



Memorandum:

To: City of Florence Planning Commission
From: Clare Kurth, Associate Planner
Meeting Date: February 13, 2024
Subject: Completeness Review Forms - Work Shop

Introduction

The various types of land use review processes are covered in [Florence City Code \(FCC\) Title 10, Chapter 1: Zoning Administration](#). The focus of this work shop will primarily be on Type III (Quasi-Judicial) Procedures. Type III procedures are made by the Planning Commission in a public hearing, with an opportunity to appeal to the City Council. Type III land use applications include new construction requiring design review, conditional use permits, planned unit developments (PUDs), and variance requests (full list under FCC 10-1-1-6-3). The Planning Commission has expressed a desire to improve the current City completeness review process to ensure applications are complete prior to arriving at a public hearing. Streamlining this process will benefit the City staff and the public by improving efficiency and consistency in the review process. This memo is intended as a brief overview of this work shop item and to present examples of existing City forms and forms that other jurisdictions use to prompt discussion on form updates. For the purpose of this work shop, the focus will be on forms for conditional use permit and design review completeness review. The thought here is that these are two of the more common and frequent applications processed. This discussion can extend to other application process at a later date.

FCC 10-1-1-4: Application:

Below is section FCC 10-1-1-4-C that outlines what items are required for an application, 7 items are included. These are the criteria that are used to determine what information is needed by the applicant. Attachment 1 includes the general land use application on pages 1 and 2 and the 'Other Information Required' checklist on pages 3 and 4. The Code section is in ***bold italics*** and the brief discussion will be included below.

- C. Except when this Code provides to the contrary, an application or petition regulated by Titles 10 and 11 of this Code:***
- 1. Shall be reviewed by the Planning Director within thirty (30) days to determine if the application is complete, including required drawings, plans, forms, and statements.***
- Within 30 days after receiving an application and required fees, either a notice of completeness (NOC) or a notice of incompleteness (NOIC) is issued to the applicant. These notices include the date the application was deemed complete or incomplete. A notice of incomplete includes a detailed list of all missing items required based on applicable code criteria.

This 30 day review timeline is not included on either the general land use application of the 'Other Information Required' checklist.

- 2. Shall identify the public facilities and access which may be needed to support the development, including but not limited to utilities and transportation infrastructure, and how they will be financed.**

The requirement for the public facilities and access information is included on the 'Other Information Required' checklist. A referral request is sent to Public Works, and ODOT if applicable, for comments on public facilities and access needs.

Some code sections that may apply include FCC 10-35 Access & Circulation, FCC 10-36 Public Facilities, and FCC 9-5 Stormwater Management.

- 3. Shall identify off-site conditions including property lines, utility locations and sizes, existing and future streets, land uses, significant grade changes and natural features such as streams, wetlands and sand dunes for an area not less than three hundred (300) feet from the proposed application site that is one (1) acre or larger and within 100 feet from the proposed application site that is less than one (1) acre in size. (Amd. By Ord. No. 4, Series 2011)**

Off site conditions and land uses is requested on the general land use application under the property description section. This information is reviewed during the review process to ensure compatible land uses and required buffers and screening are met.

- 4. Shall be accompanied by a digital copy or two hard copies of required plans of dimensions measuring 11 inches by 17 inches or less. Costs of document reduction may be passed onto the applicant.**

Site plan requirements are listed on the 'Other Information Required' checklist. This information is not clearly requested on the general land use application, but this form could be updated to include this requirement for clarity for applicants.

- 5. Shall be filed with a narrative statement that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making. Additional information may be required under the specific application requirements for each approval.**

The general land use application includes a 'Project Description' section with room for a brief description of the project. This criterion is not clearly identified on the application or checklist. However, the checklist does have code sections provided throughout to help direct applicants to the information needed. The City of Medford's conditional use permit application includes a table of contents of 'Commonly Used Code References' (Attachment 3, pg. 21 of 22).

Creating a reference list similar to this may be beneficial to direct applicants or contracted planners that may be unfamiliar with City Code to a comprehensive list of potentially applicable code criteria. It is not uncommon for an applicant to focus on the specific zoning district and unintentionally overlook reviewing other sections such as parking (FCC 10-3), design / architectural review (FCC 10-6), special development standards (FCC 10-7), landscaping (FCC 10-34), or lighting (FCC 10-37).

6. Shall be accompanied by any other information deemed necessary by the City Planning Department.

This section provides an opportunity to request additional, specific information, that is not otherwise listed in this Code section.

7. Shall be accompanied by the required, non-refundable fee.

The required fees are listed on the City website and can be found [HERE](#) or at <https://www.ci.florence.or.us/planning/land-use-fees-and-forms>

Attachments Included:

3 attachments have been included with this memo. Attachment 1 includes the current general land use application that is available on the City website and the current completeness checklist. In addition to these the 2012 versions of these forms have been included for comparison.

Attachment 2 includes design review applications and Attachment 3 includes conditional use permit applications for 4 cities in Oregon; Cannon Beach, Eugene, Medford, and Newport. Each of these attachments includes these 4 cities in the order listed, organized alphabetically. Each of the attachments includes a cover sheet that includes a table of contents.

Goals and Next Steps:

The goal of this discussion is to consider the current City land use application and completeness checklist as it relates to conditional use permits and design review. The Planning Commissioners and staff will work to update existing forms to improve the completeness review process and therefore improve the overall application review process. A few items and questions to consider:

- Update for consistency with current code – this will be the ongoing responsibility of staff
- What items on the existing list (Attachment 1, pg. 3-4) are not necessary and can be removed?
- Are there items that need to be re-written for clarity?
- Are there items missing from the checklist that should be added?
- Is there a format or organization that may be easier for the applicant to use?
- What items from other cities should be considered to add or revise the City's forms?
- What informative documents could be prepared to better guide a complete application?

Attachment:

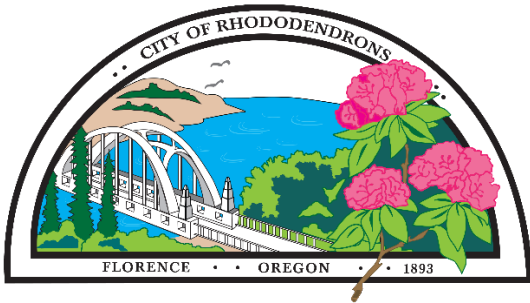
Attachment 1: City of Florence Forms

Attachment 2: Design Review Application Forms

Attachment 3: Conditional Use Permit Application Forms

Attachment 1: City of Florence Forms

- Pg. 1-2: General Land Use Application (*current*)
- Pg. 3-4: Other Information Required (*design review / completeness review - current*)
- Pg. 5-8: Land Use Application for Design Review and/or Conditional Use Permit (*no longer used*)
- Pg. 9-10: Additional Information (*design review / completeness review – no longer used*)



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

Type of Request

THIS SECTION FOR OFFICE USE ONLY

Type I Type II Type III Type IV

Proposal: _____

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

Property Description

Site Address: _____

General Description: _____

Assessor's Map No.: _ - ____ - ____ - ____ Tax lot(s): _____

Zoning District: _____

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): _____

Project Description

Square feet of new: _____ Square feet of existing: _____

Hours of operation: _____ Existing parking spaces: _____

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

Timetable of proposed improvements: _____

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

If yes, please describe: _____

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

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 (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 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: _____ - 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*.

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 9-5-2-4, 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-E, larger projects may require a Traffic Impact Study. Please attach a TIS if needed.

Design & Architectural Drawings:

Per FCC 10-6-5, if applying for a design review, 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.

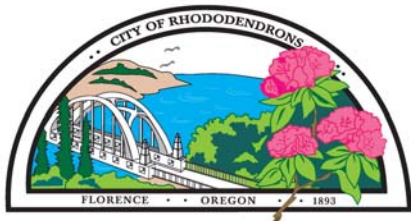
Site Investigation Report:

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.



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Community Development Department
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LAND USE APPLICATION FOR DESIGN REVIEW AND/OR CONDITIONAL USE PERMIT

I. Type of Request Administrative Review (also see FCC 10-1-1-6)
 Design Review (See FCC 10-6 for Criteria) 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): _____ Ph: () _____ - _____
Mailing Address: _____ Ph: () _____ - _____
City: _____ State: _____ Zip: _____ Ph: () _____ - _____
E-mail (Optional): _____
Signature: _____ Date: _____

III. Property Owner Information (only one phone number is required)

Name (Print): _____ Ph: () _____ - _____
Mailing Address: _____ Ph: () _____ - _____
City: _____ State: _____ Zip: _____ Ph: () _____ - _____
E-mail Address (Optional): _____
Signature: _____ Date: _____

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: _____
General Location (Example: City Hall is at the SE corner of 2nd and Highway 101): _____

(This section is continued on the next page)

Assessor's Map No.: ___ - ___ - ___ - ___ Tax Lot(s): _____ Size of Site: _____

Zoning District: _____

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): _____

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: _____ - inch line available in Street (s) _____

Sanitary Sewer: _____ - inch line available in Street (s) _____

Storm Sewer: _____ - inch line available in Street (s) _____

Telephone (Check One): is is not available in Street (s) _____

Cable TV (Check One): is is not available in Street (s) _____

Electrical (Check One): is is not available in Street (s) _____

Other (Such as fiber optics): _____

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)

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, proposed use and structures on the property (including trash enclosure), walkways and parking areas (including bicycle parking). 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

I. Additional Information

Below is 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 "City Government", click on "City Code". You may also find the *Florence Transportation Plan*, *Downtown Architectural Guidelines*, and *Highway 101 Access Management Plan* are available on the City's website or at the City Hall for review or purchase.

All Drawings need to be submitted as follows:

- 2 full sized sets of plans (scale to be a common scale, such as 10, 20, 30, 40, or 50 feet to the inch) Please note: A planner may request additional copies for larger projects once the application has been deemed complete.
- 1 set 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-E)- indicating liens, access and/or utility easements, legal description

- Site Plan (per FCC 10-5)- drawn to scale showing dimensions, illustrating the size and location of existing use and structures and proposed use and structures on the property. 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, significant grade changes and natural features such as streams, wetlands and sand dunes. If possible, please include adjacent property's ingress and egress locations. This information is not needed to be surveyed by a registered surveyor.

- Landscaping Plan (per FCC 10-34-3-2)- drawn to scale showing: 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 bio-swells or ponds may count toward the landscaping require coverage.

- Architectural Drawings or Sketches (per 10-6-6-C)- Drawn to a common scale showing dimensions, floor plan, 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 refer to the *Highway 101 Access Management Plan*.

- Lighting Plan- (for parking lots and walkways) drawn to scale showing dimensions, location of each light fixture, elevation drawing of each light fixture in conformance to FCC 10-3-8-G.
- Utility Plan (per FCC 10-4-3-C and 10-6-6-E)- Drawn to a common scale showing: 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).

Erosion Control: Projects over 1 acre or more of land disturbance over a period of time (FCC 10-36-4) 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 (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)-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.

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.

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.

