



29799 SW Town Center Loop East
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Planning Division
Single-family or Middle Housing Structure
(Addition, modification, non-dwelling
accessory structure)



Planning Division Approval Stamp

Building Permit #: _____

The applicant must ensure information on this form and any supplemental worksheets accurately and fully reflect what is shown on related plans and drawings. In the case of any discrepancy, information on this form and supplemental worksheets shall take precedent over any submitted plans or drawings and the applicant will bare all costs to update any plans and drawings or make construction changes to be consistent with applicable standards. Discovery of inconsistency between the information on this form or supplemental worksheets and submitted plans and drawings during review will result in denial of permit or pause of review and return of the application to the applicant for correction and resubmittal, including payment of additional review fees.

Applicant's signature acknowledging understanding of above (required): _____

General:

Builder: _____

Lot Address(es): _____

Zoning: _____ Area of Lot(s) _____

Request type:

- Modification of existing dwelling or attached garage with no addition
- Addition not increasing dwelling footprint (i.e. second floor addition over existing first floor)
- Addition increasing dwelling footprint
 - Existing footprint (square feet): _____ Proposed addition (square feet): _____
 - New total footprint (square feet): _____ Percent increase (addition/existing): _____%
- New or expanded non-dwelling detached accessory structure (i.e. shed, detached garage, shop)
 - Existing combined footprint of all structures (square feet): _____
 - Proposed additional footprint: _____ Proposed combined footprint: _____
- Conversion of existing non-dwelling structure to a dwelling

Staff Use: Section Complete Section Incomplete Information in Section not approvable Notes: _____

Type of Additional Housing Unit(s):

Skip if no change to number of housing units

What type of additional housing unit(s) are proposed? See definitions in WC 4.001

Townhouse Unit(s) Accessory Dwelling Unit Duplex Unit Triplex/Quadplex Unit(s)

Middle Housing Land Divisions:

Is there a concurrent middle housing land division request? Yes No

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Additional Supplemental Worksheets Required: (Must Attach, Check All That Apply)

Generally required only for (a) dwelling additions increasing footprint 25% or more and (b) conversion of a non-dwelling structure to a dwelling. The two exceptions are (a) the Old Town Residential (OTR) Zone worksheet is required for all exterior modifications of dwellings and accessory structures over 120 square feet in that zone and (b) ADU worksheet is required for all ADU's.

Zone Specific Worksheets: Residential Neighborhood (RN) Zone (Frog Pond)

Old Town Residential (OTR) Zone Village (V) Zone (Villebois)

Unit Type Specific Worksheets: Townhouse Accessory Dwelling Unit (ADU) Triplex/Quadplex

Cottage Cluster Unit 2/3/4-Unit Cluster Unit

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Setbacks:

Front Required: _____ Proposed: _____ Garage Required: _____ Proposed: _____

Rear Required: _____ Proposed: _____ Side, Corner Lot Required: _____ Proposed: _____

Side Required: _____ Proposed: _____ Other: _____ Required: _____ Proposed: _____

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Lot Coverage:

Maximum Allowed: _____ Proposed: _____

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Architectural Design Standards:

Public Facing Facades:

Applies only to (a) dwelling additions increasing footprint 25% or more and (b) conversion of a non-dwelling structure to a dwelling. For all other requests skip this section.

Identify public-facing facades (defined as a building façade that faces a public or private street, public open space, or public pedestrian connections (includes parks and open spaces with public pedestrian access) without an intervening building that blocks its view from the public area it faces.)

Front Public Facing Right Side Public Facing Left Side Public Facing Rear Public Facing

Other Façade Public Facing Explain Other: _____

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Façade Variety: See WC 4.113 (.14) C.1. for full list of standards

Applies only to (a) dwelling additions increasing footprint 25% or more and (b) conversion of a non-dwelling structure to a dwelling. For all other requests skip this section. Also, skip this section for applications in the Village (V) Zone or Residential Neighborhood (RN) Zone as this requirement will be covered on the zone-specific worksheet.

Step 1: Identify compliance option for meeting façade variety requirement for each public facing façade (see specific explanation and definition of each option in WC 4.113 (.14) C.1.d.). Write in the name of the façade (front, right side, rear, etc.) in each blank.

