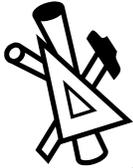




COBURG PLANNING DEPARTMENT

Site Plan Review Application Requirements

(Adapted from Ordinance A-200G, ARTICLE X.II, SECTION E)



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:

Site Analysis Map. At a minimum the site analysis map shall contain the following:

- (1) The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions and gross area shall be identified;
- (2) Topographic contour lines at 2-foot intervals for slopes of less than 10 percent, and 5-foot intervals for steeper slopes;
- (3) Identification of slopes greater than 25 percent;
- (4) The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site;
- (5) Potential natural hazard areas, including any areas identified as subject to a 100-year flood, areas subject to high water table, and areas mapped by the City, County, or State as having a potential for geologic hazards;
- (6) Resource areas, including marsh and wetland areas, streams, and wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;
- (7) Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;
- (8) Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;

- (9) The location, size and species of trees and other vegetation having a caliper (diameter) of six (6) inches or greater at four feet above grade;
- (10) North arrow, scale, names and addresses of all persons listed as owners of the subject property on the most recently recorded deed;
- (11) Name and address of project designer, engineer, surveyor, and/or planner, if applicable;
- (12) Location of septic tank and wastewater lines.

Proposed Site Plan. The site plan shall contain the following information:

- (1) The proposed development site, including boundaries, dimensions, and gross area;
- (2) Features identified on the existing site analysis maps that are proposed to remain on the site;
- (3) Features identified on the existing site map, if any, which are proposed to be removed or modified by the development;
- (4) The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;
- (5) The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;
- (6) The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;
- (7) The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and curb stops);
- (8) Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails;
- (9) Loading and service areas for waste disposal, loading and delivery;
- (10) Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements;
- (11) Location, type, and height of outdoor lighting;
- (12) Location of mail boxes, if known;
- (13) Name and address of project designer, if applicable;
- (14) Locations of bus stops and other public or private transportation facilities;
- (15) Locations, sizes, and types of signs.

Architectural Drawings. Architectural drawings showing one or all of the following shall be required for new buildings and major remodels:

- (1) Building elevations (as determined by the City Planning Official) with building height and width dimensions;
- (2) Building materials, colors and type;
- (3) The name of the architect or designer.

Preliminary Grading Plan. A preliminary grading plan prepared by a registered engineer shall be required for development sites 1,000 square feet or larger. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed. Surface water detention and treatment plans may also be required.

Landscape Plan. A landscape plan may be required and at the direction of the City Planning Official shall show the following:

- (1) The location and height of existing and proposed fences, buffering or screening materials;
- (2) The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
- (3) The location, size, and species of the existing and proposed plant materials (at time of planting);
- (4) Existing and proposed building and pavement outlines;
- (5) Specifications for soil at time of planting, irrigation if plantings are not drought-tolerant (may be automatic or other approved method of irrigation) and anticipated planting schedule;
- (6) Other information as deemed appropriate by the City Planning Official. An arborist's report may be required for sites with mature trees that are protected under The City's tree Ordinance.

Sign Drawings shall be required in conformance with the City's Sign Code.

Deed Restrictions. Copies of all existing and proposed restrictions or covenants, including those for access control.

Narrative. Letter or narrative report documenting compliance with the applicable approval criteria contained in Article X.II, Section F Approval Criteria.

Traffic Impact Study, when required, shall be prepared in accordance with the road authority's requirements. See Article X.I, Section I, for relevant standards.

Other information determined by the City Planning Official. The City may require

studies or exhibits prepared by qualified professionals to address specific site features or project impacts (e.g., traffic, noise, environmental features, natural hazards, etc.), in conformance with this Code.

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 at 541-682-7858.