Stormwater: 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 (per FCC 9-5-2-4)- (Single Family houses are exempted). Please refer to FCC 9-5 for requirements and the Florence Stormwater Design Manual.

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

Please note, that staff is willing to review your application and provide feedback prior to submitting a formal application. Feel free to contact the Planning Department if you have questions at 541-997-8237.

Please also remember that you may request a pre-development meeting to discuss your application. 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.

Attachment 2: Design Review Application Forms

- Pg. 1-2: City of Cannon Beach Design Review Board Application
- Pg. 3-5: Eugene Planning & Development Design Review Application
- Pg. 6-27: Medford Planning Site Plan & Architectural Review Application
- Pg. 28-29: City of Newport Application Submittal Requirements: Design Review



CITY OF CANNON BEACH

DESIGN REVIEW BOARD APPLICATION

Please fill out this form completely. Please type or print.

Applicant Name: _____

Mailing Address: _____

Email Address: _____

Telephone: _____

Property-Owner Name: _____

(if other than applicant)

Mailing Address: _____

Telephone: _____

Property Location: _____

(street address)

Map No.: _____ Tax Lot No.: _____

Project Description:

Please see the back of this sheet for Design Review submittal requirements for site analysis diagram, site development plan, landscape plan and architectural plans which must be included with this application.

Application Fees:	Minor Modification:	\$50
	Major Modification, partial review:	\$200
	Major Modification, full review:	\$600

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

If the applicant is other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf. Please attach the name, address, phone number, and signature of any additional property owners.

For Staff Use Only:

Received on: _____ By: _____

Fee Paid: _____ Receipt No.: _____

(Last revised March 2021)

PO Box 368 Cannon Beach, Oregon 97110 • (503) 436-8042 • TTY (503) 436-8097 • FAX (503) 436-2050
www.ci.cannon-beach.or.us • planning@ci.cannon-beach.or.us

**CITY OF CANNON BEACH
DESIGN REVIEW SUBMITTAL REQUIREMENTS**

INFORMATION REQUIRED:

Include with your application for design review copies of the following:

- | | | |
|-----|-----------------------------|-----------|
| (1) | Site analysis diagram | 10 copies |
| (2) | Site photographs | 2 sets |
| (3) | Site development plan | 10 copies |
| (4) | Landscape plan | 10 copies |
| (5) | Architectural drawings | 10 copies |
| (6) | Architectural model | 1 model |
| (7) | Energy conservation methods | 1 copy |
| (8) | Property survey | 1 copy |

* Note: One week prior to the Design Review Board hearing/consideration, the proposed building corners shall be staked or otherwise marked on the site.

Chapter 17.44 of the Municipal Code sets forth procedures, application requirements and criteria which govern the Design Review Board's evaluation of applications.

Pre-application Conference: A pre-application conference between the applicant and the City Planner is required prior to submittal of a final application (see Section 17.44.040 of the Municipal Code).

Application Deadline: Applications must be submitted by the 10th of the month preceding the month in which the application will be heard and considered by the Design Review Board.

FINAL APPLICATIONS WILL BE REVIEWED WITHIN A WEEK OF SUBMISSION AND MAY BE REJECTED AND RETURNED TO APPLICANT IF FOUND TO BE INCOMPLETE.

Please complete the following application checklist. Note that additional information may be required upon further review in order to adequately address the applicable criteria for approval. If you have any questions about filling out this application, please contact Planning staff at the Permit and Information Center, phone (541) 682-5377, 99 West 10th Avenue, Eugene.

List all Assessor's Map and Tax Lot numbers and Zoning of the property included in the request.		
Assessor's Map	Tax Lot	Zoning

Code Sections Proposed for Design Review		
List specific code sections for which design review is proposed.		

List any associated pending Land Use Application or Building Permit numbers: _____

Filing Fee

- A filing fee must accompany all applications. The fee varies depending upon the type of application and is adjusted periodically by the City Manager. Check with Planning staff at the Permit and Information Center to determine the required fee or check website at www.eugeneplanning.org

Neighborhood/Applicant Meeting Requirements

Provide the following documentation that a neighborhood/applicant meeting was held per EC 9.7007 (see EC 9.7010):

- The list of persons to whom notice was mailed pursuant to EC 9.7007(5) and a signed statement that notice was posted and mailed to those on the list;
- A copy of the notice;
- A copy of the meeting notes and sign-in sheet described at EC 9.7007(9); and
- A copy of the site plan presented at the meeting.

Submittal Requirements:

Provide 2 paper copies and one digital copy (CD, USB Drive, or Other) of all application materials (i.e. written statement, site plans, etc.). Digital files must be in PDF file format. Please note that it is the applicant's responsibility to make sure that the digital and paper copies are identical. Following completeness review, an updated digital and paper copies may be required. All paper site plans must be folded to a size equal or less than 11" x 17".

Written Statement

- Submit a detailed written statement describing how this request is consistent with all applicable criteria beginning at Eugene Code Section 9.3980 (Walnut Station). Please also demonstrate how the proposal otherwise complies with the applicable criteria at Eugene Code Section 9.3970 and 9.3975 not being adjusted through the design review process. *Please note: it is the applicant's responsibility to provide adequate information demonstrating how the project satisfies the applicable approval criteria. Failure to provide such information may result in denial of your application.*

Site Plan Requirements

- Show date, north arrow, and standard engineer's or architect's scale.
- Show the Assessor's Map and Tax Lot numbers.
- Show a vicinity map on the plan. (Vicinity map does not need to be drawn to scale.)
- Show the dimensions of the site plan boundary.
- Show the footprint and location of existing and proposed structures. Indicate whether the existing structures will remain or be removed.
- Provide elevation drawings that portray the scale and appearance of proposed buildings.
- Show the width and location of all existing and proposed public and private easements.
- Show the location, species and size of existing and proposed landscaping.
- Show the location, number and dimensions of existing and proposed vehicle and bicycle parking spaces, including aisle widths and disabled parking spaces.
- Show any special setbacks in accordance with EC 9.6750.
- Show any site features necessary to illustrate the proposal.
- Site Plan must be prepared, stamped and signed by one of the following: Oregon licensed architect, Oregon licensed civil engineer, or an Oregon licensed landscape architect.

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing the application. I (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

OWNER (Also the Applicant? Yes / No):

Name (print): _____ Phone: _____

Address: _____

City/State/Zip: _____ E-mail: _____

Signature: _____ Date: _____

APPLICANT / APPLICANT'S REPRESENTATIVE (Check one):

Name (print): _____

Company/Organization: _____

Address: _____

City/State/Zip: _____ E-mail: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

APPLICANT'S REPRESENTATIVE / DESIGNATED CONTACT PERSON (Check all that apply):

Name (print): _____

Company/Organization: _____

Address: _____

City/State/Zip: _____ E-mail: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

Note: This is not a complete list of requirements. Additional information may be required after further review in order to adequately address the applicable approval criteria.



SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

SPAR – Type II

Used for multi-family residential of 3 net acres
or less per Medford Land Development Code
Section 10.175A

SPAC - Type III

Used if not a SPAR – Type II

1. APPLICANT INFORMATION (If a corporation, list all principals)

Name _____

Address _____

City _____ State _____ ZIP
Code _____

Email _____

Telephone Primary _____ Secondary _____

2. AGENT INFORMATION (Owner’s consent required)

Name _____

Address _____

City _____ State _____ ZIP
Code _____

Email _____

Telephone Primary _____ Secondary _____

3. PROPERTY OWNER/CONTRACT PURCHASER OF RECORD

Name _____

Address _____

City _____ State _____ ZIP
Code _____

Email _____

Telephone Primary _____ Secondary _____

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

4. PROJECT DESCRIPTION

Project Name: _____
Type of development/
intended use: _____
Assessor's Map &
Tax Lot(s): _____
Site
Address(es): _____

Gross Acreage: _____ Net Acreage: _____
General Land Use Plan
(GLUP) Map Designation(s): _____

Zoning: _____
Overlay Zone(s)
(if applicable): _____
Southeast Plan Map Designation(s)
(if applicable): _____

Number of
Dwelling Units: Existing _____ Proposed _____
Area of Structures
(square feet): Existing _____ Proposed _____
Number of
Parking Spaces Required _____ Proposed _____
Number of
Employees Existing _____ Proposed _____
Percent of site covered by
structures _____ %

List any land use application file numbers (including Pre-Application Conferences)
associated with the subject property:

If any wetlands exist on the site, it is the applicant's responsibility to obtain a permit from the Oregon Department of State Lands and U.S. Army Corps of Engineers before any site work begins.

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

5. REQUIRED SUBMITTALS (Single Sided – Documents Letter Size – Plans 11 x 17)

- This Application Form (completed and signed)
- Site Plan (11 x 17) (Pages 5 - 6)
- Architectural Plans (11 x 17) (Pages 5 - 6)
- Conceptual Stormwater Drainage and Quality/Detention Facility Plan (11 x 17)
- Landscape Plan (11 x 17) (Pages 7 - 8)
- Applicant’s Questionnaire (Pages 11 - 12)
- Section II – Code Compliance Worksheet (Pages 13 - 14)
- Hillside Development Slope Analysis Form – **signed by staff** (Page 16)
- Hillside Ordinance Constraints Analysis Status Form – **signed by staff** (if applicable – Page 17)
 - Slope Analysis (Sections 10.929 – 10.933)
 - If developing on slopes greater than 35%, attach recommendations received from the Planning Department after required Pre-Application Conference
 - If site contains slopes greater than 15%, attach signed Constraints Analysis Status Form which indicates Analysis has been deemed complete
 - Constraints Analysis
- Written Consent of Owner(s) (Page 18)
- Signed Statement Regarding Posting of Public Hearing/Public Notice Signs (Page 20)
- Agricultural Impact Assessment (if applicable – see Section 10.801 or 10.802)
- Legal description of project site

6. SUBMIT THE APPLICATION AND REQUIRED DOCUMENTS

- Submit the package (one paper copy and electronic submittal required)
 - Electronic submittal options:
 - Send via email to planning@cityofmedford.org
 - Submit on a flash drive or other USB storage device (will not be returned)
 - Paper submittal options (one paper copy required):
 - Physical address: 200 S. Ivy Street, Medford, OR 97501
 - Mailing address: 411 W. 8th Street, Medford OR 97501
- Fees
 - \$3,100
 - Fees are due at time of application submittal
 - Checks shall be made payable to *City of Medford*

All submittals must be single sided

7. I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE COMPLETE, TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature _____ Applicant Agent Owner

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

DISTINCTION BETWEEN SPAR – TYPE II and SPAC – TYPE III LAND USE REVIEW

This application form is used for two different processes. A Type II application is decided by the Planning Director and does not require a public hearing. A Type III application requires a public hearing and is decided by the Site Plan and Architectural Commission. Both processes include notification to surrounding property owners,

Only multi-family residential projects of three net acres or less are a Type II process. If an Exception or other Type III process is required in conjunction with a Type II residential project, the residential project must be decided by the Site Plan and Architectural Commission as a Type III application (see Section 10.175A(B) below). All other applications for site plan approval are Type III.

