



## **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 plumbing or electricity or a demolition, you may need to obtain a development permit from the City of Rivergrove before the County will issue a building permit or other permit such as plumbing or electrical. (Generally, work that is done entirely inside your home will not need a development permit.)*

*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 two weeks prior to the Rivergrove Planning Commission meeting:**

(Application Form and Fee Agreement are available online at: <http://rivergrove.home.comcast.net>)

- Submit application and plans to city manager,\* with 7 sets of the following:
  - Application
  - Notarized fees agreement
  - Permit fee of \$25
  - Building plans
  - Site plan (1 additional, 8 total)
  - 100' or 200' radius mailing labels or pre-addressed envelopes (tbd at first PC meeting)
  - Any other pertinent materials
- Some applications may require:
  - Elevation certificate if property is within the 100-year flood elevation

### **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 present to the county when you apply 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 complex, or your property is within the 100-year flood plain or in an environmentally sensitive area, a public hearing will be held at this meeting prior to the Planning Commission's deliberation.*

### **Within one week after your decision is reached:**

*The signed decision will be ready along with your invoice. (If you do not hear from the City within one week, please call us. \*) When your invoice is paid in full, you will receive a copy of your decision. **You will need a signed decision to apply for your county permits.***

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

**City Manager: Sheri Richards**  
**503.970.5858**  
**6820 Childs Road, Lake Oswego**  
**cityofrivergrove@yahoo.com**