



General Development Plan Checklist

OCMC [17.65.050](#)

1. **A Completed Application Form with All Property Owner Signatures** (P)
2. **Narrative** (P/DS)
A complete and detailed narrative description of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference.
3. **Existing Conditions** (P)
 - Narrative Statement**
 - Current uses of and development on the site, including programs or services.
 - History or background information about the mission and operational characteristics of the institution that may be helpful in the evaluation of the general development plan.
 - A vicinity map showing the location of the General Development Plan boundary relative to the larger community, along with affected major transportation routes, transit, and parking facilities. At least one copy of the vicinity map must be eight and one-half inches × eleven inches in size, and black and white reproducible.
 - Non-institutional uses that surround the development site. May also reference submitted maps, diagrams or photographs.
 - Previous land use approvals within the General Development Plan boundary and related conditions of approval.
 - Existing utilization of the site. May also reference submitted maps, diagrams or photographs.
 - Site description, including the following items. May also reference submitted maps, diagrams or photographs.
 - Physical characteristics
 - Ownership patterns
 - Building inventory
 - Vehicle/bicycle parking
 - Landscaping/usable open space
 - FAR/lot coverage
 - Natural Resources Overlay District
 - Cultural/historic resources that appear on the city's adopted Goal 5 inventory; and
 - Location of existing trees six inches in diameter or greater when measured four feet above the ground. The location of single trees shall be shown. Trees within groves may be clustered together rather than shown individually.
 - Transportation Impact Analysis**
 - Transportation Impact Analysis – See Adopted [Guidelines for Transportation Impact Analysis](#)
 - May also reference submitted maps, diagrams or photographs
 - Existing transportation facilities, including highways, local streets and street classifications, and pedestrian and bicycle access points and ways
 - Transit routes, facilities and availability
 - Alternative modes utilization, including shuttle buses and carpool programs
 - Baseline parking demand and supply study (may be appended to application or waived if not applicable)

- ❑ **Infrastructure** facilities and capacity, including the following items.
 - ❑ Water
 - ❑ Sanitary sewer
 - ❑ Stormwater management
 - ❑ Easements
- ❑ **Maps and Plans.**
 - ❑ Existing conditions site plan. Drawn at a minimum scale of one-inch equals one hundred feet (one inch=one hundred feet) that shows the following items.
 - ❑ Date, north point, and scale of drawing
 - ❑ Identification of the drawing as an existing conditions site plan
 - ❑ Proposed development boundary
 - ❑ All parking, circulation, loading and service areas, including locations of all carpool, vanpool and bicycle parking spaces as required in Chapter 52 of this title.
 - ❑ Contour lines at two-foot contour intervals for grades zero to ten percent, and five-foot intervals for grades over ten percent.
 - ❑ A site plan or plans, to scale, for the General Development Plan site and surrounding properties containing the required information identified in:
 - ❑ Chapter 17.62.040.A(1), (2), (3), (4), (5), (6), (7), (9), (11), (12), (13), (14), and (15);
 - ❑ Chapter 17.62.040.B (Landscaping Plan)
 - ❑ Chapter 17.62.040.F (Legal Description of the Site)
 - ❑ Chapter 17.62.040.G (Exterior Lighting Plan)
 - ❑ Vicinity map
 - ❑ Aerial photo. Obtain most recent aerial from OCWebMap

4. _____ **Proposed Development Submittal Requirements.**

- ❑ Narrative statement. An applicant shall submit a narrative statement that describes the following:
 - ❑ The proposed duration of the general development plan.
 - ❑ The proposed development boundary. May also reference submitted maps or diagrams.
 - ❑ A description, approximate location, and timing of each proposed phase of development, and a statement specifying the phase or phases for which approval is sought under the current application. May also reference submitted maps or diagrams.
 - ❑ An explanation of how the proposed development is consistent with the purposes of Section 17.65, the underlying zone district, and any applicable overlay district.
 - ❑ A statement describing the impacts of the proposed development on inventoried Goal 5 natural, historic or cultural resources within the development boundary or within two hundred fifty feet of the proposed development boundary.
 - ❑ An analysis of the impacts of the proposed development on the surrounding community and neighborhood, including:
 - ❑ Transportation impacts as prescribed in subsection g. below;
 - ❑ Internal parking and circulation impacts and connectivity to sites adjacent to the development boundary and public right-of-ways within two hundred fifty feet of the development boundary;
 - ❑ Public facilities impacts (sanitary sewer, water and stormwater management) both within the development boundary and on city-wide systems;
 - ❑ Neighborhood livability impacts;
 - ❑ Natural, cultural and historical resource impacts within the development boundary and within two hundred fifty feet of the development boundary.
 - ❑ Discussion of Phasing:
 - ❑ Transportation safety and capacity improvements in relation to anticipated impacts on analyzed intersections
 - ❑ Public Infrastructure Improvements – Sewer, Water and Stormwater

- ❑ **Maps and diagrams.** The applicant must submit, in the form of scaled maps or diagrams, as appropriate, the following information:
 - ❑ A preliminary site circulation plan showing the approximate location of proposed vehicular, bicycle, and pedestrian access points and circulation patterns, parking and loading areas
 - ❑ The approximate location of all proposed streets, alleys, other public ways, sidewalks, bicycle and pedestrian access ways and other bicycle and pedestrian ways, transit streets and facilities, neighborhood activity centers and easements on and within two hundred fifty feet of the site. The approximate location of all public facilities to serve the proposed development, including water, sanitary sewer, stormwater management facilities.
 - ❑ The approximate projected location, footprint and building square footage of each phase of proposed development.
 - ❑ The approximate locations of proposed parks, playgrounds or other outdoor play areas; outdoor common areas and usable open spaces; and natural, historic and cultural resource areas or features proposed for preservation. This information shall include identification of areas proposed to be dedicated or otherwise preserved for public use and those open areas to be maintained and controlled by the owners of the property and their successors in interest for private use.

5. ___ **Preliminary Storm Calculations: If Water Quality Detention Required** (DS)

6. ___ **Neighborhood Association Meeting** (P)

- ❑ A sign-in sheet of meeting attendees
- ❑ A summary of issues discussed
- ❑ A letter from the neighborhood association or CIC indicating that a neighborhood meeting was held.
- ❑ If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign in sheet of attendees and a summary of issues discussed.

7. ___ **Pre-Application Conference Notes from Planning and Development Services Divisions** (P/DS)

8. ___ **Additional Information or Reports** (P/DS)

If Required in Pre-Application Conference.

9. ___ **A Current Preliminary Title Report or Trio for the Subject Property(ies)** (P)

10. ___ **Mailing Labels for Owners within 300 Feet of the Subject Site or Fee for City-Provided Labels** (P)

The names and addresses of property owners within 300 feet of the site from a title company.

11. ___ **Documentation indicating there are no liens favoring the City for the subject site** (P)

12. ___ **A receipt from the County Assessor's Office indicating that all taxes for the parcels involved are paid in full for the preceding tax year**(P)

13. ___ **Electronic Version of All Application Materials** (P/DS)

14. ___ **All Required Application Fees** (P)

(P) = Contact the Planning Division at (503) 722.3789 with any questions regarding this item.

(DS) = Contact the Development Services Division at (503) 657.0891 with any questions regarding this item.

Incomplete applications will not be processed.