

## City of Florence Land Use Application: Checklist and Required Information

An Application is deemed received when the land use application, project plans, and non-refundable land use fees have been submitted to the Community Development Department. Both the land use application and fee schedule can be found at <https://www.ci.florence.or.us/planning/land-use-fees-and-forms> . An application may be submitted in person to City Hall at 250 Hwy 101 or at [planningdepartment@ci.florence.or.us](mailto:planningdepartment@ci.florence.or.us)

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 <https://www.ci.florence.or.us/council/city-code>. 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 (*electronic preferred*):

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

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-C-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: \_\_\_\_\_ - inch line available from \_\_\_\_\_ (Street)

Sanitary Sewer: \_\_\_\_\_ - inch line available from \_\_\_\_\_ (Street)

Storm Sewer: \_\_\_\_\_ - inch line available from \_\_\_\_\_ (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 10-37](#).

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*.

Supporting Documents for ROW Improvements:

If public ROW improvements are required, a list of detailed drawings can be found at:  
<https://www.ci.florence.or.us/publicworks/city-florence-standard-drawings>

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?  
\_\_\_\_\_

Stormwater Plan:

Per FCC 9-5-2, 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-E](#), larger projects may require a Traffic Impact Study. Traffic Study Requirement criteria is found in [FCC 10-35-2-5](#). Please attach a TIS if needed.

Design & Architectural Drawings:

Per [FCC 10-6-5](#), if applying for a design review or design review is required as part of the application, please attach or describe colors and materials being used as well as elevations of the proposed building.  
\_\_\_\_\_

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.

Additional information on erosion control can be found in the City of [Portland's Erosion and Sediment Control Manual](#) that has been adopted by the City of Florence

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](#).

Minimum Parking Requirements:

Off-street parking requirements can be found in [FCC 10-3](#). Minimum parking requirements are applied to all new development, changes or use, or expansions of the building or use.

- Table 10-3-1 lists minimum required parking by use.
- Table 10-3-2 lists minimum required ADA parking spaces are listed in.
- FCC 10-3-8 includes required design standards and improvements for parking.
  - Parking area and stall dimensions
  - Surfacing materials
  - Striping dimension (other than for single-unit dwellings and duplexes)
- FCC 10-3-9 lists all bike parking requirements including location, designs, signage, and security. Bike parking is required at a 1:10 ratio to vehicle parking.

Access and Circulation:

[FCC 10-35](#) regulates on-site access and circulation. Site plans are required to include details of access to the site and circulation on site including pedestrian and vehicular circulation.

- Driveway to Driveway and Driveway to Street separation distances
- Driveway apron details
- On-site pedestrian and vehicular circulation

Public Facilities:

[FCC 10-36](#) regulates public facilities. This chapter is applicable when public facility improvements are required such as sidewalks, streets, or easements.

- Street typical and cross sections if new streets are proposed
- Side walk locations and dimension when required
- Mail box locations and plans
- Streetlights when required or proposed
- Proposed and existing on-site easements
- Proposed and existing utilities

