



Preferred Contact Information Sheet

Type of Review

Project Proposal:

- Type I - Staff Review, Type II - Administrative Review, Type III - Quasi-Judicial / Public Hearing, Type IV - Legislative Review

1. Applicant Information

Name, Address, City, State, Zip Code, Email, Phone Primary, Secondary

2. Agent / Representative Information (Owner's written consent required)

Name, Address, City, State, Zip Code, Email, Phone Primary, Secondary

3. Property Owner / Contract Purchaser of Record

Name, Address, City, State, Zip Code, Email, Phone Primary, Secondary

For Office Use Only:

Date Submitted: Fee: Received by:

Paid

**Property Description**

Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Type of Use (if unsure, reference [FCC 10-2-13](#) for use definitions): \_\_\_\_\_

General Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assessor's Map No.: 18 - 12 - \_\_\_\_\_ - \_\_\_\_\_ Tax lot(s): \_\_\_\_\_

Zoning District: \_\_\_\_\_

Comprehensive Plan Designation: \_\_\_\_\_

Overlays (Airport, Estuary, Shoreland): \_\_\_\_\_

Wetlands, Riparian Areas, or Hazards Present: \_\_\_\_\_

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**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Building Materials: \_\_\_\_\_

Primary Building Color(S): \_\_\_\_\_

Secondary Building Color(s): \_\_\_\_\_



Public Works  
2675 Kingwood St.  
(541) 997-4106

City Manager /  
City Recorder  
250 Highway 101  
(541) 997-3437

Community Development:  
Planning & Building  
250 Highway 101  
(541) 997-8237

Finance /  
Utility Billing  
250 Highway 101  
(541) 997-3436

Justice Center  
900 Greenwood St.  
(541) 997-3515

Florence Events Center  
715 Quince St.  
(541) 997-1994





*Community Development Department*

250 Hwy 101

[planningdepartment@ci.florence.o.us](mailto:planningdepartment@ci.florence.o.us) || (541) 997-8237

Timetable of proposed improvements: Please provide an approximate timeline or estimated dates.

**Apply for Building Permits:**

Structural/Mechanical/ Plumbing:		
Electric:		
Other:		
Site Work:	Start	Finish
Building Construction:	Start	Finish
Public Facility Improvements:	Start	Finish
Open Business/Residents Moved In:		

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

If yes, please describe: \_\_\_\_\_

**Lot Coverage and Building Square Footage**

Total Impervious Surface:	Max Permitted:	Sq. Ft. Proposed:
Existing Buildings On-Site	Yes <input type="checkbox"/> No <input type="checkbox"/>	Sq. Ft.
Proposed Building	Yes <input type="checkbox"/> No <input type="checkbox"/>	Sq. Ft.
Landscaping	Min Required:	Sq. Ft. Proposed

**Landscaping and Landscaping**

Sq. Ft of Landscaping	Existing:	Sq Ft Proposed:			Sq Ft Proposed		
			Proposed	Req.		Proposed	Req.
Street Frontage	Name:	Trees			Shrubs		
	Name:	Trees			Shrubs		
Irrigation:	Existing:	Proposed/Details:					
Fences:	Existing	Height			Materials		
	Proposed:	Height:			Materials		

**Parking Required and Parking Proposed**

Standard Stalls	# Required:	# Proposed:	# Existing:
ADA Accessible	# Required:	# Proposed:	# Existing:
Bike Spaces	# Required:	# Proposed:	# Existing:
Eligible for Transit Reduction:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	# of Spaces:
Electrical Conduit for EV Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	# of Spaces:

**Public Works**  
 2675 Kingwood St.  
 (541) 997-4106

**City Manager /  
 City Recorder**  
 250 Highway 101  
 (541) 997-3437

**Community Development:  
 Planning & Building**  
 250 Highway 101  
 (541) 997-8237

**Finance /  
 Utility Billing**  
 250 Highway 101  
 (541) 997-3436

**Justice Center**  
 900 Greenwood St.  
 (541) 997-3515

**Florence Events Center**  
 715 Quince St.  
 (541) 997-1994



**Other Application and Pre-Application/Predevelopment Meetings**

Other land use approvals or applications related to the property or project? Yes  No  Unsure

Please list any other related land use approvals or application and approximate dates:

\_\_\_\_\_

\_\_\_\_\_

Did you have a pre-application or pre-development meeting? Yes  No

If yes, please list the date(s) of this meeting: \_\_\_\_\_

**Other Application and Pre-Application/Predevelopment Meetings**

**Written Consent of Owners**

I/We, \_\_\_\_\_, the property owner(s) of Tax Lot(s) on Lane 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 Florence approving authority.