The application requirements are the same for Type II and Type III. Note that there are different approval criteria for residential projects – see Page 5.

Site Plan and Architectural Review – Type II Required, Section 10.175A(B)

A SPAR – Type II shall be used to review land uses proposing multi-family development, in place of the SPAC Type-III, when the following conditions apply:

- (1) Is a multi-family development of three (3) net acres or less; and*
- (2) The proposed land use does not require a Type III or Type IV land use review in conjunction with the multi-family development such as, but not limited to, an Exception, Historic Review or Land Division.*

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

EXCERPTS FROM MEDFORD LAND DEVELOPMENT CODE SECTION 10.200 SITE PLAN AND ARCHITECTURAL REVIEW

Section 10.200(E) Site Plan and Architectural Review Approval Criteria

Type III Commercial and Industrial Development

(1) *The Site Plan and Architectural Commission, SPAC – Type III, shall approve a site plan and architectural review application for **commercial or industrial development**, if it can find that the proposed development conforms, or can be made to conform through the imposition of conditions, with the following criteria:*

- (a) *The proposed development is compatible with uses and development that exist on adjacent land, and*
- (b) *The proposed development complies with the applicable provisions of all city ordinances or the Site Plan and Architectural Commission has approved (an) exception(s) as provided in Section 10.186.*

Type II & III Residential Development

(2) *The approving authority shall approve a site plan and architectural review application for a **residential development** if the proposed development complies with the applicable provisions of all city ordinances, or if the Site Plan and Architectural Commission has approved either of the following:*

- (a) *Any Exceptions, as provided for in MLDC Section 10.186, which resolve(s) any instances of non-compliance with those provisions.*
- (b) *Any Adjustments or Exceptions from the Special Development Standards for Multiple-Family Dwellings, as provided for in MLDC Section 10.715A through 10.717.*
- (c) *Any adjustments or Exceptions from the Development Standards for a Cottage Cluster Development, as provided for in MLDC Section 10.818A.*

Section 10.200(F) Conditions of Approval (Applies to Type II and Type III)

In approving a site plan and architectural review application, the approving authority may impose, in addition to those standards expressly specified in this code, conditions determined to be reasonably necessary to ensure compliance with the standards of the code and the criteria in Subsection (E) above, and to otherwise protect the health, safety and general welfare of the surrounding area and community as a whole. These conditions may include, but are not limited to the following:

- (1) *Limiting the number, height, location and size of signs;*
- (2) *Requiring the installation of appropriate public facilities and services and dedication of land to accommodate public facilities when needed;*

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

- (3) Limiting the visibility of mechanical equipment through screening or other appropriate measures;*
- (4) Requiring the installation or modification of irrigated landscaping, walls, fences or other methods of screening and buffering;*
- (5) Limiting or altering the location, height, bulk, configuration or setback of buildings, structures and improvements.*
- (6) Requiring the improvement of an existing, dedicated alley which will be used for ingress or egress for a development;*
- (7) Controlling the number and location of parking and loading facilities, points of ingress and egress and providing for the internal circulation of motorized vehicles, bicycles, public transit and pedestrians;*
- (8) Requiring the retention of existing natural features;*
- (9) Modifying architectural design elements of commercial and industrial buildings. Such modifications may include, but are not necessarily limited to: exterior construction materials and their colors, roofline, fenestration and restricting openings in the exterior walls of structures;*
- (10) Modifying architectural design elements of multiple-family dwellings when the applicant has affirmatively elected to request an adjustment from the Special Development Standards in MLDC Sections 10.715A through 10.717. Such modifications may include but are not necessarily limited to: exterior construction materials and their colors, roofline, and fenestration; and, restricting openings in the exterior walls of structures;*
- (11) Modifying elements of Cottage Cluster Developments when the applicant has affirmatively elected to request an adjustment from the Development Standards for a Cottage Cluster Development, as provided for in MLDC Section 10.818A;*
- (12) Restricting the height, directional orientation and intensity of exterior lighting.*

Section 10.200(J) Site Plan and Architectural Review Application Form

The application for Site Plan and Architectural Review shall contain the following plans, submitted in the quantity and sizes specified on the Site Plan and Architectural Review application form, including legible reduced copies of all plan documents.

- (1) Landscape Plan meeting the specifications and requirements in Section 10.780.*
- (2) Building Construction Plans: A site plan and architectural plan which are clearly and legibly drawn to scale shall be provided. Building construction plans shall include north arrow, orientation of building elevations indicating full dimensions and providing the following information:*
 - (a) Site Plan:*
 - (i) Lot dimensions.*

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

- (ii) All proposed and existing buildings and structures: location, size, height, proposed use.*
 - (iii) Public and private yards and open space between buildings.*
 - (iv) Walls and fences: location, height and material.*
 - (v) Existing and proposed off-street parking: location, number, type and dimensions of spaces, parking area, internal circulation pattern.*
 - (vi) Access: pedestrian, vehicular, service, points of ingress and egress.*
 - (vii) Loading: location, dimension, number of spaces, type of space (A or B), internal circulation.*
 - (viii) Lighting: location and general nature, hooding devices.*
 - (ix) Street dedication and improvements.*
 - (x) Drainage plan.*
 - (xi) Location of existing public improvements including streets, curbs, sidewalks, street trees, utility poles, light fixtures, traffic signs and signals, and such other data as may be required to permit the Planning Director or Site Plan and Architectural Commission to make the required findings.*
 - (xii) Location and screening of mechanical equipment.*
 - (xiii) Location and screening of outdoor trash bins.*
- (b) Architectural Plans:*
- (i) Roof plan.*
 - (ii) Floor plan.*
 - (iii) Architectural elevations.*
 - (iv) Materials and Colors.*
- (c) A conceptual stormwater facility plan with associated landscape plan, if applicable, pursuant to Sections 10.486(B) or 10.729(B).*

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

PLAN CHECKLISTS – All plans must be fully dimensioned

ARCHITECTURAL PLANS

- Roof plan
- Floor plans
- Architectural elevations
 - Materials and colors
 - Location & general nature, including height, directional control, etc. of exterior lighting (Section 10.764)
 - Location & method of concealment of outdoor trash/recycling receptacles (Section 10.781)
 - Location & method of concealment of exterior mechanical equipment (heating, ventilation, A/C, meters, etc.) (Section 10.782)

SITE PLAN

- Location & dimensions of all existing & proposed property lines, public utility easements, and any other public or private easements
- FEMA Floodplain information showing 100 year floodplain lines & elevation data if any
- Location of existing public improvements & above & underground utilities **within 300 feet of the project boundaries** (i.e. power, telephone, natural gas, water lines and hydrants, sanitary sewer, storm drain, streets, curbs, sidewalks, street trees, utility poles, light fixtures, traffic signals, etc.). *Include existing half-width right-of-way dimensions.*
- Proposed public improvements (check with Engineering Division prior to drawing plans: 541-774-2100)
 - Street Circulation Design and Connectivity (Section 10.426)
 - Legacy Street (Section 10.427[D] and [E]) – confer with City Engineer prior to submitting application
 - Street Dedication (Sections 10.428 – 10.430B)
 - Access Standards (Section 10.550)
- Proposed connection points to power, telephone, natural gas, water, sanitary sewer & storm drainage
- Conceptual Drainage Plan (Sections 10.486[B] or 10.729[B]) and the Rogue Valley Stormwater Design Manual
- Location, size, height & proposed use of all buildings (proposed & existing)
- Treatment of all public and private yards and open space
- Location, height, & materials of all existing & proposed fences & walls (Sections 10.731 – 10.735)

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

- Location, number of spaces, dimensions, internal circulation pattern, and paving material of off-street loading (Section 10.742)
- Existing & proposed off-street vehicular parking including, but not limited to: location, number of spaces, dimensions, internal circulation pattern, and paving materials
 - Vehicle (Sections 10.743 – 10.746)
 - Bicycle (Sections 10.747 – 10.751)
 - Carpool & vanpool (Section 10.809)
- Vehicular & pedestrian access to site & buildings, including disabled person, service/loading, and points of ingress/egress
- Pedestrian walkways (Sections 10.772 – 10.776)
- Location & general nature, including height, directional control, etc. of exterior lighting (Section 10.764)
- Location & method of concealment of outdoor trash/recycling receptacles (Section 10.781)
- Location & method of concealment of exterior mechanical equipment (heating, ventilation, A/C, etc.) (Section 10.782)

LANDSCAPE PLAN

Please note irrigation plans are not reviewed or approved with the SPAR application, and need not be submitted. Irrigation review will be performed as part of building plan construction document review. Irrigation plans submitted with the SPAR application will not be reviewed for code compliance and will be considered conceptual.

The landscape plan designer should be cognizant during plan preparation of required irrigation hydro-zoning. Unless irrigated by drip irrigation with emitters for individual plant water needs, plants located in the same irrigation zone shall have similar watering needs. Compatible plant water use materials are referenced in the *Plant Water Needs for Medford*, a copy which is available at the Planning Department or Planning web page.

This is a summarized Landscape Plan Checklist. Adopted provisions are located in Section 10.780, of the *Medford Land Development Code*. For a comprehensive designer checklist for landscape plan preparation, please refer to the *Landscape and Irrigation Plan Processing and Information (LIPPI) Packet* available at the Planning Department or Planning web page.

- For development with more than 1,500 square feet of landscaping area the Landscape Plan shall be prepared by a State of Oregon Registered Landscape Architect or Oregon All-Phased Landscape Contractor.
- Title block information per Section 10.780(F)(1).
- Scale in accordance with Section 10.780(F)(2).

