Josephine County, Oregon

Community Development – Planning Division
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SITE PLAN REVIEW APPLICATION

PROPERTY & APPLICATION INFORMATION

ASSESSOR'S LEGAL DESCRIPTION:

TWN_____ RNG_____ SEC_____ QQ_____ TAX LOT_____

TWN_____ RNG_____ SEC_____ QQ_____ TAX LOT_____

PROPERTY ADDRESS: _____

EXISTING ZONING: _____ PARCEL SIZE: _____

NATURE OF SITE PLAN REVIEW:

☐ COMMERCIAL/INDUSTRIAL USE ☐ CONDITIONAL USE PERMIT

☐ PLANNING DIRECTOR REVIEW ☐ MINING ☐ EROSION CONTROL

DESCRIBE THE DEVELOPMENT PROPOSAL: _____

_____

_____

_____

OWNERSHIP & APPLICANT INFORMATION

OWNER'S NAME: _____ TEL: _____

MAILING ADDRESS: _____

APPLICANT'S NAME: _____ TEL: _____

MAILING ADDRESS: _____

REPRESENTATIVE: _____ TEL: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____ _____

APPLICANT'S STATEMENT OF UNDERSTANDING

I _____, have filed an application for an **SITE PLAN REVIEW APPLICATION** with the Community Development – Planning Division to be reviewed and processed according to state and county requirements. I acknowledge the following disclosures:

1. I understand that any representations, conclusions or opinions expressed by staff in the pre-application review of this request do not constitute final authority or approval, and that I am not entitled to rely upon any such expressions in the place of final approval.

2. I understand I may ask questions and receive input from planning staff, but acknowledge that I am ultimately responsible for all information and documentation submitted with this application. I further understand planning staff cannot legally bind the county to any fact or circumstance that conflicts with state or local laws, and in the event a conflict occurs, all such statements or agreements are void.

3. I understand I have the burden of demonstrating my application meets all of the applicable standards and criteria. The standards and criteria for approving or denying my request have been furnished to me as a part of this application and I acknowledge receipt.

4. I understand planning staff is entitled to ask for additional information or documentation any time after the submission of this application if it is determined such information is needed for the review of my application.

5. In the event my application involves a farm or forest use or a Comprehensive Plan Zone Change, I understand it may be reviewed by the Oregon Department of Land Conservation and Development (DLCD). If this happens, and DLCD comments on the application, I understand DLCD has the authority to appeal the county's decision to the Oregon Land Use Board of Appeals if it chooses to do so.

6. I understand it is the function of the planning office to impartially review my application and to address all issues affecting it regardless of whether the issues promote or hinder the approval of my application. In the event a public hearing is required to consider my application, I agree it is my sole responsibility to establish the case in favor of the application.

7. I understand I am entitled to have a lawyer or a land use consultant help me with my application and to appear with me (or for me) at any appointment, conference or hearing relating to the application.

8. I understand the processing of my application may require a site visit, which may include officials from other agencies, and photographs are commonly taken. Advance notice of the visit will be provided when the site is also a personal residence.

DATE: _____, 20_____.

_____ _____

OWNER/APPLICANT * OWNER/APPLICANT *

* *If the applicant is someone other than the owner, a power of attorney must be on file from the owners authorizing the application*

STATEMENT OF INTENDED WATER USE

Name: _____ Date: _____

Address: _____

_____

Phone: _____

LEGAL:

TWN_____, RNG_____, SEC_____, QQ_____,

Tax Lot _____

LAND USE PROPOSAL

- ❑ Development Permit
- ❑ Land Partition (# of Lots_____)
- ❑ Subdivision (# of Lots_____)
- ❑ Planned Unit Development
- ❑ Home Occupation
- ❑ Administrative Permit
- ❑ Conditional Use Permit
- ❑ Comp Plan & Zone Change

