



## Site Plan Review

<b>Application Type</b>		<i>(Applicant: check one)</i>	
<b>Site Plan Review Pre-Submittal:</b>	<input type="checkbox"/>	<b>Major Site Plan Modification Pre-Submittal:</b>	<input type="checkbox"/>
<b>Site Plan Review Submittal:</b>	<input type="checkbox"/>	<b>Major Site Plan Modification Submittal:</b>	<input type="checkbox"/>
<b>Required Project Information</b>		<i>(Applicant: complete this section)</i>	
<b>Applicant Name:</b>		<b>Phone:</b>	
<b>Company:</b>		<b>Email:</b>	
<b>Address:</b>			
<b>Applicant's Rep.:</b>		<b>Phone:</b>	
<b>Company:</b>		<b>Email:</b>	
<b>Address:</b>			
<b>Property Owner:</b>		<b>Phone:</b>	
<b>Company:</b>		<b>Email:</b>	
<b>Address:</b>			
<b>ASSESSOR'S MAP NO:</b>		<b>TAX LOT NO(S):</b>	
<b>Property Address:</b>			
<b>Size of Property:</b>		Acres <input type="checkbox"/>	Square Feet <input type="checkbox"/>
		Proposed No. of Dwelling Units per acre: <input type="checkbox"/>	
<b>Proposed Name of Project:</b>			
<b>Description of Proposal:</b> <small>If you are filling in this form by hand, please attach your proposal description to this application.</small>			
<b>Existing Use:</b>			
<b>New Impervious Surface Coverage (Including Bldg. Gross Floor Area):</b>			sf
<b>Signatures:</b> Please sign and print your name and date in the appropriate box on the next page.			
<b>Required Project Information</b>		<i>(City Intake Staff: complete this section)</i>	
<b>Associated Applications:</b>		<b>Signs:</b>	
<b>Pre-Sub Case No.:</b>	<b>Date:</b>	<b>Reviewed by:</b>	
<b>Case No.:</b>	<b>Date:</b>	<b>Reviewed by:</b>	
<b>Application Fee: \$</b>	<b>Technical Fee: \$</b>	<b>Postage Fee: \$</b>	
<b>TOTAL FEES: \$</b>		<b>PROJECT NUMBER:</b>	

## 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**

## **Site Plan Review Application Process**

### **1. Applicant Submits a Site Plan Review Application for Pre-Submittal**

- The application must conform to the *Site Plan Review Submittal Requirements Checklist* on pages 4-7 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 submit a complete application to the City.

### **3. Applicant Submits a Complete Application, City Staff Review the Application and Issue a Decision**

- A complete application must conform to the *Site Plan Review Submittal Requirements Checklist* on pages 4-7 of this application packet.
- 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.
- At the applicant's request, the Planner can provide a copy of the draft land use decision prior to issuing the final land use decision.
- 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.

## Site Plan Review 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 & Public Works Department. Any applicable application, technology, and postage fees are collected at the pre-submittal and submittal stages.
- Site Plan Review Application Form**
- Narrative** explaining the purpose of the proposed development, the existing use of the property, and any additional information that may have a bearing in determining the action to be taken. The narrative should also include the proposed number of employees and future expansion plans, if known. Density – if applicable, list the size of property (acres), maximum allowable density and the density proposed.
- Copy of the Deed**
- Copy of the Site Plan Reduced to 8½" x 11"**, which will be mailed as part of the required neighboring property notification packet.
- State or Federal Permits Required** – The applicant must demonstrate that an application has been submitted for any required federal or state permit and provide a copy of the application upon request.
- Completed Attached Scoping Sheet**
- Four (4) Copies of the Following Plan Sets for *Pre-Submittal* OR Four (4) Copies of the Following Plan Sets for *Submittal*:**
  - All of the following plans must include the scale appropriate to the area involved and sufficient to show detail of the plan and related data, north arrow, and date of preparation.
  - All plan sets must be folded to 8½" by 11" and bound by rubber bands.

