

**CITY OF McMinnville**  
**BUILDING DIVISION**

231 NE Street, McMinnville, OR 97128  
Office: 503) 434-7314 FAX: 503) 474-4955  
24-Hour Inspection Request Line: 503) 434-7542

**INFORMATION REQUIRED FOR PARKING LOT APPROVAL**

The following procedures apply to new parking lots, expansion of existing lots, or when layout changes occur.

1. **Landscape approval.** Landscaping must be approved by the City of McMinnville Landscape Review Committee (see the attached form for requirements). If you have any questions regarding these requirements, please contact the Planning Department at (503) 434-7311.
2. **Storm drainage plans and permit.** Please submit two scaled copies of the proposed drainage plans upon application for the appropriate permits. These permits may be obtained in the Building Division office. If you have any questions regarding this aspect, please contact their office at (503) 434-7314.
3. **Parking lot layout approval.** Please submit two copies of the parking lot layout to the Building Division. This layout must include:
  - a) Direction of traffic patterns
  - b) Handicap parking space provisions
  - c) Size of all types of parking spaces proposed (standard, compact, handicap) and driveway aisle widths.

If you have any questions regarding this aspect, please the Planning Department at (503) 434-7311.