



Rivergrove Development Permit Application Check List

If you are planning a partition or subdivision, a construction project (large or small, such as a new house, an addition, or a deck), an excavation, installation of sanitary sewer or a demolition, you will need to obtain a development permit from the City of Rivergrove before the County will issue a building, plumbing or electrical permit. Generally, work that is done entirely inside your home will not need a development permit but first contact the City of Rivergrove to make a determination. This Check List describes the application and process for obtaining a development permit in the City of Rivergrove. These are general guidelines. Since each application submitted is unique, there may be other circumstances which cause it to vary from what is outlined here.

At least three weeks prior to the Rivergrove Planning Commission meeting:

Application Form and Fee Agreement are available online at: <http://cityofrivergrove.com>

Submit application and plans to city manager, *with 7 sets of the following:

Application

Proof of ownership

Notarized Agreement to Meet Costs of Development Review

Deposit as indicated on Agreement to Meets Costs of Development Review

Building plans showing front, rear and side elevations and roof height

Site plan (1 additional, 8 total)

100' or 200' radius mailing labels or pre-addressed envelopes (TBD at the PC meeting)

Filled-out County forms for Building, Plumbing and/or Electrical Permits

Elevation certificate if property is within the 100-year flood elevation

Survey if property is within the 100-year flood elevation

Tree survey and mitigation plan if trees are to be removed

Tree Removal Application if trees are to be removed

Grading Plan if grading is proposed

Other pertinent information

At the Planning Commission meeting:

You will have a completeness review and procedural type assigned. If your project does not meet the criteria of "development", the City will issue you a letter stating such for you to include when applying for county permits. If you are requested to submit additional information, please do so within two weeks.

At the next Planning Commission meeting:

A decision for most applications will be reached (in most cases). If your development is complete, or your property is within the 100-year flood plain or an environmentally sensitive area, this meeting will be your public hearing. In either case, the Planning Commission will make its decision unless there is a request for the public hearing to be continued to the next Planning Commission meeting.

Within one week after your decision is reached:

A copy of the signed decision will be mailed to you, along with an invoice, within one week after the decision is reached. It will also be sent to anyone who testified at the public hearing for your application. However, the City must wait until the appeal period (if any) has passed and the account has been paid in full to issue the stamped copies of both the decision and site plan that will allow you to apply for a building permit at the County. The appeal period for Type II and Type III procedures is 10 days after receipt of the signed decision. There is no appeal period on Type I decisions.

***Contact information for the City of Rivergrove:**

City Manager/City Recorder: Leanne Moll

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