



City of Florence  
Community Development Department  
250 Highway 101  
Florence, OR 97439  
Phone: (541) 997 - 8237  
Fax: (541) 997 - 4109  
[www.ci.florence.or.us](http://www.ci.florence.or.us)

Type of Request

Design Review (DR) (See FCC 10-6)     Conditional Use Permit (CUP) (See FCC 10-4)

Applicant Information

Name: City of Florence Phone 1: [REDACTED]  
E-mail Address: [REDACTED] Phone 2: \_\_\_\_\_  
Address: 250 Highway 101, Florence, OR 97439  
Signature: [REDACTED] Date: 9/12/16  
Applicant's Representative (if any): Erin Reynolds, City Manager

Property Owner Information

Name: City of Florence Phone 1: [REDACTED]  
E-mail Address: \_\_\_\_\_ Phone 2: \_\_\_\_\_  
Address: 250 Highway 101, Florence, OR 97439  
Signature: [REDACTED] Date: 9/12/16  
Applicant's Representative (if any): Erin Reynolds, City Manager

NOTE: If applicant and property owner are not the same individual, a signed letter of authorization from the property owner which allows the applicant to act as the agent for the property owner must be submitted to the City along with this application. The property owner agrees to allow the Planning Staff and the Planning Commission onto the property. Please inform Planning Staff if prior notification or special arrangements are necessary.

For Office Use Only:

RECEIVED  
City of Florence  
SEP 12 2016  
By: GMS

Approved

Exhibit

Property Description

Site Address: 2675 Kingwood Street

General Description: 3 vacant lots on the southeast corner of the Kingwood and 27th Street intersection

Assessor's Map No.: 18 - 12 - 22 - 42

Tax lot(s): 00300, 00400, 00500

Zoning District: Pacific View Business Park

Conditions & land uses within 300 feet of the proposed site that is one-acre or larger and within 100 feet of the site that is less than an acre OR add this information to the off-site conditions map (FCC 10-1-1-4-B-3): Airport, Light Industrial, Medical/Dental Offices, Funeral Home, School District, General Offices, vacant lands

Project Description

Square feet of new: 13,696 SF (see below)

Square feet of existing: currently undeveloped

Hours of operation: 7 am - 5 pm, M-F

Existing parking spaces: none

Is any project phasing anticipated? (Check One):  Yes  No

Timetable of proposed improvements: Phase One complete June 2017

Will there be impacts such as noise, dust, or outdoor storage?  Yes  No

If yes, please describe: Outdoor storage of PW equipment and materials. There will be a secure fence around storage. PW Operations begin at 7am with related noise. Similar equipment noise to other light industrial uses in the area.

Proposal: (Describe the project in detail, what is being proposed, size, objectives, and what is desired by the project. Attach additional sheets as necessary)

City of Florence intends to improve vacant site with new Public Works Facility, including two new structures: 5,942 SF office building with potential future expansion; 7,754 SF maintenance building with potential future expansion. Site will contain visitor and secured staff parking areas, screened storage yard, new bulk water fill station located on Kingwood, and several landscaped stormwater planters. Project site is in the Pacific View Business Park zone. Site area is approximately 2.78 acres (121,286 SF). The project will also require clearing of the entire site.

For Office Use Only:

Date Submitted: \_\_\_\_\_ Fee: \_\_\_\_\_

Received by: \_\_\_\_\_

Paid

## Other Information Required

Below is a check list of the required information to determine if an application is complete. The Florence City Code is available at City Hall or online at [www.ci.florence.or.us](http://www.ci.florence.or.us) (click on "City Code" which is located on the main menu). You will also find the *Florence Transportation Plan, Downtown Architectural Guidelines, Highway 101 Access Management Plans, Stormwater Design Manual, and Stormwater Management Plan* available on the City's website or at the City Hall for review or purchase.

