



PLANNING DEPARTMENT  
6101 SE Johnson Creek Blvd  
Milwaukie OR 97206

PHONE: 503-786-7630  
FAX: 503-774-8236  
E-MAIL: [planning@ci.milwaukie.or.us](mailto:planning@ci.milwaukie.or.us)

# Residential Building Permit Zoning Worksheet

## R-3 Zone

(Please print or type)

**Note to Applicants—See back of form for useful information**

*This form must be submitted with your application for building permit. The building permit will not be issued if the form is illegible, incomplete, or if inaccurate information is provided. Please contact the Planning Department at 786-7630 if you have any questions or comments.*

**Do not use this form for Flag Lots created after 8/2002**

**Site Address:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

### Type of Project

- New Manufactured House
- New Frame House
- House Remodel or Addition
- Deck or Patio
- Accessory Structure (garage, shed, carport, etc)
- Other, describe here: \_\_\_\_\_

### Special Zones

*Please check the Milwaukie Zoning Map or contact the Planning Department at 786-7630.*

- Water Quality Resource Area
- Historic Preservation Overlay
- Willamette Greenway Overlay
- Mixed Use Overlay
- None

### Supplemental Information

Are there any conditions of an approved subdivision, land partition, conditional use, variance, or other land use approval that apply?

- No
- Yes    Planning File # \_\_\_\_\_    Applicable Conditions: \_\_\_\_\_

### Lot Area

Area of Lot: \_\_\_\_\_    Source of Lot Area: \_\_\_\_\_

Acceptable sources are Clackamas County Assessor Records or a survey prepared by a Registered Land Surveyor.

### Property Line Location

Indicate how the property lines shown on the site plan submitted with building permit were determined.

- Located by a Registered Land Surveyor (submit survey)
- Pins or monuments at property corners
- Fence lines or other structure
- Other, describe here: \_\_\_\_\_

**TABLE 1. FOR NEW HOUSE CONSTRUCTION, ADDITIONS, & REMODELING**

R-3 Zone	Allowed	Existing	Proposed	Comments Staff Use Only
<b># of Units</b>	<b>1-2</b>			
<b>Maximum Lot Coverage</b> See note 1	<b>Not more than 40% of lot area, includes all structures</b>			
<b>Minimum Landscaped Area</b> See note 1	<b>Not less than 35% of lot area</b>			
<b>Setback from Front Property Line</b>	<b>15 feet minimum</b>			
<b>Setback from Rear Property Line</b>	<b>15 feet minimum</b>			
<b>Setback from Side Property Lines</b> (For corner lots see note 2 below)	<b>5 feet minimum plus 1 foot for each 3 feet over 25 feet or 2 stories</b>			
<b>Building Height</b>	<b>2½ stories or 35 feet whichever is less</b>			

1. On a separate sheet, show how area was calculated. (See "How to measure lot coverage and landscaped area" on last page.)
2. The setback for the yard facing the side street is 15 feet. See Zoning Ordinance Section 100-Definitions for description of how yards are determined.

**TABLE 2. DESIGN STANDARDS FOR SINGLE-FAMILY HOUSING\***

R-3 Zone	Allowed	Existing	Proposed	Comments Staff Use Only
<b>All new one- and two-family dwellings:</b>				
<b>Main entrance</b>	<b>Oriented to the street</b>			
<b>Area of windows that face the street</b>	<b>12% of building face minimum</b>			
<b>All dwellings shall include at least 3 of the following:</b>				
• Covered porch	5 feet minimum depth			
• Recessed entry	2 feet minimum from exterior wall to door			
• Bay or bow window	1 foot minimum projection from exterior wall			
• Offset on the building face	16" minimum from one exterior wall surface to other			
• Dormer				
• Roof eaves	12" minimum projection from intersection of roof/ exterior walls			
• Roof line offsets	16" minimum from top surface of one roof to other			
• Attached garage				
• Cupola				
• Tile or wood shingle roofs				
• Horizontal lap siding				
• Brick covering	40% minimum of building elevation visible from street			

\*Please see Zoning Ordinance Section 19.425 for further details.

