



CRESWELL

# Supplemental Form: LAND USE REVIEW (TYPE I or II)

*Submittal Requirements: Land Use Review is a review conducted by the City Administrator for changes in land use and developments that do not require a conditional use permit or site design review approval. Land Use Review ensures compliance with the basic land use and development standards of the land use district, such as lot area, building setbacks and orientation, lot coverage, maximum building height, and other provisions of Article 2, and is required for all of the types of land uses and development listed below.*

*The City shall conduct Land Use Reviews using either a Type I or Type II procedure. A Type I procedure shall be used when the City Administrator finds that the applicable standards are clear and objective and do not require the exercise of discretion. A Type II procedure shall be used when the decision is discretionary in nature. The City Administrator shall be responsible for determining the required review procedure. Creswell Code Sections 4.1.200 and 4.1.300 establish application requirements and procedures for Type I and Type II decisions.*

*All applicable requirements below must be filled out, checking the appropriate box as you include it in your application packet. A complete application includes the Development Application Form, this Supplemental Form, and **(5) copies drawn on a sheet not less than 18 inches by 24 inches plus and one (1) 8-1/2" x 11" or 11" x 17" scaled reduction** for any map requested below, and a **narrative statement** addressing how the proposal meets all applicable review criteria. Additional copies of materials may be required upon review for Type I applications. For **Type II applications 12 additional copies** will be required **once the application is deemed complete**. Thank you for your cooperation.*

## Check the box that describes the proposed application:

- 1. Change in occupancy from one type of land use to a different land use .(Section 1.4.010)
- 2. Single-family detached dwelling (including manufactured home on its own lot).
- 3. A single duplex, or up to two single-family attached (town home) units not requiring a land division, and accessory parking on the same lot.
- 4. Non-residential building additions up to 1,000 square feet, or 20 percent of an existing structure.
- 5. Minor Modifications to development approvals.  
\* Site Plan using the same format as the original approval.
- 6. Any proposed development that has a valid conditional use permit. Major modifications to a development with a conditional use permit shall require review and approval in accordance with Chapter 4.4-Conditional Use Permits.
- 7. Home occupations requiring a permit under Chapter 4.9.200.
- 8. Temporary uses Accessory structures and accessory parking - garages, decks, fences, arbors, gazebos, heat pumps, and other structures.
- 9. Development and land uses that are part of a previously approved Site Design Review or Conditional Use Permit application.
- 10. Public improvements required by a condition of approval (e.g., transportation facilities and improvements, parks, trails, and similar improvements, as determined by the City Administrator).

**Land Use Review Submittal Requirements** Please note additional submittal requirements may apply depending on the complexity of the proposal; or some submittal requirements may be waived by the City Administrator based on the scope of the proposal.

## Narrative Statement Creswell Development Code Section 4.2.300

- Narrative statement addressing how the proposal meets all applicable review criteria.



**Site Analysis Map and Proposed Site Plan** Creswell Development Code Section 4.2.500(B)(1)-(2)

- a. The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development.
- b. The property boundaries, dimensions and gross area shall be identified.
- c. Identification of slopes equal to or greater than 20 percent.
- d. The location and width of all public and private streets, drive, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site.
- e. Potential natural hazard areas, including any flood areas subject to Chapter 2.7, areas subject to high water table, and areas mapped by the City, County, or State as having a potential for geologic hazards.
- f. Resource areas, including marsh and wetland areas, streams, and wildlife habitat identified by the City or any natural resource regulatory agency as requiring protection.
- g. Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals, and ditches.
- h. Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots.
- j. North arrow, scale, names and addresses of all persons listed as owners of the subject property on the most recently recorded deed.
- k. Name and address of project designer, engineer, surveyor, and/or planner, if applicable.
- l. Features identified on the existing site map, if any, which are proposed to be removed or modified by the development.
- m. The location, dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be Provided on the site plan.
- n. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops).
- o. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails, or parking areas;
- p. Loading and service areas for waste disposal, loading and delivery.
- q. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements.
- r. Location, type, and height of outdoor lighting.

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**Information on the Review Criteria for Land Use Review**

When your application is reviewed, staff will check to make sure that all relevant criteria listed in the Creswell Development Code have been met. The following review criteria will be used in making the final determination regarding the approval of your application.

**Section 4.2.300 Land Use Review Procedure and Approval Criteria**

- A. The proposed land use or development is permitted by the underlying land use district (Article 2);
- B. The land use, building/yard setback, lot area, lot dimension, density, lot coverage, building height and other applicable standards of the underlying land use district and any applicable overlay district(s) are met (see Article 2 for applicable land use district);and
- C. When development is proposed, the applicable sections of Article 3, Design Standards apply.