



## Site Plan & 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 and Design Review Construction Cost Form** (P)
4. \_\_\_ **Site Plan** (P/DS)  
A detailed site development plan showing:
  - Vicinity information showing streets and access points, pedestrian and bicycle pathways, transit stops and utility locations
  - The site size, dimensions, and zoning, including dimensions and gross area of each lot or parcel and tax lot and assessor map designations for the proposed site and adjoining properties
  - Contour lines at 2 foot intervals for grades 0-10%, and 5-foot intervals for grades over 10%
  - The location of natural hazard areas on and within 100 feet of the boundaries of the site, including areas within the following overlay districts:
    - Flood Management Overlay District
    - Geologic Hazards Overlay District
    - Flood Management Overlay
    - Historic Overlay District
  - The location of inventoried historic or cultural resources on and within 100 feet of the site
  - The location, dimensions, and setback distances of all existing permanent structures, improvements and utilities on or within twenty-five feet of the site, and the current or proposed uses of the structures
  - The location, dimensions, square footage, building orientation and setback distances of proposed structure, improvements and utilities, and the proposed uses of the structures by square footage
  - The location, dimension and names, as appropriate, of all existing and platted streets, other public ways, sidewalks, bike routes and bikeways, pedestrian/bicycle accessways and other pedestrian and bicycle ways, transit street and facilities, neighborhood activity centers, and easements on and within two hundred fifty feet of the boundaries of the site
  - The location, dimension and names, as appropriate, of all proposed streets, other public ways, sidewalks, bike routes and bikeways, pedestrian/bicycle accessways and other pedestrian and bicycle ways, transit streets and facilities, neighborhood activity centers, and easements on and within two hundred fifty feet of the boundaries of the site
  - All parking, circulation, loading and servicing areas, including the locations of all carpool, vanpool and bicycle parking spaces as required
  - Site access points for automobiles, pedestrians, bicycles and transit
  - On-site pedestrian and bicycle circulation
  - Outdoor common areas proposed as open space
  - Total impervious surface created (including buildings and hard ground surfaces)

5. \_\_\_ **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. \_\_\_ **Street Tree Plan** *(P)*  
A street tree plan, drawn to scale, identifying size and species of street trees, and location of trees, streetlights, and fire hydrants.
  
7. \_\_\_ **Exterior Lighting Plan** *(P)*  
Photometric Plan drawn to scale, showing type, height, and area of illumination.
  
8. \_\_\_ **Architectural Drawings** *(P)*  
Architectural drawings or sketches, drawn to scale and showing floor plans, elevations accurately reflected to grade, and exterior materials of all proposed structures and other improvements as they will appear on completion of construction.
  
9. \_\_\_ **Erosion and Sediment Control Plan** *(DS)*  
In accordance with the requirements of Chapter 17.47 and the Public Works Erosion and Sediment Control Standards, and a drainage plan developed in accordance with city drainage master plan requirements, Chapter 13.12 and the Public Works Stormwater and Grading Design Standards. The drainage plan shall identify the location of drainage patterns and drainage courses on and within one hundred feet of the boundaries of the site. Where development is proposed within an identified hazard area, these plans shall reflect concerns identified in the hydrological/geological/geotechnical development impact statement.
  
10. \_\_\_ **Materials Board** *(P)*  
A materials board, no larger in size than eight and one-half inches by fourteen inches clearly depicting all building materials with specifications as to type, color and texture of exterior materials of proposed structures.
  
11. \_\_\_ **Preliminary Storm Calculations if Water Quality Detention is Required** *(DS)*
  
12. \_\_\_ **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.
  
13. \_\_\_ **Pre-Application Conference Notes from Planning and Engineering Divisions** *(P/DS)*

14. \_\_\_ **Additional Information or Reports** *(P/DS)*  
If Required in Pre-Application Conference.
15. \_\_\_ **A Current Preliminary Title Report or Trio for the Subject Property(ies)** *(P)*
16. \_\_\_ **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.
17. \_\_\_ **Documentation indicating there are no liens favoring the City for the subject site** *(P)*
18. \_\_\_ **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)*
19. \_\_\_ **Electronic Version of All Application Materials** *(P/DS)*
20. \_\_\_ **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.***