Current Zoning:_____

Are new lots being created ❑ Yes ❑ No

Will any lots be less than 1 acre in size? ❑ Yes ❑ No

DESCRIPTION OF WATER USE

(Describe the Use)

❑ How many residential units will use water (# of units, single or multi-family)?_____

_____

❑ Will water be used to irrigate (lawn, garden, shrubs, fields)? _____

_____ Total # of Acres Irrigated per Development_____

❑ Will water be used for livestock (kind, #)? _____

_____

❑ Will water be used for one of the following:

- ❑ Commercial (office, retail, motel)
- ❑ Industrial (manufacturing, heavy repair)
- ❑ Institutional (school, church)
- ❑ Recreation (park, campground, pond)
- ❑ Other:_____ # partial hookup sites_____ # full hookups_____

If so, please describe the use in detail:_____

_____

_____

_____

_____

_____

_____.

SOURCE OF WATER (Check All That Apply)	**QUANTITY TO BE USED** (Estimate)
❑ Surface Water Source (spring, stream, irrigation district):_____ _____ _____ _____ ❑ Reservoir or Pond:_____ ❑ Ground Water: ❑ Individual Well(s) ❑ Shared Well(s) ❑ Community Well(s) *(Indicate the # of wells:_____)* ❑ Sump ❑ Municipal Supply ❑ Water Rights ❑ Yes (Certificate/Permit #_____) ❑ No ❑ Do Not Know	_____ Gallons Per Minute _____ Gallons Per Day _____ Cubic Feet Per Second _____ Acre Feet Remarks:

- - - ATTACH MAP SHOWING LOCATION OF EXISTING AND PROPOSED WELLS - - -

_____
Signature of Applicant

-- OFFICIAL USE ONLY --

Water Right Required ❑ Yes ❑ No

Water Hazard Overlay Zone? ❑ Yes ❑ No Comment:_____

_____

Other Remarks:_____

_____

PUMP TEST REQUIRED? ❑ Yes ❑ No

❑ Major ❑ Minor ❑ Other_____

Date: _____, 20_____ _____

Reviewed By

Rev: 10/16

SITE PLAN REVIEW INFORMATION

Site plan review is an internal administrative process designed to assist the Director in the review of land use applications by assessing certain proposed developments. It is the function of the site plan review process to examine and evaluate plans for development, and to formulate recommended conditions for development designed to assure compliance with applicable standards and/or criteria, while protecting the interests of the general public and adjacent property owners.

Site plan review is required whenever the Planning Director has reason to believe one of the following circumstances may exist:

1. The development involves the potential for significant impact(s) on surrounding properties, public facilities or transportation systems, or will adversely affect environmental concerns such as wildfire, flooding, erosion control, wetlands, wildlife habitat and watershed preservation, or other similar concerns; or

2. Review of the application will be enhanced by a thorough factual investigation through inter-agency or inter-jurisdictional notice and comment, as well as notice to surrounding landowners.

Certain applications must go through a pre-application review to determine whether site plan review will be required. These applications are existing conditional uses, developments within any commercial or industrial zones that involve new or enlarged structures or new public facilities, new or expanded mining or aggregate operations, development in a flood, erosion or wildfire hazard area, oversized accessory structures, and any other request when the Director finds that special circumstances necessitate a more comprehensive review.

If site plan review is required, a planner will be assigned to coordinate the review. Copies of the site map and other relevant application materials will be furnished to affected county, state and federal agencies and public and private organizations for review and comment. Also, notice of the request will be mailed to the neighborhood. Once the comment period closes, the planner will review the resulting information, recommendations and comments and then prepare a site plan review report. The report will include a list of recommended conditions for the development. The report will then be implemented in the Planning Director's decision.

APPLICATION PROCEDURE. All applications require the following steps:

Site plan review begins by completing the required applications to the extent possible and then submitting them for pre-application review. The purpose of pre-application review is to identify the issues involved in the request, to decide whether a full site plan review is needed, and to specify the applicable standards and criteria that must be addressed. The following steps are involved in this process:

- ❑ Complete the cover page for the site plan review application, together with any other application cover pages that are required for the use.