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

- Plan information consistent with Section 10.780(F)(3).
- Plan Details per Section 10.780(F)(4) including but not limited to: location of all plant materials, landscaping features and groundcover materials.
- Details and specifications of soil preparation for tree planting.
- Construction notes for the soil preparation procedures outlined in Section 10.780(G)(9)(b) and for mature compost content, certified by the US Composting Seal of Testing Assurance Program, spread at a rate of three (3) cubic yards per 1,000 square feet of landscape area.
- Landscape Plan Legend.
- Utilities Plan Sheet, showing aboveground and underground utilities.
- If applicable, areas provided with fencing for soil/tree protection.
- If applicable, other Landscape Design Standards:
 - Street Frontage Landscaping Requirements (Section 10.797)
 - Parking Area Planter Landscaping Requirements (Section 10.746[3])
 - Bufferyard Landscaping Requirements (Section 10.790)
 - SE Overlay District Landscaping Requirements (Sections 10.370 -10.385)
 - Large Retail Structure Landscaping Requirements (Sections 10.724 - 10.725)
 - Stormwater Facilities Landscaping Requirements – per the *Rogue Valley Stormwater Quality Design Manual*.
- Plant Size Requirements:
 - Deciduous trees 1¾-inch caliper minimum
 - Evergreen trees Eight (8) feet in height minimum
 - Shrubs One (1) gallon size minimum
 - Groundcovers Flats or a minimum size of four (4) inch pots
- Living Groundcover Requirements:

All landscaping areas, including right-of-way planter strips adjacent to the site, shall include sufficient shrubs, turf grass, and/or other living groundcover to spread over 85% of each area within eight (8) years. This standard can be reduced down to a minimum of 50%, subject to standards identified in Section 10.780(G)(3).
- Non-Living Groundcover Requirements:

Landscaping areas not covered with turf grass shall be covered with (3) inches of unsettled mulch. A limited application of rock or similar non-living groundcover material may also be utilized. Bark mulch within public right-of-way shall be of shredded texture. Nuggets or chips may not be applied.
- High Water Use Landscape Element Limitations:

Water features shall use recirculation water systems. Total landscaping area of a development site shall not exceed the following percentages of high water use landscape elements as defined by code:

 - Single-family residential open space/landscaping tract = 40%

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

- Multiple-family residential = 40%
 - Commercial/office = 30%
 - Institutional = 30%
 - Industrial = 20%
- Turf Grass Limitations - Section 10.780(G)(6): Minimum average width of eight (8) feet and shall be no less than six (6) feet in width at any point; Slopes exceeding fifteen percent (15%) shall not be landscaped with turf.
 - Slope Limitations in Landscape Areas: Maximum finished slope is 33% (3 to 1). Slopes steeper than 33% shall be terraced.
 - Irrigated Landscaping Adjacent to Impervious Surfaces shall have a finished grade that is one (1) inch lower than the impervious surface where they adjoin.
 - Tree Requirements per Section 10.780(G)(10):
 - Soil Volume - New and existing trees shall have at least two (2) cubic feet of soil volume for each one (1) square foot of mature tree canopy.
 - Structural Soil can be utilized as an alternative material under impervious surfaces to meet the required soil volume calculation.
 - Root Barrier shall be installed for all new trees located within three (3) feet of any public right-of-way impervious surface.
 - Tree Fencing - Existing trees to be preserved shall be fully secured by fencing at the canopy edge for the purpose for protecting the tree.

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

APPLICANT'S QUESTIONNAIRE

The Applicant's Questionnaire is a tool to help applicants write findings of fact that will demonstrate that a proposed development complies with the decision criteria above that the Planning Director and Site Plan and Architectural Commission use to approve applications.

Instructions

A completed, signed written response to this questionnaire *shall* be included with all applications for Site Plan and Architectural Review. These questions are designed and organized to elicit factual information that can help support your project during the review process. Please prepare your responses on separate sheets of paper and sign and date the document. Remember to submit a single-sided document.

Section I - Narrative

Write a brief narrative that describes your proposed development.

Section II – Compatibility: Criterion No. 1 for Commercial and Industrial Development (Type III)

The following questions are designed to demonstrate how your proposal is compatible with uses and development that exist on adjacent land. Using factual information, respond to the following questions on a separate sheet of paper: use supplemental information such as site photographs, aerial maps, etc. to augment your case.

- A. List existing uses and development adjacent to your project site. Along with this list, describe the architecture (materials, colors, etc.), age, and condition of the adjacent buildings (you may use photographs to supplement this information).
- B. Describe the building architecture and exterior treatments in your proposal, and how they fit with and complement adjacent buildings and development.
- C. Describe the proposed architecture and exterior treatments that break up large facades and give relief to the building mass. The *Site Plan and Architectural Commission Design Guidelines* are a helpful reference, and can be found on the City's website, and at the Planning Department.
- D. Describe how the placement and orientation of the proposed building(s) relate(s) to the street facilities, and how this orientation promotes a more pedestrian-friendly site design.
 - a. If the site lies within 600 feet of an existing or planned transit stop, as designated by the Transportation System Plan (TSP), describe compliance with the standards of Section 10.808, *New Commercial and Institutional Development*.
- E. Describe how the proposal meets the block length and perimeter standards in MLDC Section 10.426, Street Circulation Design and Connectivity.

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

- F. Describe the pedestrian facilities and amenities on your site (useable outdoor space, benches, etc.), and how they will function for pedestrians.
- G. Describe vehicle and pedestrian access to the site, and how it relates internally on the site, and to adjacent sites.
- H. Describe if and how the proposed plan is sensitive to retaining any existing trees or significant native vegetation on the site. Should existing trees be preserved, a Tree Protection Plan shall also be included in this application.
- I. Describe stormwater detention facilities on the site (underground storage, surface pond, etc.). If these facilities will be landscaped areas, describe how the proposed landscaping will be integrated with other landscaping on the site.
- J. Describe how your proposed landscaping design will enhance the building and other functions on the site.
- K. Describe how your exterior lighting illuminates the site, and explain how the design of fixtures does not diminish a view of the night sky, or produce glare on adjacent properties, consistent with the standards of Section 10.764.
- L. Describe any proposed signage, and how it will identify the location of the occupant and serve as an attractive complement to the site.
- M. Explain any proposed fencing, including its purpose, and how you have incorporated it as a functional, attractive component of your development. (See Sections 10.731-10.733).
- N. Explain how any potential noise generated by future occupants will be mitigated on the proposed site, consistent with the standards of Sections 10.752-10.761.
- O. Explain anything else about your project that adds to the compatibility of the project with adjacent development and uses.
- P. List and explain any exceptions or modifications requested and provide reasons for such.
- Q. Section 10.780(C)(2) - List any petition for relief of landscaping standards (i.e., request an increase in turf area at a facility for active recreation; eliminate requirement for root barriers when trees are planted in structural soils). Provide rationale for requested deviation from standard.

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

Section III – Code Compliance (Use for Type II and Type III)

PROJECT SITE		
	EXISTING	PROPOSED
• Zoning District	_____	_____
• Overlay District(s)	_____	_____
• Proposed Use	_____	_____
• Net Acreage	_____	_____
• Gross Acreage	_____	_____
• Proposed Density (10.708)	_____	_____
• Number of Dwelling Units	_____	_____
• Number of Employees	_____	_____

STRUCTURES (MLDC 10.710 – 10.721)		
	EXISTING	PROPOSED
• Number of Structures	_____	_____
• Structure Square Footage	_____	_____
• Building Height	_____	_____

SITE DESIGN STANDARDS (MLDC 10.710 – 10.721)		
	PROPOSED	REQUIRED
• Front Yard Setback	_____	_____
• Side Yard Setback	_____	_____
• Side Yard Setback	_____	_____
• Rear Yard Setback	_____	_____
• Lot Coverage	_____	_____

PARKING		
	PROPOSED	REQUIRED
• Regular Vehicular Spaces (10.743)	_____	_____
• Disable Person Vehicular Spaces (10.746[8])	_____	_____
• Carpool/Vanpool Spaces (10.809)	_____	_____
• Total Spaces (10.743)	_____	_____
• Bicycle Spaces (10.748)	_____	_____
• Loading Berths (10.742)	_____	_____

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

LANDSCAPING		
	PROPOSED	REQUIRED
• Total Landscape Area (square feet)	_____	_____
• Total Landscape Area in High Water Use Landscaping (square feet)	_____	_____
• Total Landscape Area in High Water Use Landscaping (percentage)	_____	_____
• Total % Landscape Coverage	_____	_____
• Required Organic Content (cu.yd.)	_____	_____
• Frontage Landscaping (10.797)		
• Street:	_____	_____
• Feet:	_____	_____
• # Trees:	_____	_____
• # Shrubs:	_____	_____
• Street:	_____	_____
• Feet:	_____	_____
• # Trees:	_____	_____
• # Shrubs:	_____	_____
• Bufferyard Landscaping (10.790)		
• Type:	_____	_____
• Distance (ft):	_____	_____
• # Canopy Trees:	_____	_____
• # Shrubs:	_____	_____
• Fence/Wall:	_____	_____
• Parking Area Planter Bays (10.746)		
• Type:	_____	_____
• # Bays:	_____	_____
• Area:	_____	_____
• # Trees:	_____	_____
• # Shrubs:	_____	_____

STRUCTURE	
	PROPOSED
• Materials	_____
• Colors	_____

Please remember that the information you provide in response to the questionnaire must be included with your application submittal. Remember to sign and date your written response.

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

COMMONLY USED CODE REFERENCES

1. Permitted Uses – Residential Zones	10.314
2. Permitted Uses – Commercial and Industrial Zones	10.337
3. Central Business District	10.358
4. Southeast Plan Overlay District	10.370 - 385
5. Block Length Ordinance	10.426
6. Legacy Streets	10.427(D) & (E)
7. Street Improvement Requirements	10.428 - 430(B)
8. Townhouse Development Standards	10.712
9. Duplex Development Standards	10.713
10. Multiple Family Site Development Standards	10.714
11. Multiple Family Special Development Standards	10.715A - 719
12. Commercial and Industrial Development Standards	10.421
13. Large Retail Structures (Big Box Ordinance)	10.722 - 725
14. Fencing	10.731 - 733
15. Clear View of Intersecting Streets (visibility triangle)	10.735
16. Off-Street Parking and Loading	10.741 - 746
a. Off-Street Parking Standard	10.743
b. General Design Requirements for Parking	10.746
c. Parking Area Planter Bays	10.746(3)
d. Parking, Required Yard	10.746(10)
e. Parking Aisles	10.746(12)
f. Connecting Parking Areas	10.746(15)
g. Parking Lot Dimension Standards	10.746(16)
h. Compact Cars (maximum 20 percent)	10.746(17)
17. Bicycle Parking	10.747 - 751
18. Pedestrian Walkways	10.772 - 776
19. Landscape and Irrigation	10.780
20. Bufferyards	10.790
21. Street Frontage Landscaping Requirements	10.797
22. Vanpool and Carpool Parking	10.809

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

HILLSIDE DEVELOPMENT SLOPE ANALYSIS FORM

A Slope Analysis is required for all applications (except Zone Changes) where development is proposed on slopes greater than fifteen percent (15%).

Map and
Tax Lot(s): _____
Address(es): _____

.....
To Be Completed by Planning Department Staff Prior to Submitting

Based upon the City of Medford Slope Map:

- A Slope Analysis is not required.
- A Slope Analysis is required, but a Constraints Analysis is not required.
- A Slope Analysis and a Constraints Analysis are required. The Constraints Analysis must be submitted to the Public Works Department and deemed complete before submittal of the Land Division Application to the Planning Department. Please use the Constraints Analysis Status Form, Page 11.
- A Slope Analysis, Constraints Analysis, and Pre-Application are required before submittal of the Land Division Application to the Planning Department. The Constraints Analysis must be submitted to the Public Works Department and deemed complete before submittal of the Pre-Application Form to the Planning Department. Please use the Constraints Analysis Status Form included in the Pre-Application Form.

_____	_____
Signature	Date
_____	_____
Print Name	Title

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

HILLSIDE DEVELOPMENT CONSTRAINTS ANALYSIS STATUS FORM

A Constraints Analysis is required for all applications (except Zone Changes) where development is proposed on slopes greater than 15%.

The Constraints Analysis must be deemed complete by the Public Works Department **prior** to submittal of the Application to the Planning Department. This form, signed by the Public Works Department, must accompany the application submittal to the Planning Department. After review, Public Works will mail this form to the Agent and forward a copy to Planning.

