

**CITY OF PORTLAND**  
**Planning & Urban Development Department**

**ADMINISTRATIVE AUTHORIZATION  
SUBMISSION CHECKLIST**

- \* Please upload each document and drawing as a separate PDF file
- \* Please upload all drawings in a 24 x 36 sheet size
- \* Please confirm each item by electronically checking the boxes to the left for each document/drawing

Administrative Authorization means the Planning Authority may grant administrative authorization to exempt a development proposal from complete or partial site plan review that meets the standards of the site plan ordinance (Sec 14-523 (b))

**SITE PLAN AND SUPPLEMENTAL DOCUMENTATION, AS APPLICABLE**

	<p><b>Project Description</b></p> <ul style="list-style-type: none"> <li>● Cover Letter with detailed project description</li> </ul>
	<p><b>Site Plan – Existing Conditions, as applicable:</b></p> <ul style="list-style-type: none"> <li>Locate existing structures</li> <li>Approximate location of structures on abutting property</li> <li>Topography</li> <li>Locate water courses or wetlands</li> <li>Zone lines</li> </ul> <p><b>Site Plan – Proposed Site Plan, as applicable:</b></p> <ul style="list-style-type: none"> <li>Locate existing and proposed paved areas (parking spaces)</li> <li>Location, area, and limits of the proposed site disturbance or alteration</li> <li>Proposed structures or building additions with a footprint of 500 sq or less</li> <li>Proposed curb cuts, sidewalks, or other street modifications</li> <li>Proposed stormwater management facilities or modifications</li> <li>Location and photometrics for on-site lighting</li> <li>Other information as relevant</li> </ul>