- ❑ Complete a site plan map meeting the requirements of §42.060. A list of the mapping requirements are set out below.

- ❑ Attach a written statement demonstrating how the operation will meet the review standards and criteria contained in §42.050. The standards and criteria are set out and explained below.

- ❑ Once the application requirements are met, you should finalize your application or applications, to include the notarized statements of understanding, and submit them with the required fees.

- ❑ Staff will review your submittal and determine if it is complete. Public notice is then mailed to neighbors within a specified distance, as well as other affected agencies and organizations. A 15 day period is allowed for written comments. If site plan review is required, a multi-agency review will be conducted to prepare recommended conditions for the permit.

- ❑ When the comment period ends, staff will prepare a written decision based on the applicable standards and criteria, taking into consideration the application materials, comments from the neighborhood, responding agencies and organizations and recommendations from site plan review team. Once notice of the decision is mailed, participants have 12 days to appeal the decision. A development permit for a favorable decision cannot be issued until the appeal period ends without an appeal.

- ❑ In the event your request is referred to a public hearing, you will need to schedule another appointment with a planner to discuss hearing procedures and responsibilities.

42.060 - SITE PLAN MAP REQUIREMENTS

When site plan review is required by the Director, the applicant shall prepare and submit a site plan map with two copies and one 8 1/2 x 11 inch copy for the entire parcel where the development is proposed to occur. The site plan map shall be drawn to scale and shall show some or all of the following items, as determined in the Pre-Application Review pursuant to Article 21.

A. Location of the parcel by address and Assessor's legal description.

B. The length of lot lines in feet and parcel size(s) in acres (to 10ths).

C. The scale used to draw the map, a north arrow and the date of preparation.

D. The location, size, height and dimensions of existing and proposed buildings and structures, including the distances between the buildings and the nearest property line.

E. A notation describing the existing and proposed uses for the structures shown on the site.

F. The slopes on the property (by % of grade), the nature and area of any proposed grading or earth movement, and the features of the proposed erosion control plan, if one is required (see Article 83).

G. The location and conceptual design for storm drainage or detention facilities.

H. The location of existing and proposed roads or driveways, including the location and width of existing rights-of-way(s) called for in the Josephine County Roadway and Traffic Management Plan, points of entry and exit for motor vehicles, and a description of other existing or proposed uses for streets (e.g., parking, walkways, bike paths, etc.).

I. The location, dimensions and uses for all existing and proposed easements serving or burdening the parcel.

J. The location and layout of existing and proposed off-street parking, including the number and dimensions of spaces, the surface material, the internal circulation pattern and loading facilities.

K. The location and layout of existing and proposed public and private utilities on and adjoining the site, including septic systems.

L. The location of off-street walkways and bike paths.

M. The location, height and construction materials of walls and fences.

N. The location and nature of exterior lighting fixtures, including a depiction or description of the area to be illuminated.

O. The location, size, height and purpose for existing and proposed exterior notification or advertising signs or structures.

P. The location and description of receptacles or areas for trash and garbage collection and/or disposal.

Q. The location of natural or man-made water features, such as, springs, rivers, creeks, ponds, lakes, drainage ways, irrigation ditches and other similar features.

R. The location of the 100-year floodplain and floodway lines.

S. Architectural or engineering data needed to show the criteria or standards of site plan review have been met.

T. The boundary limits of the phases of development when phased development is proposed.

U. A depiction or description of adjoining structures and land uses, together with the approximate distances between the subject parcel lines and the adjacent structures or uses.

V. When an addition or remodel is proposed to an existing structure the site plan map shall indicate the relationship of the proposed addition or remodel to the existing development.