Section A: To be filled out by the applicant prior to submittal to the Public Works Department

Document Title: _____
Subject Tax Lots: _____
Agent Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____
Telephone: _____

SECTION B: To be filled out by the Public Works Department at time of submittal

Date Submitted: _____
Public Works Signature: _____
Print Name: _____

SECTION C: To be filled out by Public Works after review of the Constraints Analysis

Based upon the information submitted with this application:

- The Constraints Analysis dated _____ is deemed complete.
- The Constraints Analysis is deemed incomplete.

Date: _____
Public Works Signature: _____
Print Name: _____

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

WRITTEN CONSENT OF OWNER

I/We, _____, the property owner(s)
of Tax Lot(s) _____ on Jackson County
Assessor Map _____, hereby consent to the filing of
an application for _____ on said property,
and will allow _____ to represent
me before the City of Medford approving authority.

Signed: _____
Print
Name: _____
Date: _____

Signed: _____
Print
Name: _____
Date: _____

Signed: _____
Print
Name: _____
Date: _____

Signed: _____
Print
Name: _____
Date: _____

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

ON-SITE POSTING SIGNS, SECTION 10.124

On-site posting signs shall be placed on the project site for any Type II or Type III land use actions according to the following:

On-Site Posting – Type II (Section 10.124[C][d])

- (1) Contents of sign. On-site notice of decision date signs shall include a description of the proposed land use action, the date the decision will be rendered and the City of Medford file number for the proposed land use action.
- (2) Location and number of signs. A posted notice sign must be placed on each existing street frontage of the project site. If a frontage is over 600 feet long, a notice sign is required for each 600 feet, or fraction thereof. Notice signs must be posted within 10 feet of a street lot line and must be visible to pedestrians and motorists. Notice signs may not be posted in a public right-of-way, unless the land use action specifically pertains to a public right-of-way. If posting must occur in the right-of-way, care should be taken to comply with Section 10.735, Clear View of Intersecting Streets.
- (3) Sign posting schedule. The required sign(s) shall be posted as specified in Table 10.124-1. Posted signs shall be removed within 10 days following the final decision.

Public Hearing Signs – Type III (Section 10.124[B])

- (1) Contents of sign. Public Hearing signs shall include a description of the proposed land use action, the date of the public hearing, and the City of Medford file number for the proposed land use action.
- (2) Location and number of signs. A posted notice sign must be placed on each existing street frontage of the project site. If a frontage is over 600 feet long, a notice sign is required for each 600 feet, or fraction thereof. Notice signs must be posted within 10 feet of a street lot line and must be visible to pedestrians and motorists. Notice signs may not be posted in a public right-of-way, unless the land use action specifically pertains to a public right-of-way. If posting must occur in the right-of-way, care should be taken to comply with Section 10.735, Clear View of Intersecting Streets.
- (3) Sign posting schedule. The required sign(s) shall be posted as specified in Table 10.124-1. Posted signs shall be removed within 10 days following the final decision.

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

ON-SITE POSTING SIGNS

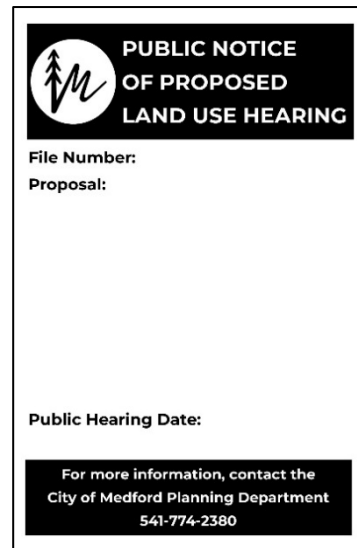
I, _____, the property owner (or authorized agent) of Tax Lot(s) _____ on Jackson County Assessor Map _____, have read *Medford Land Development Code* Section 10.124 which specifies the posting requirements for the tax lot(s) noted above, agree to post the property according to those requirements, and understand the consequences for not doing so.

Signed: _____

Date: _____

Site Plan and Architectural Review – Type II

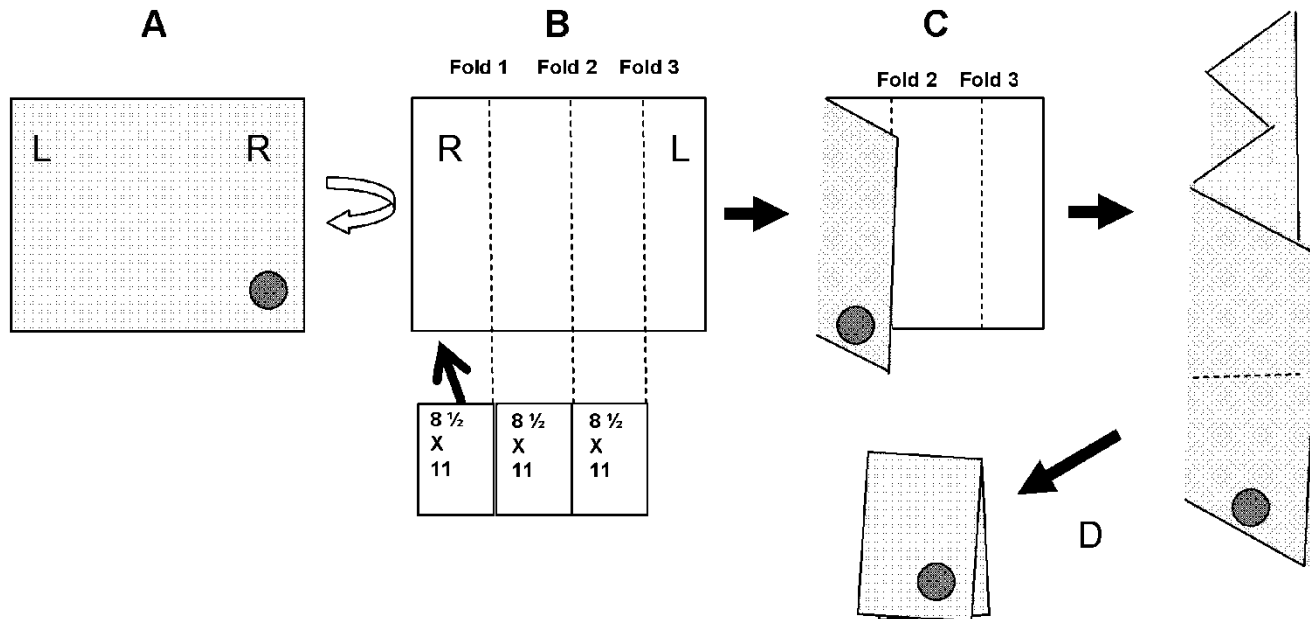
Site Plan and Architectural Commission – Type III



For the applicant's convenience, the Planning Department will provide the sign(s) at the Land Development Committee meeting. Should this meeting not be scheduled 21 days prior to the hearing, it is the applicant's responsibility to contact the Planning Department to pick up the sign(s).

SITE PLAN AND ARCHITECTURAL REVIEW APPLICATION

PLAN FOLDING INSTRUCTIONS (if full size plans are submitted)



- A. Lie map flat facing up.
- B. Flip the map over (the top right corner is now the top left corner). Using the width of an 8 ½ x 11 piece of paper as a guide, start with the left side of the map and fold the map over as wide as the guide (8 ½ inches).
- C. Repeat folding, no wider than the first fold (8 ½ inches), and continue in an accordion style until you no longer have any folds left to make.
- D. Fold the accordion map in half by folding the top edge behind the bottom edge so that the lower right corner of the map ends up on top.

APPLICATION SUBMITTAL REQUIREMENTS

Design Review

The applicant for design review under the design standards shall follow the same procedure for a building permit application and shall submit information on the site plan and building plans to demonstrate compliance with the applicable criteria by clearly identifying the elements on the site plan and building plans as those elements provided to meet the design standards. Additionally, a written checklist of the design standards identifying the design elements used to comply with the design standards shall also be submitted.

The applicant for design review under the design guidelines shall submit a completed City of Newport Land Use Application and plans showing the following:

- 1. A completed and signed design review application including fee (if required) and a list of all names and addresses of property owners within 100 feet of the property as determined from the current rolls of the Lincoln County Assessor's Office. *(Lincoln County Assessor's office is located in the Lincoln County Courthouse at 225 W Olive St, Newport)*

- 2. A site plan, drawn to scale with:
 - a. Project name
 - b. Vicinity map
 - c. Scale (the scale shall be at least one inch equals fifty feet or larger)
 - d. North arrow
 - e. Date
 - f. Street names and locations of all existing and proposed streets within or on the boundary of the proposed development as applicable
 - g. Location of all parking areas and all parking spaces, ingress and egress to the site and on-site circulation.
 - h. A landscape plan showing the location, type and variety, size and any other pertinent features of the proposed landscaping and plantings for all multiple-family (more than 2 units), commercial, and public/institutional development
 - i. Location and general use of all buildings
 - j. Zoning
 - k. Dimensions of lots, structures, and other features

(over)

- I. Any other feature required to be included on a site plan as identified by the requirements of a design review district
- 3. Exterior elevations of all buildings on the site as they will appear after development. Such plans shall indicate the material, texture, shape, and other design features of the building(s), including all mechanical devices.
- 4. A written set of proposed findings that explain how the project complies with the applicable design guidelines.
- 5. Fee of \$783.00.

Attachment 3: Conditional Use Permit Application Forms

- Pg. 1-3: City of Cannon Beach Conditional Use Application
- Pg. 4-8: Eugene Planning & Development Conditional Use Permit Application
- Pg. 9-21: Medford Planning Conditional Use Permit Application
- Pg. 22: City of Newport Application Submittal Requirements: Conditional Use



CITY OF CANNON BEACH

CONDITIONAL USE APPLICATION

Please fill out this form completely. Please type or print.

Applicant Name: _____

Email Address: _____

Mailing Address: _____

Telephone: _____

Property-Owner Name: _____

(if other than applicant)

Mailing Address: _____

Telephone: _____

Property Location: _____

(street address)

Map No.: _____ Tax Lot No.: _____

CONDITIONAL USE REQUEST:

1. Description of the proposal.

2. Justification of the conditional use request. Explain how the request meets each of the following criteria for granting a conditional use.
 - a. Explain how a demand exists for the use at the proposed location. Several factors which should be considered include: accessibility for users (such as customers and employees); availability of similar existing uses; availability of other appropriately zoned sites, particularly those not requiring conditional use approval; and the desirability of other suitably zoned sites for the use.

 - b. Explain in what way(s) the proposed use will not create traffic congestion on nearby streets or over-burden the following public facilities and services: water, sewer, storm drainage, electrical service, fire protection and schools.

- c. Show that the site has an adequate amount of space for any yards, buildings, drives, parking, loading and unloading areas, storage facilities, utilities, or other facilities which are required by City Ordinances or desired by the applicant.

- d. Show that the topography, soils, and other physical characteristics of the site are appropriate for the use. Potential problems due to weak foundation soils must be shown to be eliminated or reduced to the extent necessary for avoiding hazardous situations.