_____ Façade

Architectural Projection Variation Different Finish Materials Primary Paint Color Variation

_____ Façade

Architectural Projection Variation Different Finish Materials Primary Paint Color Variation

(Attach additional sheet if more than two public-facing facades)

Step 2: For each public facing façade, provide evidence the compliance option chosen is met including detailed numerical information related to the standard about both the subject façade and facades of structures directly adjacent and directly across the street. Attach supporting information as necessary providing reference here. Write in the name of the façade (front, right side, rear, etc.) in the blank preceding the word "Façade". Definition of directly adjacent and directly across the street is provided in WC 4.113 (.14) C.1.b. and c.

_____ Façade _____

_____ Façade _____

(Attach additional sheet if more than two public-facing facades or if additional space for explanation is needed)

Step 3: Confirm at least two residential structures are between any facades that repeat on the same block

(attach plot plan or similar showing variety).

Do any public-facing facades repeat on the same block (built or planned)? Yes No

If yes, how many residential structures without the same façade are between the repeating facades? ____

Is a subdivision layout, or similar, provided demonstrating intervening facade compliance? Yes No

Is a subdivision layout, or similar, provided demonstrating adjacent or opposite facade? Yes No

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Architectural Articulation: See WC 4.113 (.14) C. 2. b. for full explanation of standard

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Step 1: Determine minimum number of articulation elements required for each public-facing façade. The minimum number of design elements is determined by dividing the façade length by 30 and rounding up to the nearest whole number. Write in the name of the façade (front, right side, rear, etc.) in the blank preceding the word "Façade".

_____ Façade: Length of Façade: ____ feet; Minimum Number of Articulation Elements: ____

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(Attach additional sheet if more than two public-facing facades)

Step 2: Determine whether to use larger elements spanning multiple units in a single-structure to reduce required number of elements (see WC 4.113 (.14) C. 2. c.)

Using larger element(s) spanning multiple units on any facades? Yes No NA(single unit)

If yes, does larger element span at least 50% of the façade of two adjacent units? Yes No

If yes, the element can count as 2 elements. How many larger elements qualify as 2 elements and on which façade? _____.

Step 3: Determine number of **different** articulation elements required for each public-facing façade. Where 2-4 elements are required at least 2 different elements must be provided. Where 4 or more elements are required at least 3 different elements must be provided. As defined in WC 4.113 (.14) C. 2. d. a different elements is defined as either: a different type of element as listed in WC 4.113 (.14) C. 2. b. or the same type of element but at least 50% larger; or for varying rooflines, vertically offset by at least 3 feet.

_____ Façade: Required Number of Different Elements: ____

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(Attach additional sheet if more than two public-facing facades)

Step 4: Indicate articulation elements for each public facing façade. The elements must be called out and labeled on façade elevation drawings. Write in the name of the façade (front, right side, rear, etc.) in the blank preceding the word "Façade".

_____ Façade: Elements Used (indicate number of each), if using same element to meet the element variety requirement in Step 3 use the space at end to indicate how it meets the differentiation requirement.

Varying rooflines ___ Offsets of at least 12 inches ___ Balconies ___

Projections (at least 12 inches and 3 feet wide) ___

Porches Entrances recessed at least 24 inches or covered ___ Dormers at least 3 feet wide ___

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(Attach additional sheet if more than two public-facing facades)

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Consistent Architectural Style: See WC 4.113 (.14) C. 2. a. for complete standards

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Are the same primary and supporting façade materials used throughout the structure? Yes No

Primary material(s) used: _____ Supporting material(s) used: _____

Are two or less roof pitch angles used on the building? Yes No

Number of roof pitch angles: ___ Angle of each roof pitch: _____

Is the same door sized use for each primary entrance in the structure? Yes No

Number of primary entrances: ___ Size of each primary entrance: _____

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Parking:

General Parking Requirements:

Skip this section if no additional non-ADU dwelling units are proposed

Number of Required Parking Spaces (1 per non-ADU unit): _____

Number of on-site spaces provided meeting minimum size requirements (9 feet by 18 feet): _____

Are the required parking spaces clearly labeled on site plan and dimensions are clear? Yes No

Are any required parking spaces in a garage? Yes No

The required dimensions of each parking space does not include any public sidewalks or pedestrian easements: Yes No

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Garage Parking Requirements:

If all of the required parking is outside garages skip this section.

Is a scale drawing of the garage floor plan with dimensions of parking spaces submitted? Yes No

Number of anticipated containers provided by franchise hauler (solid waste, recycling, yard debris)? ____

Scale drawing showing dedicated space of 9 square feet per container? Yes No

Is a deed restriction or equivalent restriction in CC&R's provided requiring all required garage spaces to stay clear for parking except for identified restrictions such as 30 days before and after a change of tenant (attach documentation)? Yes No

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Other Requirements/Comments:
