

General information

The Design Commission is the primary advising subcommittee to City Council on design excellence for the built environment of the city. The Commission assists in the development and application of design standards and guidelines, and will conduct hearings as necessary to ensure that proposed public and private projects achieve these standards.

For optional **Early Assistance Design Advice (EADA)**, the applicant meets with the Design Commission prior to the pre-application submittal to broadly discuss the potential project.

For an **Optional Design Commission Consult (ODCC)**, the applicant meets with the Design Commission after the pre-application meeting and describes the site, context, and conceptual design. The Commission evaluates whether the proposal could meet the Design Guidelines and Standards and advises the applicant on application submittal.

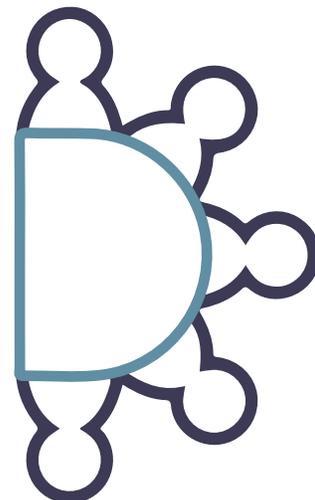
Application materials

- **Current fee.**
- **Proposal description.**
- **Plan set** which includes (at a minimum):
 - Site plan
 - Floor plans
 - Elevations
 - Renderings
- **Specific site and building design-related questions**, referencing Code standards.

See the following page for instructions on how to apply.

Timeline (1 month)

- **Materials submitted**
Materials are submitted to the City.
21 days
- **Design Commission meeting for EADA or ODCC held**
7 days
- **Design Commission feedback received**
Feedback will be provided by the Design Commission for the applicant to consider moving forward with the project.
- **Materials submitted to City:**
 - Pre-application meeting application; or
 - Development permit submittal





Register/
Login

1 Visit GreshamOregon.gov/Applications-and-Forms and click on the **Apply for permit** button.



Apply

2 To register: Click the  **Login or Register** button. Follow the instructions/prompts to create an account. *If you are already registered, skip to the next step.*



Location

3 Login and begin the application process by selecting the tab near the top of the page.

4 Type *Design Advice* (for EADA) or *Optional Consult* (for ODCC) in the Application Assistant box and select the application.



5 Add a location by clicking

6 Search by address or 9-digit R number. If searching by address, don't use the suffix (type 123 Main, not 123 Main St). Check the box and click **+ Add**.



Type

7 Provide a description of what you are doing. Provide the total size (in square feet) of your project. If you are developing detached units, please provide the total square footage for all units.



Contacts

8 You are automatically listed as the applicant. Add any other contacts if needed.



More info

9 Fill out the boxes with your information. Include information for the existing site and what is being proposed.



Attachments

10 Submit the required materials.



Signature

11 Type your name to sign the permit application.



Review and
submit

12 Hit 