- e. Explain in what way an adequate site layout will be used for transportation activities. Consideration should be given to the suitability of any access points, on-site drives, parking, loading and unloading areas, refuse collection and disposal points, sidewalks, bike paths or other transportation facilities required by City ordinances or desired by the applicant. Suitability, in part, should be determined by the potential impact of these facilities on safety, traffic flow and control and emergency vehicle movements.

- f. Explain how the proposed site and building design will be compatible with the surrounding area.

Use extra sheets, if necessary, for answering the above questions. Attach a scale-drawing showing the dimensions of the property, adjacent street(s), dimensions of existing structure, and dimensions of proposed development.

Application Fee: \$750.00

Applicant Signature: _____

Date: _____

Property Owner Signature: _____

Date: _____

If the applicant is other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf. Please attach the name, address, phone number, and signature of any additional property owners.

For Staff Use Only:

Date Received: _____ By: _____

Fee Paid: _____ Receipt No.: _____

(Last revised March 2021)

CONDITIONAL USE PERMIT - GENERAL INFORMATION

What is a Conditional Use Permit?

Land use on all property in Cannon Beach is governed by zoning districts established by the City Council. Cannon Beach has two main types of zoning districts: residential and commercial. Within each of these main categories there are specific zoning districts, such as Medium Density Residential, R-2, and High Density Residential, R-3. Every zoning district has a list of permitted uses and a list of uses that are only allowed after being approved for a conditional use permit. For example, on property zoned R-2, Medium Density Residential, a single-family dwelling is allowed outright, but a church would be allowed only if approved under a conditional use permit.

The Purpose of Conditional Use Permits

Certain uses by their very nature need special consideration before they can be allowed in a particular zoning district. The reasons for requiring such special consideration involve, among other things, the size and intensity of the use, traffic generated by the use and compatibility of the use with the area. These issues are addressed through the conditional use permit process which involves a public hearing before the Planning Commission.

Application and Processing.

If the use you wish to establish on your property requires a conditional use permit, the first step is to informally discuss your proposal with the City Planner. Applications may be submitted by the property owner or an authorized agent. An application should include a detailed statement of the proposed use and a plot plan showing the development of the site. After you submit a completed application, accompanied by a fee to help defray the cost of processing, the City will begin processing your conditional use application.

Public Hearing - Planning Commission.

Conditional use permit requests are considered by the Cannon Beach Planning Commission at a public hearing. Hearings for conditional use permits will be held within 40 days after the application is submitted. Notice of the hearing is mailed to the applicant and to property owners with 250 feet of the site in question. Prior to public hearing, the City Planner will prepare a written report on the request. The report will contain the background of the request and a recommendation based on an investigation of the facts of the proposal and how they pertain to the criteria for granting a conditional use permit. A copy of the report will be mailed to the applicant. Anyone interested in the application may request a copy of the report. At the public hearing, the property owner desiring the conditional use permit has the burden of establishing that the requested conditional use meets the criteria in the Zoning Ordinance. Other people will be given the opportunity to speak in favor of the request, offer comments, ask questions, and/or speak in opposition. At the end of the hearing, the Planning Commission will approve, approve with conditions, or deny the conditional use request.

Appeals to the City Council.

Appeals of the Planning Commission action must be made within 20 days of the decision. The basis of the written appeal must be that the Planning Commission made an error in its decision. The applicant may ask for a new hearing before the City Council or request that the City Council review the Planning Commission record established in making its decision. The City Council may either uphold, reverse or place conditions upon the Planning Commission decision.

Please complete the following application checklist. Note that additional information may be required upon further review in order to adequately address the applicable criteria for approval. If you have any questions about filling out this application, please contact Planning staff at the Permit and Information Center, phone (541) 682-5377, 99 West 10th Avenue, Eugene.

List all Assessor's Map and Tax Lot numbers of the property included in the request. Proposals are required to include all property under contiguous ownership of the applicant.

Assessor's Map	Tax Lot	Zoning

Street Address (if applicable): _____

Area of Request (square feet/acres): _____

Existing Use of the Property: _____

Proposed Use of the Property: _____

Adjustment Requested?

No Yes, section number(s): _____

If Adjustment is for EC 9.8030(24) Source Control, submit a DAR form with stormwater analysis.

Conditional Use Permit Approval Criteria (check one):

- General (EC 9.8090)
- Housing/Clear and Objective (EC 9.8100)

Is site included on acknowledged Statewide Goal 5 Inventory?

Yes No Uncertain

Pre-application Conference (as required per EC 9.7005):

Date: _____ Conference No.: _____

Filing Fee

A filing fee must accompany all applications. The fee varies depending upon the type of application and is adjusted periodically by the City Manager. Check with Planning staff at the Permit and Information Center to determine the required fee or check website at www.eugeneplanning.org.

Written Statement

Provide 3 copies at the time of initial submittal. Following completeness review, submit 9 copies

- Clearly state whether the application is to be reviewed under the General or Needed Housing criteria. Submit a detailed written statement describing how this request is consistent with all applicable criteria (Sections 9.8090 or 9.8100 of the Eugene Code). Applications involving adjustments shall specifically address additional related criteria. *Please note: it is the applicant's responsibility to provide adequate information demonstrating how the project satisfies the applicable approval criteria. Failure to provide such information may result in a denial of your application.*

Neighborhood/Applicant Meeting Requirements

Please provide the following documentation that a neighborhood/applicant meeting was held per EC 9.7007 (see EC 9.7010):

- The list of persons to whom notice was mailed pursuant to EC 9.7007(5) and a signed statement that notice was posted and mailed to those on the list;
- A copy of the notice;
- A copy of the meeting notes and sign-in sheet described at EC 9.7007(9); and
- A copy of the site plan presented at the meeting.

General Site Plan Requirements

Provide 3 sets of site plans at the time of initial submittal. Following completeness review, submit 9 copies. In addition, submit one copy of the set of site plans reduced to 8-1/2" x 11" for public notice purposes and if plans are larger than 11" x 17", one full set of 11" x 17" plans is required. All site plans must be folded to a size equal to or less than 11" x 17".

- Show the date, north arrow, and standard engineer's scale on the site plan.
- Show the Assessor's Map and Tax Lot numbers on the site plan.
- Show a vicinity map on the site plan. (Vicinity map does not need to be drawn to scale.)
- Show the footprint and location of existing and proposed structures. Indicate whether the existing structures will remain or be removed.
- Calculate the amount and percent of increase in total building square footage.
- Provide elevation drawings that portray the scale and appearance of proposed buildings.
- Submit a tabulation of all impervious surface areas (existing and proposed), including the amount of area covered by building(s), parking, and the amount of area devoted to open space.
- When applicable, demonstrate compliance with the Commercial Zone Development Standards (EC 9.2170-9.2175) and the Multiple-Unit Standards (EC 9.5500).
- Show the width and location of all existing and proposed public and private easements.
- Show all proposed grading for streets, building areas, and other proposed development.
- Show the existing and proposed occupancy classification. Gross building size and type of construction also indicated

Wastewater Requirements

- Show the location and flow line elevation of the existing public wastewater sewer at proposed connection point(s).
- Show the existing and proposed wastewater sewer layout, including service to each lot. (Each lot must be connected to a public wastewater sewer.)

Water Supply Requirements

- Show a diagram (including diameters) of existing and proposed water mains.
- Show existing and proposed fire hydrants.

Storm Drainage Requirements

- Show the location and flow line elevation of the existing piped public system at proposed connection point(s).
- Delineate the tops-of-banks of all drainage-ways on and adjacent to the property.

www.eugene-or.gov/planning

- Delineate the Special Flood Hazard Area and determine the base flood elevation.
- A description of the extent to which a watercourse will be altered or relocated as a result of proposed development, including a stormwater analysis of pre- and post-development flows.
- Show existing and proposed storm drainage, including the type of facilities proposed for collection, conveyance, and treatment of storm water for all lots and development consistent with the stormwater provisions at EC 9.6790 – 9.6795.
- Submit a stormwater analysis (3 copies) that demonstrates compliance with stormwater drainage provisions at EC 9.6790 – 9.6795.
- Indicate whether the stormwater system or portions thereof are proposed for public or private maintenance. If applicable, submit a draft Operations and Maintenance Plan (for private facilities) and/or Operations and Maintenance Agreement (for public facilities) consistent with EC 9.6797.

Tree Preservation Requirements

- Provide a tree preservation plan and report prepared by a certified arborist or approved equivalent. Both the plan and the report shall demonstrate compliance with EC 9.8090()(b), (c), (d) and/or other applicable requirements for general applications. For applications proposing housing, provide information required by EC 9.8100(3).
- Show the location, size and species of existing trees on site that are 8 inches or more in diameter at DBH (4.5 feet above ground). Provide an assessment of the condition of the existing trees, indicate whether they will be preserved or removed, and indicate the means of preservation when applicable.
- Show the “critical root zones” for trees to be preserved and provide supporting information that preserved trees will not be impacted so as to constitute “tree removal,” as defined in EC 9.0500.

Natural Features Assessment and Delineation of Applicable Boundaries on Site Plan

Site plans shall show the following information in accordance with EC 9.8090(5)(a):

- Significant on-site vegetation, including rare plants (those that are proposed for listing or are listed under State or Federal law), and native plant communities.
- All documented habitat for all rare animal species (those that are proposed for listing or are listed under State or Federal law).
- Prominent topographic features, such as ridgelines and rock outcrops.
- Wetlands, intermittent and perennial stream corridors, and riparian areas.
- Natural resource areas designated in the Metro Plan diagram as “Natural Resource” and areas identified in any City-adopted natural resource inventory.
- Submit a mitigation plan to address restoration or replacement of significant natural features, in accordance with EC 9.8090(5)(c).
- Submit a narrative report from a qualified professional providing an evaluation of existing resources, anticipated impacts and proposed mitigation.

Landscaping Requirements

- Show the location, species and size of existing and proposed landscaping.
- Indicate means of irrigation.
- Show open space and landscaping proposed for open space.
- Show the type and size of existing or proposed fencing and/or landscape buffering.

Contour Intervals

Must be shown as below and must be based on City Bench Mark. The City Bench Mark used must be noted on the plans.

Show existing and proposed contours at one of the following intervals using the North American Vertical Datum of 1988 (NAVD 88):

- One-foot contour intervals for ground slopes up to five percent.
- Two-foot contour intervals for ground slopes between five and ten percent.
- Five-foot contour intervals for ground slopes exceeding ten percent.

Parking Area Requirements

- Show the location, number and dimensions of existing and proposed parking spaces, including aisle widths and disabled parking spaces.

- Show the location, number, and dimensions of bicycle parking spaces, including long-term and short-term parking.
- Show traffic circulation patterns, including width of travel lanes.
- Show landscaping and screening for parking areas.
- Show means of protecting landscaping.
- Show location and height of proposed lighting of parking area.
- Show designated carpool and vanpool spaces for developments with 20 or more employees.

