



Final Site Plan Review

Application Type		<i>(Applicant: check one)</i>	
Site Plan: <input type="checkbox"/>	Minor Site Plan Modification: <input type="checkbox"/>		
	Major Site Plan Modification: <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"/>
Proposed Name of Project:			
Description of Proposal: <small>If you are filling in this form by hand, please attach your proposal description to this application.</small>			
Existing Use:		Tentative Case #:	
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>	
Associated Applications:			
Case No.:		Date:	Reviewed by:
Application Fee: \$	Technical Fee: \$	Postage Fee: \$0	
TOTAL FEES: \$		PROJECT NUMBER:	

Signature

I represent this application to be complete for submittal to the City. I affirm that 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

Final Site Plan Review Application Process

1. Applicant Submits a Final Site Plan Review Application to the Development Services Department

- The application must conform to the *Final Site Plan Review Submittal Requirements Checklist* on page 4 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed in the *Final Site Plan Review 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 & Issues Final Approval

- 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 and may not be appealed.

4. City Drafts a Development Agreement

- Applicant and City sign Development Agreement
- Final Site Plan and Development Agreement become null and void if construction has not begun within two years of signing the Development Agreement.

5. City Conducts Final Site Inspection

- City authorizes provision of public facilities and services and issues Certificate of Occupancy

Final Site Plan Review Submittal Requirements Checklist

NOTE: If you feel an item does not apply, 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.
- Final Site Plan Review Application Form**
- Letter Addressing Conditions of Approval** – lists and addresses each condition of approval, detailing the actions taken and current status of each item.
- Five (5) Copies of the Final Site Plan Sets** incorporating all required modifications and applicable conditions
- Additional Documents** requested as Conditions of Approval as part of the Site Plan Review decision.