Signed \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Date \_\_\_\_\_

Signed \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Date \_\_\_\_\_

Signed \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Date \_\_\_\_\_

Signed \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Date \_\_\_\_\_



**Public Works**  
 2675 Kingwood St.  
 (541) 997-4106

**City Manager /  
 City Recorder**  
 250 Highway 101  
 (541) 997-3437

**Community Development:  
 Planning & Building**  
 250 Highway 101  
 (541) 997-8237

**Finance /  
 Utility Billing**  
 250 Highway 101  
 (541) 997-3436

**Justice Center**  
 900 Greenwood St.  
 (541) 997-3515

**Florence Events Center**  
 715 Quince St.  
 (541) 997-1994



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

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

Below is a check list of the required information to determine if an application is complete. The Florence City Code is available at City Hall or online at <https://www.ci.florence.or.us/council/city-code>. You will also find the [Florence Transportation Plan](#), [Downtown Architectural Guidelines](#), [Highway 101 Access Management Plans](#), [Stormwater Design Manual](#), and [Stormwater Management Plan](#) available on the City's website or at the City Hall for review or purchase.

Site Plan existing and proposed drawn to scale, showing the following (*electronic preferred*):

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

A title report from a title company showing:

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

Utility Plan:

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

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

Water Supply: \_\_\_\_\_ - inch line available from \_\_\_\_\_ (Street)

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

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

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

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

Lighting Plan:

Show location of each light fixture, diagram illustrating foot-candle distribution, and elevation drawing of each light fixture in conformance to [FCC 10-37](#).

Access Permits:

For properties along State or County roads (see [FCC 10-35-2-4](#)), a state or county access permit or application is required. For properties on Highway 101 located between Highway

126 and the Siuslaw River Bridge, please also refer to the *Highway 101 Access Management Plan*.

Supporting Documents for ROW Improvements:

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

Proposed:

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

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

Are utility upgrades or extensions planned or needed?

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

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

---

Stormwater Plan:

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

Traffic Impact Study:

Per [FCC 10-1-1-4-E](#), larger projects may require a Traffic Impact Study. Traffic Study Requirement criteria is found in [FCC 10-35-2-5](#). Please attach a TIS if needed.

Design & Architectural Drawings:

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

---

Landscaping Plan:

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

Erosion Control:

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

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

Site Investigation Report:

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

Old Town District:

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

Visual Aids: New construction or story additions require visual aids. Please refer to [FCC 10-17](#).

Minimum Parking Requirements:

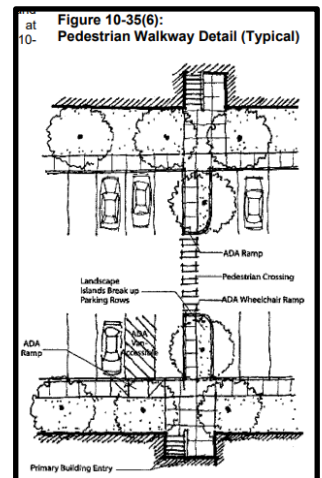
Off-street parking requirements can be found in [FCC 10-3](#). Minimum parking requirements are applied to all new development, changes or use, or expansions of the building or use.

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

Access and Circulation:

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

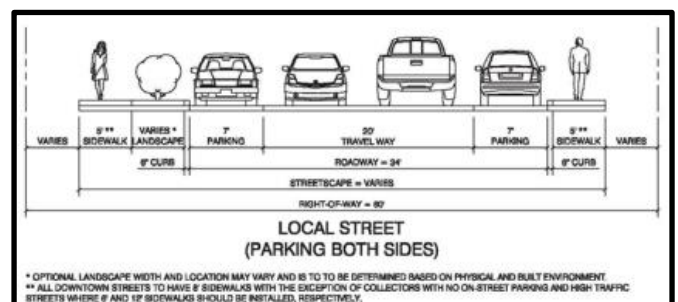
- Driveway to Driveway and Driveway to Street separation distances
- Driveway apron details
- On-site pedestrian and vehicular circulation



Public Facilities:

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

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





## Site Plan and Design Review Application Reference/Resource List

Below is a list of commonly used code sections for development. This list is not all inclusive, but is meant as a guide and a starting point to find code section and review criteria related to general development and design review. For example, this list does not include individual zoning districts (residential, commercial, highway, etc.). Page numbers and code sections are included for frequently referenced Code sections in addition to the Chapter titles.