### Please Note:

- **These plans must provide enough information to enable the City to determine that the proposed development is feasible, but are not necessarily required to be detailed construction level documents.**
- **The City's Engineering Design Standards Manual, while not land use criteria, may be used in whole or in part, by the City Engineer to determine the feasibility of a proposed plan.**
- **Nothing herein should be interpreted as implying any requirement in contradiction of Oregon Statute or Oregon Administrative Regulation.**

**a. Site Assessment of Existing Conditions**

- Prepared by an Oregon licensed Architect, Landscape Architect, Civil Engineer or Surveyor
- Vicinity Map
- The name, location and dimensions of all existing site features including buildings, curb cuts, trees and impervious surface areas, clearly indicating what is remaining and what is being removed. For existing structures to remain, also indicate present use, size, setbacks from property lines, and distance between buildings.
- The name, location, dimensions, direction of flow and top of bank of all watercourses and required riparian setback that are shown on the Water Quality Limited Watercourse Map on file in the Development & Public Works Department
- The 100-year floodplain and floodway boundaries on the 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 SDC 3.3-200 and delineated on the Wellhead Protection Areas Map on file in the Development & Public Works Department
- Physical features including, but not limited to trees 5" in diameter or greater when measured 4 ½ feet above the ground (stands of more than five (5) trees may be shown as a cluster with mix of trees species noted), riparian areas, wetlands and rock outcroppings

**b. Site Plan**

- Prepared by an Oregon licensed Architect, Landscape Architect, Civil Engineer or Surveyor
- Proposed buildings: location, dimensions, size (gross floor area applicable to the parking requirement for the proposed use(s)), setbacks from property lines, and distance between buildings; measured setbacks shall be prepared by an Oregon licensed Surveyor when minimum setbacks are shown.
- Location and height of existing or proposed fences, walls, outdoor equipment, storage, trash receptacles, and signs
- Location, dimensions, and number of typical, compact and ADA parking spaces; including aisles, wheel bumpers, directional signs, and striping. ADA routes from public rights-of-way shall be designated including at grade connections
- Dimensions of the development area, as well as area and percentage of the site proposed for buildings, structures, parking and vehicular areas, sidewalks, patios, and other impervious surfaces
- Observance of solar access requirements as specified in the applicable zoning district
- On-site loading areas and vehicular and pedestrian circulation
- Access to streets, alleys, and properties to be served, including the location and dimensions of existing and proposed curb cuts and curb cuts proposed to be closed
- Location, type, and number of bicycle parking spaces
- Note location of existing and planned Lane Transit District facilities (within ½ mile)

- Area and dimensions of all property to be conveyed, dedicated, or reserved for common open spaces, recreational areas, and other similar public and semi-public uses
- Phased Development Plan – where applicable, the Site Plan application must include a phasing plan indicating any proposed phases for development, including the boundaries and sequencing of each phase. Phasing must progress in a defined sequence addressing street connectivity between the various phases and accommodating the logical extension of other required public improvements, including but not limited to, sanitary sewer, stormwater management, water and electricity. The applicant must clearly indicate which phases are proposed for approval under the current Site Plan application and which are deferred to future review procedures.

**c. Existing Improvement and Public Utilities Plan**

- Prepared by an Oregon licensed Architect, Landscape Architect, Civil Engineer or Surveyor
- Location and width of all existing easements
- Location, widths (of paving and right-of-way), and names of all existing streets, alleys, dedications or other right-of-ways within or adjacent to the proposed development, including jurisdictional status other than City. Indicate connection points for roof drainage.
- Location and type of existing street lighting
- Location of existing and required traffic control devices, fire hydrants, power poles, transformers, neighborhood mailbox units, waterline backflow preventers and similar public facilities
- Location, width, and construction material of all existing and proposed sidewalks, sidewalk ramps, pedestrian access ways, and trails
- Location and size of existing utilities on and adjacent to the site including sanitary sewer mains, stormwater management systems, water mains, power, gas, telephone, and cable TV. Indicate the proposed connection points. Detail must be proportionate to the complexity of the proposed project.
- Show existing and proposed spot elevations or contours, and direction of drainage patterns.

**d. Proposed Grading, Paving, & Utilities Plan**

- Prepared by an Oregon licensed Civil Engineer, except where noted below
- The approximate size and location of storm water management systems components
- Location, widths (of paving and right-of-way), and names of proposed streets, alleys, dedications or other rights-of-ways within or adjacent to the proposed development
- Location and width of all proposed easements
- Location and type of proposed street lighting
- Information on existing slopes over 5% shall be prepared by an Oregon licensed surveyor and be drawn with one foot contour interval lines; land with a slope over 10 percent shall be shown with 5 foot contour interval lines

**e. Landscape Plan**

- Prepared by an Architect, Landscape Architect, or other Landscape Professional approved by the Director
- Location and dimensions of landscaping and open space areas to include calculation of landscape coverage
- Where applicable, screening in accordance with SDC 4.4-110
- Location of existing and proposed street trees

**f. Architectural Plans**

- Where abutting residentially zoned properties, exterior elevations of all proposed structures over 140 square feet for the development site, including height, shall be shown

**g. On-Site Lighting Plan**

- Location, orientation, and maximum height of exterior light fixtures, both free standing and attached
- Type and extent of shielding, including cut-off angles, and type of illumination, wattage, and luminous area

**Additional Materials That May be Deferred at the discretion of the applicant until Final Site Plan or Building Permit Submittal:**

- List in chart form the proposed types of landscape materials (trees, shrubs, ground cover). Include in the chart genus, species, common name, quantity, size and spacing
- Where plants are proposed as part of the stormwater management system, a planting plan shall be provided.
- Irrigation Plan showing of irrigation lines, required backflow preventers and above ground utilities.
- Photometric test report for each light source.
- An applicant may submit conceptual floor plans in order to have staff address Resolution of potential nuisance conflicts

**Additional Materials That May be Required by the Director:**

**IT IS THE APPLICANT'S RESPONSIBILITY TO DETERMINE IF ADDITIONAL STANDARDS/APPLICATIONS APPLY TO THE PROPOSED DEVELOPMENT. THE APPLICANT SHOULD CONSIDER UTILIZING PRE-DEVELOPMENT MEETINGS AS DISCUSSED IN SDC 5.1-120:**

- Copy of a Preliminary Title Report issued within the past 30 days documenting ownership and listing all encumbrances.
- A developer may be required to prepare a Traffic Impact Study (TIS) to identify potential traffic impacts from proposed development and needed mitigation measures.

- Where a multi-family development is proposed, any additional materials to demonstrate compliance with SDC 3.2-240
- Riparian Area Protection Report for properties located within 150 feet of the top of bank of any Water Quality Limited Watercourses (WQLW) or within 100 feet of the top of bank of any direct tributaries of WQLW
- A Geotechnical Report prepared by an engineer must be submitted concurrently if the Soils Survey indicates the proposed development area has unstable soils and/or a high water table, or if required by the City Engineer
- Where the development area is within an overlay district, address the additional standards of the overlay district on plans and narratives
- Where physical aspects of a proposed development, including but not limited to scale, odor noise, glare or vibration, will impact less intensive surrounding uses, the Director may request submittal of conceptual floor plans or other information necessary to determine compliance with applicable standards.
- If five or more trees are proposed to be removed, a Tree Felling Permit as specified in SDC 5.19-100
- A wetland delineation approved by the Oregon Division of State Lands must be submitted concurrently where there is a wetland on the property
- The applicant must demonstrate that an application has been submitted for any required federal or state permit and provide a copy of the application upon request
- Where any grading, filling or excavating is proposed with the development, a Land and Drainage Alteration permit must be submitted prior to development
- Where applicable, any Discretionary Use or Variance as specified in SDC 5.9-100 and 5.21-100
- An Annexation shall be submitted prior to submission of application, as specified In SDC 5.7-100, where a development is proposed outside of the city limits but within the City's urban service area and can be served by sanitary sewer



# CITY OF SPRINGFIELD, OREGON

## DEVELOPMENT AND PUBLIC WORKS



225 FIFTH STREET  
SPRINGFIELD, OR 97477  
PHONE: 541.726.3753  
FAX: 541.736.1021  
[www.springfield-or.gov](http://www.springfield-or.gov)

December 6, 2013

### REQUIRED STORMWATER SCOPING SHEET USE POLICY:

In October 2003, Springfield Public Works released a trial “stormwater scoping sheet,” provided to help engineers and developers meet stormwater requirements in the Springfield Development Code (SDC) and Engineering Design Standards and Procedures Manual (EDSPM). After a five month trial period, it became apparent that users of the scoping sheet submitted much more complete applications than non-users. An added bonus was a decrease in the overall review time spent on the applications, resulting in quicker notice of decisions.