Site Plan existing and proposed drawn to scale, showing the following:

- Existing and proposed site boundaries and proposed lot boundaries
- Existing and proposed structures
- Existing and proposed roads, streets, rights-of-way, pedestrian walks (widths and types), names, grades, radii
- Existing and proposed utility services – location of water and sewer lines, drainage routes and facilities, manholes, meters, fire hydrants, etc...
- Areas of scenic value, wildlife habitat, potential hazard areas (floodplains, geologic instability), wetlands, or other areas of special significance

*Note: Please submit an electronic copy of any plans submitted larger than 11" x 17"*

A title report from a title company showing:

- Existing liens
- Access and/or utility easements
- Legal description

Utility Plan:

List all utilities currently available to the site AND add this information to a utility plan map (See FCC 10-1-1-4-B-2).

*Note: For help identifying the location of utilities, please call Dig Safely Oregon at 1-800-332-2344 or dial 811. Call Public Works (541-997-4106) to determine the size of utility lines. Call the Fire Marshal (541-997-3212) to determine fire flows.*

Water Supply: 8" and 10" - inch line available from 8" - 27th St.; 10" - Kingwood (Street)  
Sanitary Sewer: 8" - inch line available from Kingwood and 27th St. (Street)  
Storm Sewer: 12" - inch line available from Kingwood (Street)

Check if available:  Telephone  Cable TV  Electrical  Other (Such as fiber optics)

Please provide a plan drawn to common scale showing the location of existing and proposed buildings, existing and proposed utility services, location and size of water and sewer lines, drainage routes, manholes, meters, fire hydrants, fire flows, and 2' contours.

Lighting Plan:

Show location of each light fixture, diagram illustrating foot-candle distribution, and elevation drawing of each light fixture in conformance to FCC 10-3-8-G.

Access Permits:

For properties along State or County roads (see FCC 10-35-2-4), a state or county access permit or application is required. For properties on Highway 101 located between Highway 126 and the Siuslaw River Bridge, please also refer to the *Highway 101 Access Management Plan*.

Proposed:

Are new streets planned or needed? (Please refer to the Transportation System Plan)

Yes  No If yes, please describe: \_\_\_\_\_

Are utility upgrades or extensions planned or needed?

Yes  No If yes, please describe: \_\_\_\_\_

If you answered yes to either question above, how will these improvements be funded?

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Stormwater Plan:

Per FCC 9-5-2-4, a drainage plan is required for projects which add **500 SQUARE FEET OR GREATER** of impervious surface area or clearing vegetation from **10,000 SQUARE FEET OR GREATER** (single family homes are excluded). Please refer to FCC 9-5 and the Florence Stormwater Design Manual for requirements.

Traffic Impact Study:

Per FCC 10-1-1-4-D, larger projects may require a Traffic Impact Study. Please attach a TIA if needed.

Design & Architectural Drawings:

Per FCC 10-6-6-C, if applying for a design review, please attach or describe colors and materials being used as well as elevations of the proposed building.

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Landscaping Plan:

Per FCC 10-34-3-2, the location, size and species of newly proposed plant materials, location(s) of area where existing vegetation will be cleared and/or preserved, irrigation and anticipated planting schedule, and location of existing and proposed fences and walls including buffering and screening materials.

Erosion Control:

Projects of over 1 acre of land disturbance over a period of time (please see FCC 10-36-4) are required to obtain a National Pollution Discharge Elimination System permit from the Department of Environmental Quality prior to the issuance of a development permit or land use permit based on appropriate criteria.

Site Investigation Report:

Refer to FCC 10-7-3 for the list of hazard areas within the City Limits which will require a SIR.

Old Town District:

Survey: Properties within the Old Town District require a recent survey per FCC 10-17 for all new development, redevelopment, and additions which show property lines, easements, 2' contours, existing structures, floodplain, and highest observed tide.

Visual Aids: New construction or story additions require visual aids. Please refer to FCC 10-17.