



Drinking Water Protection Overlay District Development

Required Project Information		<i>(Applicant: complete this section)</i>
Applicant Name:	Phone:	
Company:	Fax:	
Address:		
Applicant's Rep.:	Phone:	
Company:	Fax:	
Address:		
Property Owner:	Phone:	
Company:	Fax:	
Address:		
ASSESSOR'S MAP NO:	TAX LOT NO(S):	
Property Address:		
Size of Property:		
		Acres <input type="checkbox"/> Square Feet <input type="checkbox"/>
Zoning:		
Existing Use:		
Description of Proposal: <small>If you are filling in this form by hand, please attach your proposal description to this application.</small>		
Signatures: Please sign and print your name and date in the appropriate box on the next page.		
Required Property Information		<i>(City Intake Staff: complete this section)</i>
Associated Cases:		
Case No.:	Date:	Reviewed by:
Application Fee: \$	Technical Fee: \$	Postage Fee: \$0
TOTAL FEES: \$		PROJECT NUMBER:

Signatures

<p>The undersigned acknowledges that the information in this application is correct and accurate.</p> <p>Applicant:</p> <p>_____ Date: _____</p> <p>Signature</p> <p>_____</p> <p>Print</p>

<p>If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.</p> <p>Owner:</p> <p>_____ Date: _____</p> <p>Signature</p> <p>_____</p> <p>Print</p>
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Drinking Water Protection Application Process

1. Applicant Submits a Drinking Water Protection Application to the Development Services Department

- The application must conform to the *Drinking Water Protection Submittal Requirements Checklist* on pages 4-5 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed in the *Drinking Water Protection Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

2. City Staff Conduct Detailed Completeness Check

- Planning Division staff conducts a detailed completeness check within 30 days of submittal.
- The assigned Planner notifies the applicant in writing regarding the completeness of the application.
- An application is not be deemed technically complete until all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes have been provided.
- Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

3. City Staff Review the Application and Issue a Decision

- This is a Type I decision and thus is made without public notice and without a public hearing since there are clear and objective approval criteria and/or development standards that do not require the use of discretion.
- Decisions address all the applicable approval criteria and/or development standards.
- Applications may be approved, approved with conditions, or denied.
- The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City but may be appealed within 15 calendar days to the Hearings Official.

DWP Overlay District Development Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

- Submitted Concurrently** with Site Plan Review or Minimum Development Standards applications, where applicable.
- Application Fee** - refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development Services Department. The applicable application, technology, and postage fees are collected at the time of complete application submittal.
- DWP Overlay District Development Application Form**
- Copy of the Deed**
- Copy of a Preliminary Title Report** issued within the past 30 days documenting ownership and listing all encumbrances.
- Narrative** explaining the proposal and any additional information that may have a bearing in determining the action to be taken, including findings demonstrating compliance with the Standards for Hazardous Materials within Time of Travel Zones (TOTZ) listed in SDC 3.3-235.

NOTE: Before the Director can approve a DWP Overlay District Development request, information submitted by the applicant must adequately support the request. All of the Standards for Hazardous Materials within TOTZ must be addressed. Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial. In certain circumstances, it is advisable to hire a professional planner or land use attorney to prepare the required findings.

- Three (3) Copies of a Plot Plan reduced to 8 ½" by 11"** outlining the applicable TOTZ boundaries in relationship to the property boundaries
- Three (3) Copies of the Following:**
 - Use of hazardous materials that pose a risk to groundwater that existed on the property prior to May 15, 2000, if applicable
 - Hazardous Material Inventory Statement and Material Safety Data Sheet for all materials entered on the Statement. Hazardous material weights shall be converted to volume measurement for purposes of determining amounts (i.e. 10 pounds shall be considered equal to one gallon)
 - List of chemicals to be monitored through the analysis of groundwater samples and a monitoring schedule if groundwater monitoring is anticipated to be required
 - Detailed description of the activities conducted at the facility that involve the storage, handling, treatment, use, or production of hazardous materials in aggregate quantities greater than 500 gallons
 - Description of the primary and any secondary containment devices proposed, and, if applicable, clearly identified as to whether the devices will drain to the sanitary sewer or stormwater system
 - Proposed Hazardous Material Management Plan for the facility that indicates procedures to be followed to prevent, control, collect, and dispose of any unauthorized release of a hazardous material

- Description of the procedures for inspection and maintenance of containment devices and emergency equipment
- Description of the plan for disposition of unused hazardous materials or hazardous material waste products over the maximum allowable amounts, including the type of transportation and proposed routes