**TABLE 3. ACCESSORY STRUCTURES:  
DETACHED GARAGES, CARPORTS, SHEDS, ETC.**

R-3 Zone	Allowed	Existing	Proposed	Comments Staff Use Only
<b>Maximum Lot Coverage</b> See note 1	<b>Not more than 40% of lot area, includes all structures</b>			
<b>Minimum Landscaped Area</b> See note 1	<b>Not less than 35% of lot area</b>			
<b>Setbacks from Front &amp; Street Side Property Lines</b> (excluding fences, pergolas, arbors, or trellises)	<b>15 feet minimum</b>			
<b>Setbacks from Rear &amp; Side Property Lines</b>	<b>5 feet minimum</b>			
<b>Building Height</b> See note 2	<b>15 feet</b>			
<b>Maximum Size for Lots 10,000 sq. ft. or less</b>	<b>The footprint may not exceed 500 sq. ft.</b>			
<b>Maximum Size for Lots greater than 10,000 sq. ft.</b>	<b>The footprint may not exceed 850 sq. ft.</b>			
<b>Minimum roof pitch for accessory structures with other than a flat or shed roof</b> See note 3	<b>4 inches rise for every 12 inches of run</b>			
<b>Siding &amp; Roofing Materials for structures greater than 120 sq. ft.</b>	<b>Metal siding prohibited</b>			

1. On a separate sheet, show how area was calculated. (See "How to measure lot coverage and landscaped area" on last page.)
2. Height is measured from the average finished grade within a 10-foot horizontal distance from the base of the building to the highest point of the roof. The placement of fill to raise grade elevations that has the effect of exceeding building height limitations is prohibited.
3. Flat roofs and shed roofs are prohibited on accessory structures that have a floor-to-ceiling height greater than nine (9) feet.

The following section provides some useful information to help you with the building permit process. This section may not cover all the information you need, so be sure to check with the Planning Department before starting your project.

### Definitions

Terms used in zoning, such as *setback* and *building height*, have very specific meanings which may differ from everyday usage. Zoning definitions are available from the Planning Department.

### Inspections

Most new construction or additions require inspections before the building can be legally occupied. Zoning inspections are conducted to ensure the building is constructed as shown on approved plans. *It is very important to make sure that all construction is done according to the approved plans!*

### How to locate your property lines

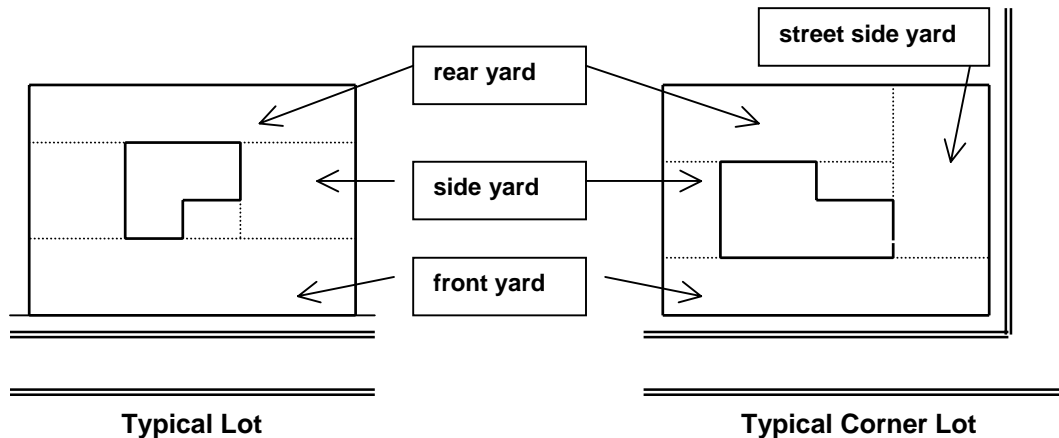
One of the most important steps in getting a building permit is determining the location of your lot lines. Knowing the proper location helps ensure that buildings are not constructed in zoning setbacks. This avoids the need for costly corrections. All applications for new homes, additions, garages, and sheds must show the setback to lot lines.

Lot lines can be located by:

- a Registered Land Surveyor;
- use of a survey showing lot lines and building locations;
- iron rods may be in the ground at corners of the lot; or
- the City Public Works Department may have maps that can be used to help locate lot lines.

### How to measure yard setbacks

The zoning regulations require that buildings be set back from lot lines. Setbacks are required for front, side, and rear yards. Side yard setbacks for corner lots are different than those for lots not on a street corner.



### How to measure lot coverage and landscaped area

The zoning regulations limit the amount of a lot that is covered by a building. Similarly, they also require that a minimum amount of green space is provided. Plans such as the ones below should be submitted with your building permit application to show that the proposal meets zoning code.

