



## Minor Site Plan and Design Review Checklist

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. \_\_\_ **Site Plan Drawings** (P/DS)  
A site plan of the existing conditions and proposed development including:
  - The property boundary, existing and proposed structures and landscaping, parking stalls, etc.
  - Utility locations, easements, changes to grading, new impervious surfaces
4. \_\_\_ **Landscaping Plan** (P)  
A landscaping plan prepared by a registered landscape architect, drawn to scale, showing the location and types of existing trees (six inches or greater in caliper measured four feet above ground level) and vegetation proposed to be removed and to be retained on the site, the location and design of landscaped areas, the varieties, sizes and spacings of trees and plant materials to be planted on the site, other pertinent landscape features, and irrigation systems required to maintain plant materials.
5. \_\_\_ **Tree Removal and Mitigation Plan** (P)  
A tree removal and mitigation plan must include the setbacks, easements and the location and caliper of all trees as well as identification of the trees 6" DBH and greater prepared in accordance with OCMC 17.41. A plan shall also be submitted identifying the location, species and caliper of trees replanted onsite. The tree mitigation plan report shall be prepared by a certified arborist, horticulturalist or forester or other environmental professional with experience and academic credentials in forestry or arboriculture.
6. \_\_\_ **Architectural Drawings** (P)  
Building elevations/floor plans of the existing structure and of the proposed development. Include plans for all structures including, buildings, canopies, walls, garbage enclosures, etc.
7. \_\_\_ **Photometric Plan or Letter from Electrician or Engineer Verifying Compliance with OCMC 17.62.065** (P)
8. \_\_\_ **Recommended: 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.
9. \_\_\_ **Pre-Application Conference Notes from Planning and Development Services Divisions** (P/DS)
10. \_\_\_ **Additional Information or Reports** (P/DS)  
If Required in Pre-Application Conference.

11. \_\_\_ **A Current Preliminary Title Report or Trio for the Subject Property(ies)** *(P)*
12. \_\_\_ **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.
14. \_\_\_ **Electronic Version of All Application Materials** *(P/DS)*
15. \_\_\_ **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)*
16. \_\_\_ **Documentation indicating there are no liens favoring the City for the subject site** *(P)*
17. \_\_\_ **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.***