



City of Florence
Community Development Department
250 Highway 101
Florence, OR 97439
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www.ci.florence.or.us

Type of Request

- Preliminary Planned Unit Development (PUD)** (Florence City Code Title 10, Ch-23)
 Tentative Subdivision Plan (Florence City Code Title 11, Ch-1, 3, 5 & 7)
 Modification to requirements (Title 10, Chapter 36 or Title 11)

Applicant Information

Name: _____ Phone 1: _____
E-mail Address: _____ Phone 2: _____
Address: _____
Signature: _____ Date: _____
Applicant's Representative (if any): _____

Property Owner Information

Name: _____ Phone 1: _____
E-mail Address: _____ Phone 2: _____
Address: _____
Signature: _____ Date: _____
Applicant's Representative (if any): _____

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

Approved

Exhibit

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 (click on "City Code" which is located on the main page). 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 Planning Department webpage or at the City Hall for review or purchase.

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

Tentative Subdivision Plan drawn to scale, showing the following:

- Name and block numbering of proposed subdivision
- Date, north point, scale of the drawing,
- Description of the location and boundaries of the proposed subdivision or major partition area
- Names of all recorded subdivisions contiguous to the area
- Names and addresses of the owner and engineer or surveyor
- Locations, names, widths of all existing and proposed public and private streets and roads (includes right-of-way and pavement widths) & all reservations/restrictions relating to private roads & streets
- Grades and radii of curves of proposed streets
- Elevations of all points used to determine contours (given to true elevation above mean sea level) with base date used shall be clearly indicated and shall be compatible to City datum, if bench marks are not adjacent. Contours shall be in the following intervals:

Contour Intervals	Ground Slope
1'	0% to 5%
2'	5% to 10%
5'	over 10%

- Width and location of all proposed public utility easements
- Stormwater flows, location of existing storm lines, location of stormwater overflow and its impact down stream
- Location of sewer pipes, sizes, man holes, and elevations of existing and proposed pipes
- Water system proposed including source, pipe locations, sizes, meter locations & hydrants
- Width and location of all proposed sidewalks
- All public areas proposed to be dedicated by the partitioner and the proposed uses thereof such as reserve strips
- All public improvements proposed to be made or installed, and the time within which such improvements are envisioned to be completed
- A legal description of the boundaries of the entire area owned by the land owner of which the proposed land division is a part; provided, that where the proposed land division comprises all of such area, an affidavit of such fact shall accompany the application
- Dimensions of all proposed lots or/and parcels
- If lot areas are to be graded, a plan showing the nature of cuts and fills and information on the character of the soil

PUD Preliminary Development Plan, including the following

- An explanation of the character of the planned unit development and the manner in which it has been planned to take advantage of the planned unit development regulations.

Map showing street systems, lot or partition lines and other divisions of land for management, use or allocation purposes.

Areas proposed to be conveyed, dedicated or reserved for public streets, parks, parkways, playgrounds, school sites, public buildings and similar public and semi-public uses.

Open Space Plan . Refer to FCC 10-23-5-G for criteria

Off-Street Parking and Loading Plan

List of Design Team and Summary of Qualifications (FCC 10-23-7)

A plot plan for each building site and common open space area, showing the approximate location of buildings, structures, and other improvements and indicating the open spaces around buildings and structures, excepting private single-family lots in a residential PUD.

Elevation and perspective drawings of proposed structures.

A development schedule indicating:

a. The approximate date when construction of the project can be expected to begin.

b. The stages in which the project will be built and the approximate date when construction of each stage can be expected to begin.

c. The anticipated rate of development.

d. The approximate dates when each stage in the development will be completed.

e. The area, location and degree of development of common open space that will be provided at each stage.

Agreements, provisions or covenants which govern the use, maintenance and continued protection of the planned unit development and any of its common open space areas.

The following plans and diagrams, insofar as the reviewing body finds that the planned unit development creates special problems of traffic, parking and landscaping.

a. An off-street parking and loading plan.

b. A circulation diagram indicating proposed movement of vehicles, goods and pedestrians within the planned unit development and to and from thoroughfares. Any special engineering features and traffic regulation devices needed to facilitate or insure the safety of this circulation pattern shall be shown.

c. A landscaping and tree plan.

Additional Submittals, if not provided in plan or plat:

Site Investigation Report (per FCC 10-7-3)

Fire flows- For fire flow information, contact the Fire Marshal, Sean Barrett at (541) 997-3212.

Signs (per FCC 10-6-6-D)- If proposing signs, (new or existing) provide a drawing or sketch to scale which includes: size, location, materials, colors, and illumination if any

Title Report from a Title Company (per FCC 10-4-3-C and 10-6-6-E)- indicating liens, access and/or utility easements, legal description

- Survey (for Old Town Zoning District) (per FCC 10-17A-4-K-1-a, 10-17B-4-K-1-a, and 10-17C-4-K-1-a) A recent survey map drawn to scale which shows property lines, easements, 2' contours, existing structures (including height of sea-wall, if appropriate), floodplain & highest observed tide.
- Access permit (for properties accessing State or County Roads) (see FCC 10-35-2-4) A State or County complete access permit application is required. For properties along Highway 101 located between Highway 126 and the bridge along Highway 101 please refer to the *Highway 101 Access Management Plan*.

Stormwater Plan:

Preliminary Development Plan (per FCC 9-5-2-A-4): (projects which are adding 500 square feet or greater of impervious surface area or clearing vegetation from 10,000 square feet or greater (single family homes are excluded) and under 1 acre per FCC 9-5-2-2-C) Shall include a general description of the proposed project property and description of existing structures, buildings, and other fixed improvements located on the property and surrounding properties. The plan shall also include natural water flow of the existing property, soils, storm water drainage, flooding from high groundwater table. The Plan also shall identify the features outlined in FCC 9-5-2-A-4.

A Stormwater Management Plan (per FCC 9-5-2-3): Stormwater Management Plan is required for projects over 1 acre is required with construction drawings, please refer to FCC 9-5-2-3 for submittal requirements.

- Traffic Impact Study. Please refer to FCC 10-1-1-4-D to see if a Traffic Impact Study is required.

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: _____ - 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)

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.

- Location of areas of scenic value, wildlife habitat, potential hazard areas (floodplains, geologic instability), wetlands, riparian areas or areas of special significance or within an overlay zone.

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.