SECTION 42.050 — SITE PLAN REVIEW STANDARDS & CRITERIA

A. STANDARDS.

1. Development standards contained within the Josephine County Rural Land Development Code and all other applicable master plans, rules, resolutions, ordinances, codes, technical manuals and policies of the county or the state or federal governments;

2. The Josephine County Roadway and Traffic Management Plan, including the Official Street Map;

3. Standards for construction of required infrastructure and public facilities; and

Explanation: *The standards referenced here are technical in nature and many are contained in various policies or manuals in other departments or agencies. The requirements covered by items 1 through 3 will be identified in site plan review. Staff will let you know if you need to respond to any of these items.*

4. Access standards contained in §11.030.9.

Explanation: *Section 11.030.9 is the definition for the term Adequate Access for site plan review, which says the development must have a valid access permit on a county, state, forest access or public usage road, or (in the case of home occupations and resource uses involving farm, forest, mining or aggregate) be served by a written and recorded easement that connects to one of these kinds of roads, and the easement does not exclude commercial traffic. This definition will apply in the event full site plan review is required.*

B. CRITERIA.

1. All criteria made applicable by the provisions of Article 69 (Overlays); Chapter 7 (Development Standards); Chapter 8 (Public Facilities); and, Chapter 9 (Special Uses).

Explanation: *The criteria referenced in this item are the kind that apply only when unique circumstances exist on the property involved in the application. The planner handling your request will let you know if any apply in your case.*

2. The location, size, design and operating characteristics of the proposed use will not result in significant impacts on the neighborhood ("significant impact" is defined in Article 11 of this Code);

Explanation: *The impacts most often involved are sights, sounds and traffic. But other impacts, such as pollution, drainage and odor, can also come into play. The RLDC says impacts are significant when they cause serious adverse effects to, or conflict with, other properties, which cannot be mitigated. Your application should carefully explain how the use will be conducted, and how the impacts will be minimized. This is usually the most important part of the application and your response on this criterion should be especially thorough.*

3. The use will not exceed the carrying capacity of the land as defined in Section 11.030(64);

Explanation: *Carrying capacity has to do with the ability of the property to support the proposed development. Usually this covers questions about sewage disposal facilities, water supplies and on-site roads. Your application must demonstrate it is possible to meet basic requirements. Issues about carrying capacity are most likely to arise in the pre-application conference or during site plan review.*

4. Existing and proposed infrastructure and public facilities are adequate to serve the proposed development;

Explanation: *This criterion has to do with the adequacy of off-site public streets, bridges, water and sewage systems to serve the development. It is the rare case when significant issues arise under this criterion. The planner handling your request is the best person to ask if you need to be concerned.*

5. The development is designed so that it coordinates efficiently with surrounding development patterns and existing and planned utilities, facilities and streets in the vicinity;

Explanation: *Again, this criterion mostly has to do with long-range zoning and planning programs. You should only be concerned with this issue if the pre-application planner raises it.*

6. Special hazards (flooding, fire, erosion, etc.) and special environmental circumstances (watershed, wetland, wildlife or plant habitat, etc.), are adequately mitigated, provided for or protected.

Explanation: *The RLDC contains specific Articles dealing with special hazards. You will find the most commonly applicable regulations in Article 69.1 (flooding), Article 76 (fire), Article 83 (erosion), Article 69.4 (airports). In the event one or more special hazards affect your property, the application will need to carefully show how all applicable regulations are satisfied.*

IMPORTANT NOTE: The issues and criteria involved in your application may range from simple to very complex, depending on the nature and extent of your proposal and the physical and development circumstances present on-site and in the neighborhood. Conditional uses can become controversial, even when the request appears to comply with the standards and criteria for development. Sometimes the issues—and the resulting criteria—do not become completely known until staff is able to fully investigate the request through pre-application review and/or site plan review. This makes the completeness and accuracy of your application the critical first-step in effective review. For this reason, staff recommends you give the applications thorough attention.