing spaces: _____ Proposed spaces: _____ # of compact spaces: _____ # of full-sized spaces: _____
<i>Paving an existing gravel parking area</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Square footage: _____
<i>Paving new areas for other uses</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Square footage: _____ Use: _____
<i>Removing trees</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of trees: _____
<i>Adding planting(s)</i> <i>If yes, are these buffer plantings?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount of trees: _____ Amount of shrubs: _____ Amount of ground cover: _____
<i>Adding pedestrian connection to the street</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:
<i>Fencing changes</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:

CHANGES TO THE BUILDINGS	Indicate each of the following:	If yes:
<i>Adding area to existing building</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Square footage:
<i>Adding a new building</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Square footage:
<i>Changing how the facade looks</i>	<input type="checkbox"/> Adding/changing windows <input type="checkbox"/> Adding/changing doors <input type="checkbox"/> Changing exterior materials	# of existing <input type="checkbox"/> windows: <input type="checkbox"/> doors: # of proposed <input type="checkbox"/> windows: <input type="checkbox"/> doors: Old material: New material: