



Preliminary Master Plan Approval

Application Type			
Pre-Submittal Preliminary Master Plan Approval:		<input type="checkbox"/>	
Preliminary Master Plan Approval Type II:		<input type="checkbox"/>	
Preliminary Master Plan Approval Type III:		<input type="checkbox"/>	
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"/>
Description of Proposal: <small>If you are filling in this form by hand, please attach your proposal description to this application.</small>			
Existing Use:			
Signatures: Please sign and print your name and date in the appropriate box on the next page.			
Required Project Information		<i>(City Intake Staff: complete this section)</i>	
Pre-Application No.:		Signs:	
Pre-Sub Case No.:		Date:	Reviewed by:
Case No.:		Date:	Reviewed by:
Application Fee: \$		Technical Fee: \$	Postage Fee: \$
TOTAL FEES: \$		PROJECT NUMBER:	

Owner Signatures

This application form is used for both the required pre-submittal meeting and subsequent complete application submittal. Owner signatures are required at both stages in the application process.

An application without the Owner's original signature will not be accepted.

Pre-Submittal

The undersigned acknowledges that the information in this application is correct and accurate for scheduling of the Pre- Submittal Meeting. If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf. I/we do hereby acknowledge that I/we are legally responsible for all statutory timelines, information, requests and requirements conveyed to my representative.

Owner:

_____ **Date:** _____
Signature

Print

Submittal

I represent this application to be complete for submittal to the City. Consistent with the completeness check performed on this application at the Pre-Submittal Meeting, I affirm the information identified by the City as necessary for processing the application is provided herein or the information will not be provided if not otherwise contained within the submittal, and the City may begin processing the application with the information as submitted. This statement serves as written notice pursuant to the requirements of ORS 227.178 pertaining to a complete application.

Owner:

_____ **Date:** _____
Signature

Print

Preliminary Master Plan Approval Application Process

A Pre-Application Report application as specified in Section 5.1-120B., is required prior to the Preliminary Master Plan Review Application for Pre-Submittal.

To provide the opportunity for early citizen involvement in the Master Plan review process, the applicant shall provide notice and invite citizen participation by initiating a Neighborhood Meeting. The meeting shall be scheduled after receipt of staff's response to the Pre-Application Report application required in Subsection 5.13-115B.1., and prior to the formal submittal of a Preliminary Master Plan application.

1. Applicant Submits a Preliminary Master Plan Review Application for Pre-Submittal

- The application must conform to the *Preliminary Master Plan Review Submittal Requirements Checklist* on page 4 of this application packet.
- A pre-submittal meeting to discuss completeness is mandatory, and pre-submittal meetings are conducted every Tuesday and Friday, from 10:00 am - noon.
- Planning Division staff strives to conduct pre-submittal meetings within five to seven working days of receiving an application.

2. Applicant and the City Conduct the Pre-Submittal Meeting

- The applicant, owner, and design team are strongly encouraged to attend the pre-submittal meeting.
- The meeting is held with representatives from Public Works Engineering and Transportation, Community Services (Building), Fire Marshall's office, and the Planning Division and is scheduled for 30 to 60 minutes.
- The Planner provides the applicant with a Pre-Submittal Checklist specifying the items required to make the application complete if it is not already complete, and the applicant has 180 days to submit a complete application to the City.

3. Applicant Submits a Complete Application and the Application is Reviewed:

A. Type II – City Staff Review the Application and Issue a Decision

- A Type II decision, made after public notice, but without a public hearing, unless appealed, is issued within 120 days of submittal of a complete application.
- Mailed notice is provided to property owners and occupants within 300 feet of the property being reviewed and to any applicable neighborhood association. In addition, the applicant must post one sign, provided by the City, on the subject property.
- There is a 14-day public comment period, starting on the date notice is mailed.
- Applications are distributed to the Development Review Committee, and their comments are incorporated into a decision that addresses all applicable approval

criteria and/or development standards, as well as any written comments from those given notice.

- 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 Planning Commission or Hearings Official.

B. Type III - Planning Commission or Hearings Official Review the Application, Hold a Public Hearing, and Issue a Decision

- This is a Type III decision and thus is made after a public hearing.
- A notice is posted in the newspaper, and notice is mailed to property owners and occupants within 300 feet of the property being reviewed and to any applicable neighborhood association. In addition, the applicant must post one sign, provided by the City, on the subject property.
- Written comments may be submitted to the Development Services Department through the day of the public hearing or comments may be provided in person during the public hearing.
- Applications are distributed to the Development Review Committee.
- After a public hearing, the Planning Commission or Hearings Official issues a decision that addresses all applicable approval criteria and/or development standards, as well as any written or oral testimony.
- 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 the Planning Commission's decision may be appealed within 15 calendar days to the City Council, and the Hearings Official's decision may be appealed within 21 calendar days to the Land Use Board of Appeals.

Preliminary Master Plan Submittal Requirements Checklist

NOTE: **ALL** of the following items **MUST** be submitted for **BOTH** Pre-Submittal and Submittal. If you feel an item on the list below does not apply to your specific application, please state the reason why and attach the explanation to this form.

- 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.
- Preliminary Master Plan Approval Application Form**
- Copy of the Deed**
- Copy of a Preliminary Title Report** issued within the past 30 days documenting ownership and listing all encumbrances.
- Copy of Pre-Application Report** indicating Preliminary Master Plan Submittal Application Type II or Type III.
- Narrative** – Generally describing the purpose and operational characteristics of the proposed development. The narrative shall include:
 - The existing Metro Plan designation and zoning. Where the proposed Master Plan site is within an overlay district, Plan District or Refinement Plan, the applicable additional standards shall also be addressed;
 - The location and proposed number of residential units and/or square footage of commercial, industrial and/or public uses;
 - The density or intensity of proposed uses, including applicable Floor Area Ratios (FARs); and
 - The applicant shall attach:
 - A map depicting existing zoning and land uses within 300 feet of the proposed Master Plan boundary;
 - A Vicinity Map drawn to scale depicting existing bus stops, streets, driveways, pedestrian connections, fire hydrants and other transportation/fire access issues within 300 feet of the proposed Master Plan site; and
 - A legal description of the property within the proposed Master Plan boundary
- Four (4) Copies of the Master Plan Sets for *Pre-Submittal* OR Three (3) Copies of the Master Plan Sets for *Submittal*:**
 - The Scale** appropriate to the area involved and sufficient to show detail of the plan and related data, such as 1" = 30', 1" = 50' or 1" = 100', north arrow, and date of preparation; **all related maps, excluding vicinity and detail maps, shall be at the same scale;**
 - Site Assessment** of the entire proposed Master Plan site that precisely maps and delineates the existing conditions on the site. Proposed modifications to physical features shall be clearly indicated. Information required for adjacent properties may be generalized to show the connections to physical features. A Site Assessment shall contain the following information, as applicable:
 - Full size map depicting the proposed Master Plan boundary together with existing lot/parcel lines;

- The 100-year floodplain and floodway boundaries on the proposed Master Plan site, as specified in the latest adopted FEMA Flood Insurance Rate Maps or FEMA approved letter of Map Amendment or Letter of Map Revision;
 - The Time of Travel Zones, as specified in Section 3.3-200 and delineated on the Wellhead Protection Areas Map on file in the Development Services Department;
 - Physical features including, but not limited to significant clusters of trees and shrubs, wetlands as specified in Section 4.3-117, rock outcroppings and watercourses shown on the Water Quality Limited Watercourse (WQLW) Map and their riparian areas on file in the Development Services Department. In the latter case, the name, location, dimensions, direction of flow and top of bank shall be depicted. If the proposed Master Plan site is located within 150 feet of the top of bank of any WQLW or within 100 feet of the top of bank of any WQLW direct tributary, a Riparian Area Protection Report is required;
 - Soil types and water table information as mapped and specified in the Soils Survey of Lane County. A Geotechnical report prepared by a licensed Geotechnical Engineer shall be submitted concurrently if the Soils Survey indicates the proposed Master Plan site has unstable soils and/or a high water table; and
 - Existing elevations and contours
- Grading Plan** which includes: existing and proposed elevations where 2 or more feet of fill or grading is anticipated for portions of, or the entire proposed Master Plan site. On hillsides, the plan shall show pad sites and their relationship to the public right-of-way with existing contours at one-foot intervals and percent of slope. In areas where the percent of slope is 10 percent or more, contours may be shown at 5-foot intervals.
- Stormwater Management Plan** diagram which includes the stormwater management system for the entire proposed Master Plan site and any impacts on adjacent properties. The plan shall contain the following components:
- Roof drainage patterns and discharge locations;
 - Pervious and impervious area drainage patterns;
 - The size and location of stormwater management systems components, including, but not limited to: drain lines, catch basins, dry wells and/or detention ponds; stormwater quality measures; and natural drainage ways to be retained and/or modified;
 - Existing and proposed elevations, site grades and contours; and
 - A stormwater management system plan with supporting calculations and documentation as specified in section 4.3-110 shall be submitted supporting the proposed system. The plan, calculations and documentation shall be consistent with the Engineering Design Standards and Procedures Manual.
- Wastewater Management Plan** with maps and a narrative depicting the location and size of existing and proposed wastewater facilities with supporting calculations and documentation consistent with the Engineering Design Standards and Procedures Manual.
- Utilities Plan** with maps and a narrative depicting the location and size of existing and proposed water, electrical, gas and telephone service; and the location of existing and required traffic control devices, fire hydrants, street lights, power poles, transformers, neighborhood mailbox units and similar public facilities.
- Conceptual Landscape Plan** with maps and a narrative illustrating proposed landscaping for the entire proposed Master Plan site, including, but not limited to:

where existing vegetation is proposed for preservation, especially riparian and wetland areas and trees; installation of vegetative buffering; street trees; general landscaping; and a percentage range for the total amount of required open space, broken down by the type of open space, public and private, as applicable. A conceptual Landscape Plan is more appropriate at the Master Plan level. A detailed Landscape Plan will be required during the Site Plan Review application process required to implement the Final Master Plan.

- Architectural Plan** with maps, including:
 - Building elevations, overall commercial, industrial or public floor areas, the number of dwelling units, building height, number of stories and the building location or building mass of the primary structures (as defined in this Code);
 - Illustrative examples of applicable SDC design standards and building materials may be considered conceptual. In this case, this requirement, if changed in the future, will not require Final Master Plan modification as specified in Section 5.13-135; and
 - Narrative providing sufficient information to describe the proposed Architectural Plan.

- Parking Plan** shall be submitted for all proposed development and shall contain the following information:
 - Location and number of proposed parking spaces;
 - On-site vehicular and pedestrian circulation;
 - Access to streets, alleys and properties to be served, including the location and dimensions of existing and proposed driveways and any existing driveways proposed to be closed;
 - Location and number of proposed bicycle spaces;
 - The amount of gross floor area applicable to the parking requirements for the proposed use; and
 - Location and dimensions of off-street loading areas, if any.
 - Parking study, for other than single-family developments, with maps and a narrative depicting projected parking impacts, including, but not limited to: projected peak parking demand; an analysis of peak demand compared to, or use of, the proposed on-site and off-site supply; potential impacts to the on-street parking system and adjacent uses; and proposed mitigation measures, if necessary.

- On-Site Lighting Plan** depicting the location and maximum height of all proposed exterior light fixtures, both free standing and attached.

- Public Right-of-Way/Easement/Public Place Map** depicting the reservation, dedication, or use of the proposed Master Plan site for public purposes, including, but not limited to: rights-of-way showing the name and location of all existing and proposed public and private streets within or on the boundary of the proposed Master Plan site, the right-of-way and paving dimensions, and the ownership and maintenance status, if applicable; and the location, width and construction material of all existing and proposed sidewalks; pedestrian access ways and trails; proposed easements; existing easements; parks; open spaces, including plazas; transit facilities; and school sites.

- Traffic Impact Study**, as specified in Section 4.2-105A.4., the scope of which may be established by the Public Works Director. The Traffic Impact Study shall contain maps and a narrative depicting projected transportation impacts, including, but not limited to: the expected number of vehicle trips that may be generated by the proposed

development (peak and daily); an analysis of the impact of vehicle trips on the adjacent street system; and proposed mitigation measures to limit any projected negative impacts. Mitigation measures may include improvements to the street system itself or specific programs and strategies to reduce traffic impacts such as encouraging the use of public transit, carpools, vanpools, and other alternatives to single occupant vehicles.

- Phasing Plan** which shall illustrate the proposed location of buildings, streets, utilities and landscaping. Phasing shall progress in a sequence that provides street connectivity between the various phases and accommodates other required public improvements such as wastewater facilities, stormwater management, electricity and water. The Phasing Plan shall consist of maps and a narrative with an overall schedule or description of on-/off-site phasing including, but not limited to: the type, location and timing of proposed uses, building locations; proposed public facilities including on-/off-site streets and traffic signals or other traffic control devices and utilities with the designation of construction and maintenance responsibility; estimated start/completion dates with a proposed type of financial guarantee, including, but not limited to a bond, letter of credit, joint deposit or other security in a form acceptable to the City, submitted by the property owner, a future buyer and/or a developer, to ensure planned infrastructure improvements will occur with each phase, if necessary, or when required by the City, affected local agency or the State (the formal submittal of a required guarantee typically occurs during the Final Master Plan review process and/or development implementation); a statement of the applicant's intentions with regard to the future selling or leasing (if known at the time of Preliminary Master Plan submittal) of all or portions of the proposed development (where a residential subdivision is proposed, the statement shall also include the applicant's intentions whether the applicant or others will construct the homes); and the relationship of pedestrian and bicycle connectivity and open space requirements to the proposed phasing.
- Neighborhood Meeting Summary** of issues raised at the neighborhood meeting as specified in Section 5.13-177.
- Covenants, Conditions and Restrictions.** A copy of all proposed and any existing covenants, conditions and restrictions that may control development, if applicable.
- Annexation.** A general schedule of proposed annexation consistent with the phasing plan, if applicable.
- Additional Information** that may be required by the Director as necessary to evaluate the proposed development, including, but not limited to:
 - An ESEE analysis, as may be needed to comply with Statewide Planning Goal 5, Natural Resources, for site attributes that may not be on an adopted City Inventory;
 - A wetland delineation approved by the Oregon Department of State Lands shall be submitted concurrently with the Preliminary Master Plan application, where there is a wetland on the proposed Master Plan Site; and
 - Historical and/or archeological studies.
- Any concurrent land use applications as specified in Subsections 5.13-116B.**