



Permitting and Inspections Department  
Michael A. Russell, MS, Director

## New One- and Two-Family Dwelling (Level I – Minor Residential Development Review)

All applications for the development of a new one- or two-family dwelling requires development review by the Planning and Urban Development Department and zoning and building code review by the Permitting and Inspections Department. Reviews are conducted concurrently and all application materials shall be submitted in one package to the Permitting and Inspections Department. Please include all items listed below to ensure a timely review of the application.

### Submission Checklist

All applications shall include the following:

- New One- and Two-Family Dwelling Submission Checklist and Application (this form)
- Evidence of right, title and interest (e.g. deed, purchase and sale agreement with current deed)
- NA  Copies of any required state and/or federal permits
- NA  Written description of existing and proposed easements or other burdens
- NA  Written request for waivers from individual site plan and/or technical standards
- ResCheck <https://www.energycodes.gov/rescheck/> certificates of compliance per the 2009 IECC
- Boundary Survey meeting the requirements of Section 13 of the City of Portland Technical Manual
- Site Plan with the information listed below shown on the plan (can be combined with Boundary Survey or submitted as a separate document). Photocopies of the plat or hand drawn building footprints will not be accepted. Please check all items, as applicable and show on the plan.
  - North arrow and graphic scale
  - Zoning district, setback and dimensional requirements. Show zone lines and overlay zones that apply to the property, including Shoreland Zone, Stream Protection Zone and/or Flood Zones. Highest Annual Tide (HAT) must be shown as located by a surveyor for the Shoreland Zone.
  - Existing and proposed structures showing distances from all property lines
  - Location and dimension of existing and proposed paved areas
  - Finish floor elevation (FFE)
  - Exterior building elevations for all four sides
  - Existing and proposed utilities (or septic system, where applicable)
  - Identification and proposed protection measures for any significant natural features as defined in Section 14-526(b) of the Land Use Code
  - Proposed protection to or alterations of watercourses
  - Proposed wetland protections or impacts
  - Natural Resources Conservation Service (NRCS) soil type
  - Existing and proposed grading and contours
  - Existing and proposed easements or public or private rights-of-way
  - Proposed storm water management and erosion controls
  - Existing vegetation to be preserved and proposed site landscaping and street trees (two trees per unit for a one- or two-family dwelling)
  - Existing and proposed curb and sidewalk for a two-family dwelling
  - Total area and limits of proposed land disturbance
  - Proposed pier, dock, wharf or slope stabilization reconstruction in Shoreland Zone, if applicable
  - Proposed ground floor area of building
  - Foundation/perimeter drain and outlet