



City of Florence
Community Development Department
250 Highway 101
Florence, OR 97439
(V): (541) 997-8237
(F): (541) 997-4109
www.ci.florence.or.us

LAND USE APPLICATION FOR DESIGN REVIEW AND/OR CONDITIONAL USE PERMIT

I. Type of Request

- ☒ Design Review (See FCC 10-6 for Criteria) ☐ Administrative Review (also see FCC 10-1-1-6)
☒ Conditional Use Permit (See FCC 10-4 for Criteria)

FCC (Florence City Code) may be found at www.florence.or.us/or (under "City Code") or at City Hall

You may request a pre-development conference to obtain assistance in filling out this application or to obtain input on your proposal. If the conference was not more than 90 calendar days from the date of this application submission, the cost of the conference will be credited towards your land use application.

Did you have a pre-development conference (Check One)? ☐ Yes ☒ No

If yes, enter the date of the conference: Month _____ Date _____ Year _____ Amount Paid: \$ _____

Please be aware that the applicant has the burden of proof to show how the project meets the applicable criteria (refer to FCC 2-10-6).

Feel free to contact the Planning Department if you have questions at 541-997-8237.

II. Applicant or Representative Information

(only one phone number is required)

Name (Print): PND Engineers, FOR Port of Siuslaw (info shown in parens)

PND office Ph: () 206-624 - 1387

Mailing Address: 811 First Ave, Ste. 570 (Port: PO Box 1220)

Port Ph: () 541-997 - 3426

City: Seattle (Port: Florence) State: WA (Port: OR) Zip: 98104 (Port: 97439)

Ph: () -

E-mail (Optional): LGurley@PNDEngineers.com

Signature: 

Date: 7/24/12

III. Property Owner Information

(only one phone number is required)

Name (Print): Port of Siuslaw and OR Dept. of State Lands (info shown in parens)

Port Ph: () 541-997 - 3426

Mailing Address: PO Box 1220 (DSL: 7755 Summer St., Ste 100)

DSL Ph: () 503-986 - 5226

City: Florence (DSL: Salem) State: OR Zip: 97439 (DSL: 97301)

Ph: () -

E-mail Address (Optional): manager@portofsiuslaw.com

Signature: 

Date: 7/25/12

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.

IV. Property Description

Site Address: 1464 Bay St., Florence, OR 97439

General Location (Example: City Hall is at the SE corner of 2nd and Highway 101): wharf is located south of Bay St.

between Nopal and Maple Streets over the water in the Siuslaw River estuary.

(This section is continued on the next page)

Assessor's Map No.: 18 - 12 - 34 - 11 Tax Lot(s): N/A (waterway) Size of Site: 7,150 SF Dock

Zoning District: Development Estuary

Describe the conditions and land uses of all land within 300-feet from 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): Located immediately to the west is the public restroom building with mixed retail and commercial beyond on Bay St. in Old Town area. To the south is the Siuslaw River. To the north is Bay Street and mixed retail and commercial in Old Town area. To the east on the dock is the ICM Restaurant and ice unit dock area. Please see the attached site map (sheet 1 of 1).

V. Utilities

Existing:

List all existing 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 in identifying the location of utilities please call Dig Safely Oregon at 1-(800) 332-2344 or dial 811. Call Public Works for size of utility lines.

Water Supply: n/a - inch line available in Street (s) n/a
Sanitary Sewer: n/a - inch line available in Street (s) n/a
Storm Sewer: n/a - inch line available in Street (s) n/a
Telephone (Check One): ☐ is ☐ is not available in Street (s) n/a
Cable TV (Check One): ☐ is ☐ is not available in Street (s) n/a
Electrical (Check One): ☐ is ☐ is not available in Street (s) n/a
Other (Such as fiber optics): n/a

Proposed:

Are new streets planned or needed (Please refer to the Florence Transportation System Plan)? (Check One): ☐ yes* ☒ no

If yes, describe which ones are needed: _____

Are utility upgrades or extensions planned or needed? ☐ yes* ☒ no

If yes describe which ones are needed: _____

*If you answered yes to either of the two questions above, how will the improvements be funded? _____

☐ Utility Plan (per FCC 10-4-3-C and 10-6-6-E): Drawn to a common scale (such as 10, 20, 30, 40, or 50 feet to the inch). 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. (Questions? Contact Public Works at 541.997.4106. Fire flows may be obtained by the Fire Marshal at 541.997.3212).

☐ Lighting Plan (for new parking lots and walkways): 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.

☐ Stormwater (per FCC 9-5-2-4): A drainage plan is required for projects which are adding 500 square feet or greater of impervious surface area or clearing 10,000 square feet or greater (Single Family houses are exempted). Please refer to FCC 9-5 for requirements and the Florence Stormwater Design Manual.