### Florence City Code (FCC) Title 10 – Zoning Regulations:

<https://www.ci.florence.or.us/council/title-10-zoning-regulations>

#### [Florence Zoning Map](#)

#### [FCC 10-1: Zoning Administration](#)

FCC 10-1-1-4: Application	Pg. 2-5
FCC 10-1-1-5: General Provision	Pg. 7-9

#### [FCC 10-3: Off-Street Parking and Loading](#)

FCC 10-3-4 Minimum Required Parking By Use	Pg. 2-5
FCC 10-3-5: Vehicle Parking – Min. Accessibility Parking	Pg. 5- 6
FCC 10-3-8: Parking Area Improvements	Pg. 8-11
FCC 10-3-9: Parking Stall Design and Min. Dimensions	Pg. 11-12
FCC 10-3-10: Bicycle Parking Requirements	Pg. 12-13

#### [FCC 10-6: Design Review](#)

FCC 10-6-5: Genera; Approval Criteria	Pg. 2-4
FCC 10-6-6-3: Building Facades	Pg. 5-6
FCC 10-6-7: Non-Residential Design Requirements	Pg. 10- 11

#### [FCC 10-7: Special Development Standards](#)

#### [FCC 10-34: Landscaping](#)

FCC 10-34-3: Landscaping - Plan Required, Planting Standards, Irrigation, Parking Lot Landscape Standards, Buffering and Screening, and Maintenance	Pg. 4-8
FCC 10-34-5: Fences and Walls	Pg. 9-11

#### [FCC 10-35: Access and Circulation](#)

FCC 10-35-2-4: State and County Access Permits	Pg. 2
FCC 10-35-2-5: Traffic Study Requirements	Pg. 2
FCC 10-35-2-7: Intersection Separation; Backing onto Public Streets	Pg. 3
FCC 10-35-2-12: Driveway Design	Pg. 4-5
FCC 10-35-3: Pedestrian Access and Circulation	Pg. 7-9

#### [FCC 10-36: Public Facilities](#)

#### [FCC 10-37: Lighting](#)



**Additional Resources:** Below is a list of adopted City plans and maps. The link provided is for the City webpage where more information can be found on each plan and the ‘also see’ documents listed below the plan title can be found on the same webpage. The ‘also see’ documents include supporting information and related maps.

### **Florence Realization 2020 Comprehensive Plan**

Website Link: <https://www.ci.florence.or.us/planning/comprehensive-plan>

Also see: NRCS Soils Map 2009  
Estuary & Coastal Shorelands Management Units, 2009  
Comprehensive Plan Map

### **Stormwater Management Plan**

Website Link: <https://www.ci.florence.or.us/planning/stormwater-management-plan>

Also see: Sept 2011 Stormwater Design Manual  
Portland Erosion and Sediment Control Manual

### **Wetland and Riparian Inventory**

Website Link: <https://www.ci.florence.or.us/planning/local-wetland-and-riparian-inventory>

Also see: Significant Wetlands Areas Map  
Significant Riparian Area Reaches Map  
Coastal Shorelands and Wetland Inventory Map  
Florence Area LWI – Index Map

### **Transportation System Plan (TSP) 2023**

Website Link: <https://www.ci.florence.or.us/planning/transportation-system-plan-2023>

### **Florence Downtown Architectural Design Guidelines**

Website Link: <https://www.ci.florence.or.us/planning/florence-downtown-architectural-design-guidelines>

### **Landscaping / Vegetation Information**

Website Link: <https://www.ci.florence.or.us/planning/landscapingvegetation-information>

Also see: Tree and Plant List

### **City of Florence Standard Drawings**

Website Link: <https://www.ci.florence.or.us/publicworks/city-florence-standard-drawings>

Also See: Storm: 101 to 109  
Street: 201 to 221  
Sewer: 301 to 321  
Water: 401 to 415  
Utility: 501 to 515