Street and Utility Improvement Requirements

- Show existing and proposed public and private improvements.
- Note on the plan whether public improvements are proposed to be constructed publicly or privately.
- Note on plan the location, size and species of existing and proposed street trees.
- Note on plan the location of any existing or proposed street lights.
- Show that utility plans comply with EC 9.6775, Underground Utilities.

Street and Public Access Way Requirements

- Identify the number of peak hour trips based on the proposed development. If the development will generate 100 or more trips during any peak hour, a Traffic Impact Analysis Review shall be required in accordance with EC 9.8650 - 9.8680.
- Identify the street classification of all streets in accordance with EC 9.6850 and EC 9.6870.
- Indicate potential slope easements.
- Provide a street center profile using ground elevations when proposed streets intersect 15% grade.
- Show the location and widths (right-of-way and paving width) of all existing and proposed streets, intersections, and bike and pedestrian access ways, both on-site and adjacent to the site.
- Show existing and proposed curbs and sidewalks on site and adjacent to property involved.
- Show street connectivity and provide supporting narrative to address applicable street connectivity standards from EC 9.6815.
- Show that the proposal is consistent with EC 9.6780, Vision Clearance Area.
- Show secondary emergency vehicle access.
- Show street names for all existing and proposed streets (public and private), in accordance with EC 9.6855.
- Indicate the radii of all curves on the plan.
- Show location and type of existing and proposed transit-related facilities.
- Identify any street grade over 12 %.
- Show all existing private access driveways to property. When the property fronts a street under Lane County jurisdiction, also show driveway locations for adjacent properties.
- Show any special setbacks in accordance with EC 9.6750.

Supporting Analysis and Documents

- Submit a Geotechnical Analysis, as required to satisfy applicable criteria (3 copies).
- The applicant is responsible for meeting State/Federal wetland requirements. Submit a wetland determination and a letter of acceptance of the determination from the Oregon Division of State Lands (ODSL) and if necessary, a wetland delineation report for potential wetlands identified on the Eugene Local Wetlands Inventory (LWI) maps, West Eugene Wetlands Plan (WEWP) maps, Wetland Determination reports, or other sources which indicate the potential presence of wetlands (3 copies).
- Submit a legal description of property included in this application. This legal description must be typed on an 8 ½" X 11" white sheet of paper (no letterhead) so that it is suitable for recording (3 copies).

NOTICE STATEMENT: If the Eugene/Springfield Fire Marshall (or the Fire Marshal's designee) determine that there is inadequate water supply, apparatus access, or both, to the site for the development of one and two family dwellings that will be subject to the Oregon Residential Specialty Code, the Eugene Building Official (or the Building Official's designee) may require compliance with one or more of the fire suppression or fire containment Uniform Alternate Construction Standards set out at OAR 918-480-0125(4) and (5).

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing the application. I (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

OWNER (Also the Applicant? Yes / No):

Name (print): _____ Phone: _____

Address: _____

City/State/Zip: _____

Signature: _____

APPLICANT / **APPLICANT'S REPRESENTATIVE** (Check one):

Name (print): _____

Company/Organization: _____

Address: _____

City/State/Zip: _____ E-mail (if applicable): _____

Phone: _____ Fax: _____

Signature: _____

APPLICANT'S REPRESENTATIVE / **DESIGNATED CONTACT** (Check all that apply):

Name (print): _____

Company/Organization: _____

Address: _____

City/State/Zip: _____ E-mail (if applicable): _____

Phone: _____ Fax: _____

Signature: _____

Note: This is not a complete list of requirements. Additional information may be required after further review in order to adequately address the applicable approval criteria.



CONDITIONAL USE PERMIT APPLICATION – Type III

1. APPLICANT INFORMATION (If a corporation, list all principals)

Name _____

Address _____

City _____ State _____ ZIP Code _____

Email _____

Telephone Primary _____ Secondary _____

2. AGENT INFORMATION (Owner’s consent required)

Name _____

Address _____

City _____ State _____ ZIP Code _____

Email _____

Telephone Primary _____ Secondary _____

3. PROPERTY OWNER/CONTRACT PURCHASER OF RECORD

Name _____

Address _____

City _____ State _____ ZIP Code _____

Email _____

Telephone Primary _____ Secondary _____

CONDITIONAL USE PERMIT APPLICATION – Type III

4. PROJECT DESCRIPTION

Project Name: _____
Type of development/
intended use: _____
Assessor's Map &
Tax Lot(s): _____
Site
Address(es): _____

Gross Acreage: _____ Net Acreage: _____
General Land Use Plan
(GLUP) Map Designation(s): _____

Zoning: _____
Overlay Zone(s)
(if applicable): _____
Southeast Plan Map Designation(s)
(if applicable): _____

Number of Dwelling Units:	Existing _____	Proposed _____
Area of Structures (square feet):	Existing _____	Proposed _____
Number of Parking Spaces	Required _____	Proposed _____
Number of Employees	Existing _____	Proposed _____
Percent of site covered by structures	_____ %	

List any land use application file numbers (including Pre-Application Conferences) associated with the subject property:

5. REQUIRED SUBMITTALS (Single Sided – Documents Letter Size – Plans 11 x 17)

- This Application Form (completed and signed)
- Findings of Fact addressing the approval criteria (Page 4)
- Narrative describing the proposal
- Site Plan, if applicable (11 x 17) (Page 6)
- Architectural Plans, if applicable (11 x 17)
- Conceptual Stormwater Drainage and Quality/Detention Facility Plan, if applicable (11 x 17)
- Landscape Plan, if applicable (11 x 17)

CONDITIONAL USE PERMIT APPLICATION – Type III

- Hillside Development Slope Analysis Form – **signed by staff** (Page 7)
- Hillside Ordinance Constraints Analysis Status Form – **signed by staff** (if applicable – Page 8)
 - Slope Analysis (Sections 10.929 – 10.933)
 - If developing on slopes greater than 35%, attach recommendations received from the Planning Department after required Pre-Application Conference
 - If site contains slopes greater than 15%, attach signed Constraints Analysis Status Form which indicates Analysis has been deemed complete
 - Constraints Analysis
- Traffic Impact Analysis Form – **signed by staff** (Page 9)
- Written Consent of Owner(s) (Page 10)
- Signed Statement Regarding Posting of Public Hearing/Public Notice Signs (Page 12)
- Agricultural Impact Assessment (if applicable – see Section 10.801 or 10.802)
- Assessor’s Map with site indicated
- Legal description of project site

6. SUBMIT THE APPLICATION AND REQUIRED DOCUMENTS

- Submit the package (one paper copy and electronic submittal required)
 - Electronic submittal options:
 - Send via email to planning@cityofmedford.org
 - Submit on a flash drive or other USB storage device (will not be returned)
 - Paper submittal options (one paper copy required):
 - Physical address: 200 S. Ivy Street, Medford, OR 97501
 - Mailing address: 411 W. Main Street, Medford OR 97501
- Fees
 - \$3,300
 - Fees are due at time of application submittal
 - Checks shall be made payable to *City of Medford*

**All submittals must be
single sided**

7. I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE COMPLETE, TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature _____ Applicant Agent Owner

If any wetlands exist on the site, it is the applicant’s responsibility to apply for a permit to the Division of State Lands and Army Corps of Engineers before any site work begins.

CONDITIONAL USE PERMIT APPLICATION – Type III

EXCERPTS FROM MEDFORD LAND DEVELOPMENT CODE SECTION 10.184 CONDITIONAL USE PERMIT

- (A) *A development classified as a conditional use shall be given special review via this process in order to assure its appropriateness for the site and allow for adjustment to be made to assure its compatibility with adjacent land uses.*
- (B) *Conditional Use Permits Exempt of Site Plan and Architectural Commission Review.*
- (1) *Conditional Use Permits (CUPs) approved under this Section shall be exempt from, and there shall be no requirement to apply separately for, a Site Plan and Architectural Commission review or to demonstrate compliance with the approval criteria in Section 10.200(E). However, the Planning Director in their discretion may forward a CUP proposal or proposed revisions thereto to the Site Plan and Architectural Commission for review. When forwarded by the Planning Director, the Site Plan and Architectural Commission shall have authority to review the CUP plans and make recommendations to the Planning Commission.*
- (2) *Delegation of Authority.*
- The Planning Commission may delegate authority to the Site Plan and Architectural Commission or to the Planning Director to approve in its name the plans for buildings or any other element of a CUP or revisions thereto after the Planning Commission has approved the CUP. The authority delegated by the Planning Commission under this Subsection shall be delimited in conditions attached to the approval. Notwithstanding any other provision of this Code, the approval of delegated matters shall be subject to a Type III Procedure as set forth in Article II.*
- (C) *Conditional Use Permit Approval Criteria.*
- (1) *The Planning Commission must determine that the development proposal complies with either of the following criteria before approval can be granted.*
- (a) *The development proposal will cause no significant adverse impact on the livability, value, or appropriate development of abutting property, or the surrounding area when compared to the impacts of permitted development that is not classified as conditional.*
- (b) *The development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the Planning Commission to produce a balance between the conflicting interests.*
- (2) *In authorizing a conditional use permit the Planning Commission may impose any of the following conditions:*
- (a) *Limit the manner in which the use is conducted, including restricting the time an activity may occur, and restraints to minimize such environmental effects as noise, vibration, air pollution, glare and odor.*
- (b) *Establish a special yard or other open space or lot area or dimension requirement.*
- (c) *Limit the height, size, or location of a building or other structure.*
- (d) *Designate the size, number, location, or nature of vehicle access points.*

CONDITIONAL USE PERMIT APPLICATION – Type III

- (e) Increase the amount of street dedication, roadway width, or improvements within the street right-of-way.*
- (f) Designate the size, location, screening, drainage, surfacing, or other improvement of parking or truck loading areas.*
- (g) Limit or otherwise designate the number, size, location, height, or lighting of signs.*
- (h) Limit the location and intensity of outdoor lighting, or require its shielding.*
- (i) Require screening, landscaping, or other facilities to protect adjacent or nearby property, and designate standards for installation or maintenance thereof.*
- (j) Designate the size, height, location, or materials for a fence.*
- (k) Protect existing trees, vegetation, water resources, wildlife habitat, or other significant natural resources.*

(D) Conditional Use Permits, Mitigation of Impacts.

