



All of the following materials must be submitted with your application. All plans should be drawn to engineering scale (1" = 10' or 1" = 20' preferred). Prior to submitting application materials, a pre-application conference with City staff is required to discuss procedures for approval, applicable state and local requirements, and the availability of services.

**A. One (1) copy of:**

1. Land Use Application Form;
2. Supplemental Application Design Review / Conditional Use Permit; and
3. 8-1/2" X 11" reduction of plan set.

**B. Two (2) copies of:** *(additional copies may be requested once the application is deemed complete)*

1. All drawings;
2. Elevations;
3. Erosion & Grading Control Plans. A preliminary grading plan indicating where and to what extent grading will take place, including general contour lines, slope ratios, slope stabilization proposals, and natural resource protection proposals consistent with the provisions of the City Development Code;
4. Utility plans. Water, sanitary sewer, storm sewer, hydrants. Show existing and proposed improvements;
5. Site plan;
6. Landscape plan;
7. Traffic impact reports;
8. Project narrative documenting compliance with applicable code criteria; and
9. Other related plans or documents required by the Development Services Director.

**C. List of affected property owners**

Within 500 feet of the boundaries of the subject site and mailing labels for property owners within 500 feet of the site, excluding rights-of-way.

**D. Digital copy in PDF and/or Word format**

Submit a digital copy of narrative and all plans.

**E. Filing Fee per Fees and Charges Resolution**

**Review Level:**

Staff reviews all Type I and II decisions. The Planning Commission reviews all Type III and IV applications. The City Council reviews all Type IV applications after review by the Planning Commission. If you have any questions or need additional information, please contact the Development Services Department at 503-489-2160.



**REQUIRED PLAN SHEETS (Printed in larger format such at 18 X24)**

**A. Site Analysis:**

An analysis of the site showing the relationship between the site and adjacent properties. The degree of detail in the analysis shall be appropriate to the scale of the proposal or to specific site features requiring precise design. A site analysis shall include:

1. Vicinity map showing the location of property in relation to adjacent properties, roads, pedestrian and bicycle ways, and utility access. Site features, man-made or natural, which cross property boundaries shall also be shown.;
2. A site description by an approved engineering scale (e.g., 1" = 50") showing parcel boundaries, gross area, and contour lines at the following minimum intervals:
  - a. 2" intervals for slopes 0-14.9%
  - b. 5' or 10' intervals for slopes exceeding 25%
3. Identification of slopes in excess of 14.9%;
4. Identification of slopes in excess of 25%;
5. Delineation of required setbacks from slopes and wetland areas;
6. Drainage, including analysis of adjacent lands;
7. Natural hazard areas, including potential flood or high ground water, landslides, erosion, drainageways, and weak foundation soils;
8. Marsh or wetland areas, underground springs, wildlife habitat areas, wooded areas, and surface features such as earth mounds and large rock outcroppings;
9. Streams and stream corridors;
10. Location of trees over 6" in caliper; wooded areas; significant clumps or groves of trees, and specimen conifers, oaks and other large deciduous trees. Where a site is heavily wooded, an aerial photograph, not to exceed 1"=400' may be submitted and only those trees that will be affected by the proposed development need to be sited accurately; and
11. Additional information as required by the Development Services Director such as soils report, geology report, hydrology report, etc.

**B. Site Plan**

The site plan shall be drawn at an approved engineering scale (e.g., 1" = 50') and shall include the following:

1. The applicant's entire property and the surrounding area to a distance sufficient to determine the relationship between the applicant's property and proposed development and the adjacent property and its developed areas;
2. Identification information including names and addresses of project designers;
3. Boundary lines and dimensions of property, including all lot lines;
4. Proposed modifications to existing grades;
5. Location, dimensions and names of all existing or platted streets or other public ways, easements, etc., on or adjacent to the property; county limits, section lines and corners, and monuments;
6. Existing right-of-way and street improvements;
7. Proposed right-of-way and street improvements;
8. Points of ingress/egress and width of approaches;
9. Relation to transit and location of pedestrian amenities, including walkways and bicycle circulation;
10. Details of off-street parking and loading areas. Indicate total number (regular, compact and handicapped) of spaces with dimensions for those spaces;
11. Details of travel aisles, including width and traffic circulation pattern;
12. Direction of traffic flow on the property;
13. Service areas for waste disposal, recycling, loading and delivery, and screening details;
14. Location of existing buildings and structures. Including building height, dimensions, and square footage of all buildings. Note any buildings proposed for removal/relocation;
15. Phasing lines of development (if applicable). Future buildings in phased developments shall be indicated;
16. Approximate location and size of stormwater detention facilities and storm drains; and
17. Location of mail boxes.



**REQUIRED PLAN SHEETS Cont. (Printed in larger format such at 18 X24)**

**C. Architectural Drawings:**

Drawings for all buildings and structures, including dimensions, number of floors, height, entrances and exits, square footage, etc.:

1. Building elevations including doors and windows;
2. Calculation of individual wall area and amount of total window area per wall and total façade change;
3. Building materials: colors and type;
4. Trash/recycle enclosures and other non-vegetative screening structure;
5. Retaining walls including type and height; and
6. Other drawings or studies as deemed necessary (line-of-sight analysis, etc.) for evaluating the application as determined necessary by the Development Services Director.

**D. Exterior Lighting Plan:**

Indicate location, size, height, typical design, material, color, and method of illumination and show area of illumination in foot-candles.

**E. Landscape Plans:**

1. Property and lot boundaries, and rights-of-way;
2. Structures and impervious surfaces including parking lots;
3. General landscape development plan, including plant specifications keyed to the plan map and including botanical names, common names, sizes, numbers, and methods of planting and maintenance. The location of existing plants and proposed plants are both to be shown;
4. Description of soil conditions and plans for soil treatment, such as stockpiling of topsoil, addition of soil amendments, and plant selection requirements relating to soil conditions;
5. Details of irrigation method;
6. Landscape-related structures such as fences, decks, terraces, patios, shelters, play areas, etc.;
7. Boundaries of open space, recreation or reserved areas; and
8. Location of pedestrian or bicycle circulation.

**F. Other submissions that may be required**

- \* Light Fixture Cut-Sheets
- \* Materials Board
- \* Flood and Slope Hazard Analysis
- \* Line of Sight Analysis
- \* Traffic Impact Report or Traffic Letter
- \* Wetland Delineation
- \* Soils Report
- \* Hydrology Report
- \* Native Vegetation Report