As a result of the benefits of the scoping sheets, the City has decided to make their use a mandatory process. Current city policy is that the use of stormwater scoping sheets is required for all applications which require development review. All applications submitted to the City shall provide a copy of a completed stormwater scoping sheet with the application packet. Attached with this letter is the latest version of the scoping sheet, which reflects changes requested by the development community.

**PLEASE NOTE: SUBMITTED APPLICATIONS WILL NOW BE REQUIRED TO SUBMIT A COMPLETED STORMWATER SCOPING SHEET, STORMWATER STUDY AND PLANS IN CONFORMANCE WITH THE SCOPE REQUIREMENTS**

### DIRECTIONS FOR USING STORMWATER SCOPING SHEETS ARE AS FOLLOWS:

- 1.) Obtain scoping sheet from application packet, city website, or other location.
- 2.) Fill out project information (top half of front sheet) prior to commencement of work on stormwater study. (Note: Do not sign scoping sheet until it is received from the City with requirements checked.)
- 3.) Mail, fax, or email all pages to: City of Springfield, Development and Public Works Dept., Attn: Clayton McEachern.
- 4.) Receive completed scoping sheet (filled out by the City) indicating minimum requirements for a complete stormwater study.
- 5.) Include four (4) copies of complete scoping sheet (signed by engineer at the bottom of page 2), stormwater study and plans that comply with the minimum required scope with submittal of application packet. The scoping sheet shall be included as an attachment, inside the front cover of the stormwater study.

Stormwater scoping sheets can be found with all application packets (City website and the DPW front counter) as well as on the *Engineering and Construction Resources webpage* located at: <http://www.springfield-or.gov/DPW/EngineeringandConstructionResources.htm> under the *Public Improvement Permit Projects Forms* section. Thank you in advance for working with the City of Springfield with this new process.

Sincerely,

Clayton McEachern, PE  
City of Springfield, Development and Public Works  
Email: [cmceachern@springfield-or.gov](mailto:cmceachern@springfield-or.gov)  
Phone: (541) 736 – 1036  
Fax: (541) 736 – 1021



### STORMWATER MANAGEMENT SYSTEM SCOPE OF WORK

----- *(Area below this line filled out by Applicant)* -----  
*(Please return to Clayton McEachern @ City of Springfield Development and Public Works; Fax # 736-1021, Phone # 736-1036), email: cmceachern@springfield-or.gov*

Project Name: _____	Applicant: _____
Assessors Parcel #: _____	Date: _____
Land Use(s): _____	Phone #: _____
Project Size (Acres): _____	Fax #: _____
Approx. Impervious Area: _____	Email: _____

**Project Description** (Include a copy of Assessor's map):

  
  
  

**Drainage Proposal** (Public connection(s), discharge location(s), etc. Attach additional sheet(s) if necessary):

  
  
  

**Proposed Stormwater Best Management Practices:**

  
  
  

----- *(Area below this line filled out by the City and Returned to the Applicant)* -----  
*(At a minimum, all boxes checked by the City on the front and back of this sheet shall be submitted for an application to be complete for submittal, although other requirements may be necessary.)*

Drainage Study Type (EDSPM Section 4.03.2): (Note, UH may be substituted for Rational Method)

- Small Site Study – (use Rational Method for calculations)
- Mid-Level Development Study – (use Unit Hydrograph Method for calculations)
- Full Drainage Development Study – (use Unit Hydrograph Method for calculations)

Environmental Considerations:

<input type="checkbox"/> Wellhead Zone: _____	<input type="checkbox"/> Hillside Development: _____
<input type="checkbox"/> Wetland/Riparian: _____	<input type="checkbox"/> Floodway/Floodplain: _____
<input type="checkbox"/> Soil Type: _____	<input type="checkbox"/> Other Jurisdictions: _____

Downstream Analysis:

- N/A
- Flow line for starting water surface elevation: \_\_\_\_\_
- Design HGL to use for starting water surface elevation: \_\_\_\_\_
- Manhole/Junction to take analysis to: \_\_\_\_\_