☐ Traffic Impact Study (per FCC 10-1-1-4-D): (larger projects) Please refer to FCC 10-1-14-D to see if a Traffic Impact Study is required.

(Continued on the next page)

V. Project Description

Square feet of new: dock substructure (195 sf) : Square feet of existing building 7,150 SF dock

Hours of operation: construction approx 7am-6pm Number of parking spaces (See FCC 10-3): see attached narrative

Building color (s) (attach color sample): No building. new beams will be steel (see "Beam Example" photo attached).

Is there any phasing anticipated? (Check One): ☐ yes ☒ no

Timetable of proposed improvements: Overall project will take place between November 1, 2012 and March 1, 2013

Will there be impacts such as noise, dust, or outdoor storage? (Check One): ☒ yes ☐ no

If yes, describe all impacts: Pile driving noise during construction, general use of power tools. Construction materials may be staged in the parking area immediately adjacent to Mo's Restaurant. The Port and Mo's are cooperatively identifying alternative parking sites that may include Port owned properties along Bay St.

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

Please see attached narrative description.

VI. Additional Information

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

All Drawings need to be drawn to a typical scale (site plan in an engineering scale and architectural drawings may be in architectural scale) submitted as follows:

☒ 3 full sized sets of plans (if the project fits on 11 x 17 or 8 ½ x 11 pages, there is no need to enlarge the drawings)

Please note: A planner may request additional copies for larger projects once the application has been deemed complete.

☐ 2 sets reduced to 11 x 17

☒ 1 electronic copy (pdf or word) (submitted on a CD or by email)

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

(Continued on the next page)

☒ Site Plan (per FCC 10-6-6-A): drawn to scale showing majority of dimensions, illustrating the size and location of existing use and structures and proposed use, structures on the property, walkways and parking areas. Please also include natural features which are located on the property such as streams, wetlands, and sand dunes.

☒ Off-Site Conditions (per FCC 10-1-1-4-B-3): 300 feet from the proposed site that is one acre or larger and within 100 feet the site that is less than an acre. Drawing needs to include property lines, utility locations and sizes, existing and future streets, alleys, sidewalks, significant grade changes and natural features such as streams, wetlands and sand dunes. If possible, please include adjacent property's driveway locations. This information is not required to be surveyed by a registered surveyor.

☐ Landscaping Plan (per FCC 10-34-3-2): Location, size and species of the new proposed plant materials (at the time of planting); location(s) of areas where existing vegetation will be cleared and location(s) of areas where existing vegetation will be preserved (delineated on the recent aerial photo or site plan drawn to scale) specification for soil at time of planting, irrigation and anticipated planting schedule, location of existing and proposed fences and walls including buffering and screening materials, existing. Refer to the *Florence Tree and Plant List* to help you decide which plants work best in Florence. Landscaped stormwater facilities may count toward the landscaping require coverage. Provide the square footage of each landscaped area (new and existing).

☒ Architectural Drawings or Sketches (per 10-6-6-C): Drawn to a common scale showing dimensions, floor plan showing doorways and windows, north, south, east, west elevation view of buildings (with height indicated), exterior building materials, styles, and colors (roofing, trim, wall). Properties located in the Old Town and Main Street Districts will also be reviewed with the *Downtown Architectural Guidelines* to determine compatibility.

☐ Access Permit (for properties along State or County Roads) (see FCC 10-35-2-4): A State or County complete access permit or application is required. For properties on Highway 101 located between Highway 126 and the bridge, please also refer to the *Highway 101 Access Management Plan*.

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

☐ Old Town District:

For properties within the Old Town District the following are also required:

☐ Survey (per FCC 10-17A-4-K-1-a, 10-17B-4-K-1-a, and 10-17C-4-K-1-a): All new development, redevelopment, and additions require a recent survey map drawn to scale which shows property lines, easements, 2' contours, existing structures (including height of sea-wall, if appropriate), floodplain, and highest observed tide.

☒ Visual Aids (for new construction or story addition in Old Town): Please refer to FCC 10-17A-4-K-1-b, 10-17B-4-K-1-b, and 10-17C-4-K-1-b for the requirements for each subsection.

☐ Site Investigation Report (SIR): SIR may also be required, refer to FCC 10-7-3 which lists the hazard areas within the City Limits which will require a SIR. The SIR form is available at City Hall or by email.

FCC Title 10, Chapter 1 states that staff has 30-days to review the application for completion. A written notice explaining application deficiencies or acknowledging a complete application will be provided to the applicant and/or representative.

Questions: Please call 541.997.8237