



All of the following materials must be submitted with your application. All plans should be drawn to engineering scale (1" = 10' or 1" = 20' preferred). Prior to submitting application materials, a pre-application conference with City staff is required to discuss procedures for approval, applicable state and local requirements, and the availability of services.

A. One (1) copy of:

1. Land Use Application Form;
2. 8-1/2" X 11" reduction of site plan, showing:
 - a. Property boundaries;
 - b. Required setbacks of underlying zoning district;
 - c. Location of existing dwelling;
 - d. Location of proposed manufactured dwelling;
 - e. Location of septic system; and
 - f. Existing driveway.
3. Project Narrative addressing how the proposal conforms to the following criteria:
 - a. Must be necessary for health care or maintenance of the person;
 - b. Must be connected to an approved water and sewer system; and
 - c. Be completely self-contained for water and sewage.

B. Information regarding water supply

If there is a well, show the location and gallons per minute. If public water, show location or existing meter and proposed additional meter.

C. If on a septic system

Submit a copy of the letter of approval from Clackamas County indicating capacity of the septic system and any required improvements.

D. List of affected property owners

Within 300 feet of the boundaries of the subject site and two (2) sets of mailing labels for property owners within 300 feet of the site, excluding rights-of-way.

E. Digital copy in PDF and/or Word format

Please submit a digital copy of your narrative and of all plans.

F. Filing Fee per the Fees and Charges Resolution