A conditional use requiring the mitigation of impacts under Subsection (C)(1)(b) above must do one of the following:

- (1) Preserve unique assets of interest to the community.*
- (2) Provide a public facility or public nonprofit service to the immediate area or community.*
- (3) Otherwise provide a use or improvement that is consistent with the overall needs of the community in a location that is reasonably suitable for its purpose.*

CONDITIONAL USE PERMIT APPLICATION – Type III

SITE PLAN CHECKLIST

- Location & dimensions of all existing & proposed property lines, public utility easements, and any other public or private easements
- FEMA Floodplain information showing 100 year floodplain lines & elevation data if any
- Location of existing public improvements & above & underground utilities **within 300 feet of the project boundaries** (i.e. power, telephone, natural gas, water lines and hydrants, sanitary sewer, storm drain, streets, curbs, sidewalks, street trees, utility poles, light fixtures, traffic signals, etc.). *Include existing half-width right-of-way dimensions.*
- Proposed public improvements (check with Engineering Division prior to drawing plans: 541-774-2100)
 - Block Length Ordinance (Section 10.426)
 - Legacy Street (Section 10.427[D] and [E]) – confer with City Engineer prior to submitting application
 - Street Dedication (Sections 10.428 – 10.430B)
 - Access Standards (Section 10.550)
- Proposed connection points to power, telephone, natural gas, water, sanitary sewer & storm drainage
- Conceptual Drainage plan (Sections 10.486[B] or 10.729[B])
- Location, size, height & proposed use of all buildings (proposed & existing)
- Treatment of all public and private yards and open space
- Location, height, & materials of all existing & proposed fences & walls (Sections 10.731 – 10.735)
- Location, number of spaces, dimensions, internal circulation pattern, and paving material of off-street loading (Section 10.742)
- Existing & proposed off-street vehicular parking including, but not limited to: location, number of spaces, dimensions, internal circulation pattern, and paving materials
 - Vehicle (Sections 10.743 – 10.746)
 - Bicycle (Sections 10.747 – 10.751)
 - Carpool & vanpool (Section 10.809)
- Vehicular & pedestrian access to site & buildings, including disabled person, service/loading, and points of ingress/egress
- Pedestrian walkways (Sections 10.772 – 10.776)
- Location & general nature, including height, directional control, etc. of exterior lighting (Section 10.764)
- Location & method of concealment of outdoor trash/recycling receptacles (Section 10.781)
- Location & method of concealment of exterior mechanical equipment (heating, ventilation, A/C, etc.) (Section 10.782)

CONDITIONAL USE PERMIT APPLICATION – Type III

HILLSIDE DEVELOPMENT SLOPE ANALYSIS FORM

A Slope Analysis is required for all applications (except Zone Changes) where development is proposed on slopes greater than fifteen percent (15%).

Map and

Tax Lot(s): _____

Address(es): _____

.....
To Be Completed by Planning Department Staff Prior to Submitting

Based upon the City of Medford Slope Map:

- A Slope Analysis is not required.
- A Slope Analysis is is required, but a Constraints Analysis is not required.
- A Slope Analysis and a Constraints Analysis are required. The Constraints Analysis must be submitted to the Public Works Department and deemed complete before submittal of the Application to the Planning Department. Please use the Constraints Analysis Status Form, Page 15.
- A Slope Analysis, Constraints Analysis, and Pre-Application are required before submittal of the Application to the Planning Department. The Constraints Analysis must be submitted to the Public Works Department and deemed complete before submittal of the Pre-Application Form to the Planning Department. Please use the Constraints Analysis Status Form included in the Pre-Application Form.

Staff Member Signature

Printed Name

Date

CONDITIONAL USE PERMIT APPLICATION – Type III

HILLSIDE DEVELOPMENT CONSTRAINTS ANALYSIS STATUS FORM

A Constraints Analysis is required for all applications (except Zone Changes) where development is proposed on slopes greater than 15%.

The Constraints Analysis must be deemed complete by the Public Works Department **prior** to submittal of the Application to the Planning Department. This form, signed by the Public Works Department, must accompany the application submittal to the Planning Department. After review, Public Works will mail this form to the Agent and forward a copy to Planning.

Section A: To be filled out by the applicant prior to submittal to the Public Works Department

Document Title: _____
Subject Tax Lots: _____
Agent Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____
Telephone: _____

Section B: To be filled out by the Public Works Department at time of submittal

_____ Signature	_____ Date
_____ Print Name	_____ Title

Section C: To be filled out by Public Works after review of the Constraints Analysis

Based upon the information submitted with this application:

- The Constraints Analysis dated _____ is deemed complete.
- The Constraints Analysis is deemed incomplete.

_____ Signature	_____ Date
_____ Print Name	_____ Title

CONDITIONAL USE PERMIT APPLICATION – Type III

TRAFFIC IMPACT ANALYSIS FORM

A. This section to be filled out by the applicant.

Map and Tax Lot(s): _____
Acreage: _____
Current Zoning District: _____
Proposed Zoning District: _____

B. This section shall be filled out and signed by a representative from the Public Works Department – Traffic Section **prior** to submittal of this **Zone Change** application.

Based upon the information above:

- A Traffic Impact Analysis is not required.
- A Traffic Impact Analysis is required.
- Insufficient information to determine if Traffic Impact Analysis is required.

_____ Signature	_____ Date
_____ Print Name	_____ Title

C. If Traffic Impact Analysis is required, two copies shall be submitted to the Public Works Department – Traffic Section prior to or upon submittal of this **Zone Change** application, and this section shall be filled out and signed by a representative from the Traffic Section.

- A Traffic Impact Analysis is required and has been submitted to the Public Works – Traffic Section.

_____ Signature	_____ Date
_____ Print Name	_____ Title

CONDITIONAL USE PERMIT APPLICATION – Type III

WRITTEN CONSENT OF OWNER

I/We, _____, the property owner(s) of
Tax Lot(s) _____ on Jackson County
Assessor Map _____, hereby consent to the filing of an
application for _____ on said property, and will
allow _____ to represent me
before the City of Medford approving authority.

Signed: _____
Print
Name: _____
Date: _____

Signed: _____
Print
Name: _____
Date: _____

Signed: _____
Print
Name: _____
Date: _____

Signed: _____
Print
Name: _____
Date: _____

CONDITIONAL USE PERMIT APPLICATION – Type III

ON-SITE POSTING SIGNS, SECTION 10.124

On-site posting signs shall be placed on the project site for any Type II or Type III land use actions according to the following:

Public Hearing Signs – Type III (Section 10.124[B])

- (1) Contents of sign. Public Hearing signs shall include a description of the proposed land use action, the date of the public hearing, and the City of Medford file number for the proposed land use action.
- (2) Location and number of signs. A posted notice sign must be placed on each existing street frontage of the project site. If a frontage is over 600 feet long, a notice sign is required for each 600 feet, or fraction thereof. Notice signs must be posted within 10 feet of a street lot line and must be visible to pedestrians and motorists. Notice signs may not be posted in a public right-of-way, unless the land use action specifically pertains to a public right-of-way. If posting must occur in the right-of-way, care should be taken to comply with Section 10.735, Clear View of Intersecting Streets.
- (3) Sign posting schedule. The required sign(s) shall be posted as specified in Table 10.124-1. Posted signs shall be removed within 10 days following the final decision.

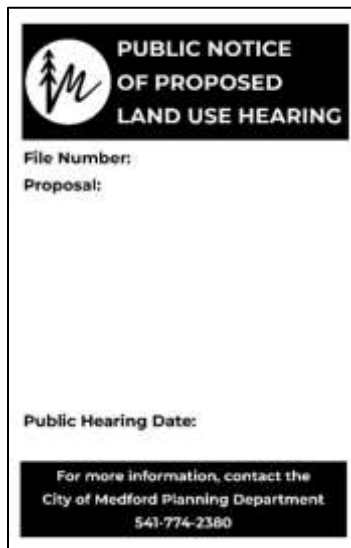
For the applicant's convenience, the Planning Department will provide the signs at the Land Development Committee Meeting. Should this meeting not be scheduled 21 days prior to the hearing, it is the applicant's responsibility to contact the Planning Department to pick up the sign(s).

CONDITIONAL USE PERMIT APPLICATION – Type III

PUBLIC HEARING SIGNS

I, _____, the property owner (or authorized agent) of Tax Lot(s) _____ on Jackson County Assessor Map _____, have read *Medford Land Development Code* Section 10.124 which specifies the posting requirements for the tax lot(s) noted above, agree to post the property according to those requirements, and understand the consequences for not doing so.

Signed: _____ Date: _____



CONDITIONAL USE PERMIT APPLICATION – Type III

COMMONLY USED CODE REFERENCES

1. Permitted Uses – Residential Zones	10.314
2. Permitted Uses – Commercial and Industrial Zones	10.337
3. Central Business District	10.358
4. Southeast Plan Overlay District	10.370 - 385
5. Block Length Ordinance	10.426
6. Legacy Streets	10.427(D) & (E)
7. Street Improvement Requirements	10.428 - 430(B)
8. Townhouse Development Standards	10.712
9. Duplex Development Standards	10.713
10. Multiple Family Site Development Standards	10.714
11. Multiple Family Special Development Standards	10.715A - 719
12. Commercial and Industrial Development Standards	10.421
13. Large Retail Structures (Big Box Ordinance)	10.722 - 725
14. Fencing	10.731 - 733
15. Clear View of Intersecting Streets (visibility triangle)	10.735
16. Off-Street Parking and Loading	10.741 - 746
a. Off-Street Parking Standard	10.743
b. General Design Requirements for Parking	10.746
c. Parking Area Planter Bays	10.746(3)
d. Parking, Required Yard	10.746(10)
e. Parking Aisles	10.746(12)
f. Connecting Parking Areas	10.746(15)
g. Parking Lot Dimension Standards	10.746(16)
h. Compact Cars (maximum 20 percent)	10.746(17)
17. Bicycle Parking	10.747 - 751
18. Pedestrian Walkways	10.772 - 776
19. Landscape and Irrigation	10.780
20. Bufferyards	10.790
21. Street Frontage Landscaping Requirements	10.797
22. Vanpool and Carpool Parking	10.809

APPLICATION SUBMITTAL REQUIREMENTS

Conditional Use (Planning Commission Type III decision-making process)

The following information must be submitted with a City of Newport Land Use application for Conditional Use:

- 1. Site plan, drawn to scale, showing the dimensions and arrangement of the proposed development on the applicant's lot.
- 2. Building elevations.
- 3. A sign plan (if applicable).
- 4. A current 18" x 24" Lincoln County Assessor's tax map(s) showing the subject property and the notification area. The notification area is all properties within 200 feet of the subject property. (*Lincoln County Assessor's office is located in the Lincoln County Courthouse at 225 W Olive St, Newport*)
- 5. A list of names and addresses of property owners, as shown in the records of the Lincoln County Assessor, within the notification area described in #4 above.
- 6. For commercial activities that are conditional, a proposed plan of business operation.
- 7. Written findings of fact addressing the following criteria:
 - (a) That the public facilities can adequately accommodate the proposed use.
 - (b) That the request complies with the requirements of the underlying zone or overlay zone.
 - (c) That the proposed use does not have an adverse impact greater than existing uses on nearby properties, or impacts can be ameliorated through imposition of conditions of approval. (For purpose of this criterion, "adverse impact" is the potential adverse physical impact of a proposed Conditional Use including, but not limited to, traffic beyond the carrying capacity of the street, unreasonable noise, dust, or loss of air quality.)
 - (d) If the application is for a proposed building or building modification, that it is consistent with the overall development character of the area with regard to building size and height, considering both existing buildings and potential buildings allowable as uses permitted outright.
- 8. A written statement describing the nature of the request.
- 9. Fee of \$971.00.