

The Criteria and Standards Project Narrative Templates contain a list of criteria and standards that apply to the proposed development project.

General Information

Project narratives are required with development permit applications. A project narrative must address all code criteria and standards related to your project in order for Development Planning staff to review applications for compliance with Development Code standards. Applicants must read each of the standards and provide a detailed rationale as to how their project complies.

Applications will be deemed incomplete without sufficient responses to all applicable Code standards. Project Narrative Templates are available online at GreshamOregon.gov/developmentplanning.

It is highly encouraged that the findings be provided using the Project Narrative Template forms available online. Follow the guidelines below in order to draft complete and thorough project narratives. Example findings and additional tips are shown on page 2 of this info sheet.

If you have questions regarding these requirements, please contact the project planner. The planner's name and contact information are found on page 1 of the Submittal Completeness Review Checklist.

Guidelines for Drafting Complete Project Narratives

Before you start...

1. **Be knowledgeable.** Read and understand the code reference before responding.
2. **Ask questions.** Confirm with your assigned Planner before checking an item as not applicable (N/A).

When writing findings...

3. **Be thorough.** Address compliance with each applicable Code criteria and standards.
4. **Be detailed.** Identify the standard to be met and clearly explain how it is met.
5. **Be succinct and concise.** Use simple vocabulary and sentence structure. Responses do not have to be long to clearly explain how the standard is met.
6. **Be specific.** Use a proper sheet referencing technique. Specifically reference Plan Sheet Number and/or Detail Number.

Prior to submitting the application...

7. **Be consistent.** Information on plans and details must match the narratives. Proofread and ensure consistency across the entire proposal.

Standard Narrative Samples

Standard	N/A	Findings
4.0130(C) – Minimum Density	<input type="checkbox"/>	6.22 dwelling units per acre is the minimum allowed density in the LDR-5 zone. The proposed 7.22 DUA (13 units on this net 1.8 acre site) meets this standard.
4.1130(D) – Maximum Density	<input type="checkbox"/>	8.71 dwelling units per acre is the maximum allowed density. The proposed 7.22 DUA meets this standard.
7.0201(E)(1) – Entry Street Orientation	<input type="checkbox"/>	This standard requires all primary ground floor entries abutting the street to open directly onto the street right-of-way. As seen on Sheet SP-01 of the Site Plan, this standard has been met. There are no secondary entrances proposed.
7.0201(E)(3) – Vehicle Circulation Location	<input checked="" type="checkbox"/>	This requirement does not apply to single-family attached dwellings with individual driveways.

TIP 1: For each finding, briefly identify the standard then concisely identify how it is being met.

TIP 2: Responses such as “Complies with Code Criteria” or “Complies – See Site Plan” (without sheet or detail reference) will not be considered as complete responses to the Code criteria and standards.

TIP 3: Confirm with your assigned planner if you are unsure whether a particular standard applies to your project.

Design Narrative Samples

Guideline/Standard	G	S	N/A	Findings
7.0603(B)(1)(C)(3) or 7.0603(B)(1)(D)(3)- Façade Articulation and Rhythm Design Elements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The following strategies provide façade articulation and design features which prevent the appearance of blank walls: all building facades include recessed windows at regular 30-foot intervals on both floors; and the facades include a reveal and/or overhangs, between the two floors, creating shadows and a horizontal datum which further articulate the facades and break down their scale. These applications are present for 90 percent of the façade length. The Stark St. frontage also has an integrated planter along 100 percent of the length of its frontage at the pedestrian level. (See elevations on Sheet A3.01 - A3.02 for details)
7.0603(B)(1)(C)(2) or 7.0603(B)(1)(D)(2) - Façade Depth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facades visible from the street and parking areas include recessed windows as well as reveals, recesses and projections between the first and second floors, which provide façade depth, surface relief and shadow lines (See renderings on Sheet A4.01-4.04 for details). The primary street facing façade includes an integrated planter at the pedestrian level with a projecting second floor above to create a consistent street wall.

*TIP 4: Indicate whether the proposal meets either the Design Code **Guideline**, or **Standard** by checking the “G” or “S” column, respectively.*

TIP 5: When presenting compliance with the guidelines, clearly articulate the guideline(s) and how they are being met.

TIP 6: If a standard or guideline has multiple facets, identify compliance with each facet.