



# Josephine County, Oregon

Community Development – Planning Division

700 NW Dimmick, Suite C / Grants Pass, OR 97526

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## TECHNICAL PLANS REVIEW

### 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:

- EROSION CONTROL       FLOOD       RIPARIAN  
 WILDFIRE       OTHER \_\_\_\_\_

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 a **TECH PLAN REVIEW** 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*



# EROSION CONTROL PLAN

The development of property may require an erosion control plan. Plan requirements are set out in Article 83 of the Josephine County Rural Land Development Code (RLDC). A plan is required anytime development disturbs soils with 1% or greater slopes, or soils that are granitic in composition as described in the Josephine County Soil Survey. The following is a summary of three basic steps needed to obtain a development permit.

**AN APPROVED  
EROSION CONTROL  
PLAN IS REQUIRED  
PRIOR TO ANY  
DISTURBANCE ON  
LAND WITH GRANITIC  
SOILS OR 15% OR  
GREATER SLOPE**

## STEP #1 – PLOT PLAN

Draw a plot plan that contains all of the applicable information listed on the county handout How to Draw Plot Plan, plus the following additional information:

- ✓ Contour lines drawn at a 40' or smaller intervals in all areas of soil disturbance, including driveways, building pads and landscape areas. The United States Geologic Survey (USGS) maps show 40' contours and computer generated USGS maps can be obtained from the planning office. Smaller contour intervals may be required later if this information is needed to accurately measure slopes at critical locations.
- ✓ All natural and proposed drainage ways with the direction of drainage marked with arrows.
- ✓ All existing and proposed cuts and fills that are 4 feet or greater.
- ✓ The location of all existing or proposed driveways drawn to scale and showing all changes in the direction, to include curves, switchbacks, and drainage features (culverts, side channels, etc.), together with percentage of grades at regular distances (stations cannot be separated by more than 200'). Surveyed plan and profiles may be required if needed to show compliance with standards for grades, grade changes, curve radii, turn-out locations, etc.
- ✓ The plan must show all existing and proposed bridges, culverts or fill features used to cross live streams, ravines, irrigation ditches, or similar features. Permits may be required from the Oregon Division of State Lands if these features involve wetlands. A written certification may be required from an engineer registered in Oregon that structures, fills or culverts have been constructed to support emergency vehicles crossing a minimum of 50,000 pounds.
- ✓ Developments subject to wildfire hazard mitigation plans must adhere to special driveway construction standards. In no cases shall driveways exceed an 18% grade, and if any part of the driveway exceeds a 12%

grade, the entire driveway must be surfaced with asphaltic concrete or Portland cement. Driveways with grades that are all 12% or less must provide an all-weather surface of crushed rock or shale.

- ✓ The proposed erosion control measures depicted at specific locations. The measures need to be both shown and described. Written information may be attached to the plot plan.

## STEP #2 – SITE PLAN APPLICATION

- ✓ Complete a site plan review application and attach your plot plan and the written description of the proposed erosion control measures.
- ✓ Submit the application and fee for pre-application review.
- ✓ During pre-application review, other involved agencies and departments will be consulted, and the site will be inspected. The information obtained will be analyzed in conjunction with the site plan and the proposed erosion control measures to determine the extent of the plan. If the risk of erosion is high, a formal erosion control plan prepared by a registered civil engineer will be required. The result of the pre-application review will be provided in writing.

## STEP #3 – DEVELOPMENT PERMIT

- ✓ Once the plan is approved, Planning can issue the development Permit. The fee for a development permit is \$275.
- ✓ The plan must be implemented before a certificate of occupancy can be obtained from the Josephine County Building Department.

### FINAL WORD

DEQ requires all construction projects that disturb 1 acre or more of ground to obtain an NPDES 1200-C permit to ensure sediment does not leave the site. Property owners should understand that even if a 1200-C permit is not required, DEQ regulations impose civil penalties whenever sediment actually leaves the property. Information about NPDES regulations can be obtained from the DEQ office located at 221 Stewart Avenue, Ste. 201, Medford OR 97501, (541)-776-6010.

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