



COBURG PLANNING DEPARTMENT

Site Review Application Requirements

In addition to the application form and fee, the following information **MUST BE** submitted to the City in order to process your application. Your application will be reviewed at a meeting before the Coburg Planning Commission and a Staff Report prepared. You should attend this meeting. The Planning Commission will issue a Final Order after review and decision.

Application for a Site Review Permit shall be on a form prescribed by the Planning Commission and submitted to that office by any person(s) with a legal interest in the property. The application shall include the following:

- Completed application form and filing fee.
- Statement of the applicant's legal interest in the property (owner, contract purchaser, lessee, renter, etc.) and a description of that interest, and, in the case the applicant is not the owner, verification and legal description of the property.
- Address and legal description of the property (subdivision lot and block or metes and bounds).
- Statement explaining the intended request.
- The applicant may submit additional materials or information deemed necessary to assist in evaluation of the request. (* see note below).
- 15 copies** of drawings to scale (such a 1 inch =10 feet) clearly showing the following, when appropriate:
 - Parcel location, boundaries, streets, alleys
 - Approximate location, arrangement and dimensions of existing and proposed enclosures (buildings), walls and fences.
 - Approximate location, heights, materials and finishes of existing and proposed enclosures, walls and fences.
 - Approximate location, dimensions, uses and screening provisions for storage, refuse and service areas.
 - Approximate location, arrangement and dimensions of streets, driveways, access points, trails, bikeways, off-street parking and loading areas.
 - Proposed drainage, water and sanitary systems and facilities.
 - Approximate location, character and type of signs and lighting facilities (note: a separate sign permit is required for new signs).

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- General landscaping plan depicting existing and proposed tree plantings, ground cover, screen planting, etc.
- Architectural sketches or drawings (building elevations), to clearly establish the scale, character and relationship of buildings, streets, ways, parking paces, garages and open spaces
- Other data such as information on soils, geology, and hydrology, purpose and provisions of the Site Review.

*** RECOMMENDED ADDITIONAL INFORMATION TO SUBMIT:**

- Existing and proposed streets and alleys, right-of-way widths, paving widths, sidewalks, curbs, street lights, traffic signals, etc
- On-site pedestrian and traffic circulation, including walkways, curbs, parking access aisles, connections to existing street and sidewalk system.
- Site plan showing existing and proposed building setbacks from property lines and other structures on site
- Boundaries of wetlands, floodplain and/or drainage ways, including contour elevations (check City maps)
- Erosion and dust control plans during and after construction
- Location and size of existing and proposed water mains, fire hydrants, water, irrigation and fire service locations on site
- Location of existing and proposed utility services, such as overhead lines, power poles, street lights, underground location (including transformer location and dimensions), cable television, telephone, gas, etc.
- Existing landscaping on site; species, size, number and location of proposed landscaping and irrigation system, showing landscaping or trees to be removed.
- Traffic generation and impact to existing traffic and to City and/or County streets, impact to State transportation facilities from development proposal
- Bicycle parking location, number of spaces and design

Planning Commission Review

Oregon State Law requires that the public be given notice of the proposed activity and have a 14-day window of opportunity to comment on the proposal. Notice of the pending decision will be sent to property owners within 100 feet of the property.

During the comment period, staff will review the proposal. The development proposal will then be reviewed by the Planning Commission at its next scheduled meeting. The Planning Commission may (1) make a decision at that meeting, (2) continue their deliberation to a subsequent meeting, or, if they deem it is warranted, (3) decide to schedule a Public Hearing on the proposal. The Planning Commission will issue a Final Order, in which there will be a 15-day appeal period to which the decision may be appealed to the City Council. The applicant will receive notification of the Planning Commission through the mail.

PLEASE NOTE: A separate building, sign and/or electrical permit will be needed before construction. Contact City Hall for more information. (541) 682-7850