



Supplemental Form: SITE REVIEW

Submittal Requirements: Complete all of the supplemental application requirements listed below. A pre-application conference with the City Administrator is encouraged for all Type III applications. The pre-application conference will identify application criteria specific to each application and other general application requirements. This will result in quicker processing time for the applicant. Type III application must be submitted *and deemed complete* at least *forty-five (45)* days before the Planning Commission hearing. For the initial staff review **(5) copies drawn on a sheet not less than 18 inches by 24 inches plus one (1) 8-1/2" x 11" or 11" x 17" scaled reduction of each plan** of an application are required. **Once** the City Administrator has **deemed** the application **complete (12) more copies will be required** for the Planning Commission hearing. For the City Administrator to deem an application complete the applicant must submit the following:

- Site Review form.
- **(5) copies drawn on a sheet not less than 18 inches by 24 inches plus one (1) 8-1/2" x 11" or 11" x 17" scaled reduction of each plan**, drawn to scale, including a site plan, vicinity map, parking lot plan, architectural drawings, preliminary grading plan, and landscape/street tree plan. Combining two or more of these plans is acceptable, such as the site plan and parking lot plan, as long as all of the required information is provided. A **narrative statement** explaining how the application satisfies relevant criteria and standards for review and decision making should also be included with these plans.
- Additional plans, exhibits, studies, and/or other information the City Administrator to deems necessary to make the application complete.
- A Non-refundable fee and deposit.
- One set of pre-stamped and preaddressed envelopes for all real property owners of record who will receive a notice of the application as required by section 4.1.400. C of the Creswell Development code.

Applicant Use	Official Use
<p><u>General Submission Requirements</u> 4.2.500</p>	
<p><input type="checkbox"/> A. Public Facilities and Services Impact Study. This study must quantify the effect of the development on public facilities and services, while also proposing improvement necessary to comply with City standards and minimize the impact of the development. The below systems, at minimum, must be addressed in the study.</p>	<p><input type="checkbox"/> A</p>
<p><input type="checkbox"/> 1. Transportation systems</p>	<p><input type="checkbox"/> A1</p>
<p><input type="checkbox"/> 2. Pedestrian ways and bikeways</p>	<p><input type="checkbox"/> A2</p>
<p><input type="checkbox"/> 3. Storm drainage systems</p>	<p><input type="checkbox"/> A3</p>
<p><input type="checkbox"/> 4. Parks systems</p>	<p><input type="checkbox"/> A4</p>
<p><input type="checkbox"/> B. Traffic Estimates describing the following:</p>	<p><input type="checkbox"/> B</p>
<p><input type="checkbox"/> 1. Proposed access to and from the site</p>	<p><input type="checkbox"/> B1</p>
<p><input type="checkbox"/> 2. Estimation of the potential vehicle traffic increases resulting from the project (per the ITE manual)</p>	<p><input type="checkbox"/> B2</p>
<p><input type="checkbox"/></p>	
<p><u>Site Design Review Information.</u> 4.2.500</p>	
<p>Copies of application materials submitted to other permitting agencies must be included in the application to the City in order for it to be deemed complete.</p>	
<p><input type="checkbox"/> C. Site analysis map must include the applicant's entire property and the surrounding property. All site analysis maps must include the below elements:</p>	<p><input type="checkbox"/> C</p>
<p><input type="checkbox"/> 1. Property boundaries, dimensions and gross area shall be identified.</p>	<p><input type="checkbox"/> C1</p>
<p><input type="checkbox"/> 2. Map topographic contour lines at 2-foot intervals for slopes of less than 10 percent, and 5-foot intervals for steeper slopes.</p>	<p><input type="checkbox"/> C2</p>

Form: SITE REVIEW

- 3. Identification of slopes equal to or greater than 20 percent.
- 4. Location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site.
- 5. Identification of potential natural hazard areas.
- 6. All flood areas subject to Chapter 2.7 of the Creswell Development Code.
- 7. Areas subject to high water table.
- 8. Areas mapped by the City, County, or State as having a potential for geologic hazards
- 9. Identification of any resource areas identified by the City or any natural resource regulatory agencies requiring protection.
 - a. Marsh and wetland areas
 - b. Streams
 - c. Wildlife habitat
- 10. Identification of pre-existing site features such as structures, pavement, large rock outcroppings, areas having unique views, drainage ways, canals and ditches. *Include a narrative addressing the dimensions of pre-existing features with proposed site plan.*
- 11. Identification of historic and cultural resources, locally or federally designated, on the site and on adjacent parcels or lots.
- 12. Identification and location of all tree and other vegetation having a caliper (diameter) of six (6) inches or greater at four feet above grade, size and species of trees
- 13. North arrow and scale.
- 14. Names and addresses of all persons listed as owners of the property on the most recently recorded deed.
- 15. Name and address of project designer, engineer, surveyor, and/or planner, if applicable.
- D. Proposed site plan** shall contain the following information:
 - 1. Features identified on submitted site analysis map that will remain on the site.
 - 2. Features that will be removed or modified by the development.
 - 3. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements.
 - 4. The location and dimensions of all existing and proposed structures.
 - 5. The location and dimensions of all existing and proposed utilities.
 - 6. The location and dimensions of all existing and proposed pavement and other improvements on the site.
 - 7. Setback dimensions for all existing and proposed buildings on the site.
 - 8. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access.
 - 9. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops)
 - 10. The location and dimensions of all pedestrian and bicycle circulation areas including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails, or parking areas.
 - 11. Loading and service areas for waste disposal, loading and delivery.
 - 12. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements.
 - 13. Location, type, and height of outdoor lighting.
 - 14. Location of mail boxes.
 - 15. Name and address of project designer.
 - 16. Locations of bus stops and other public or private transportation facilities.

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- C4
- C5
- C6
- C7
- C8
- C9
- C9a
- C9b
- C9c
- C10
- C11
- C12
- C13
- C14
- C15
- D
- D1
- D2
- D3
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- D16

Form: SITE REVIEW

- E. Architectural drawings** for new buildings and major remodels
 - 1. Building elevations with building height and widths dimension
 - 2. Building materials, colors and type
 - 3. The name of the architect or designer.
- F. Preliminary grading plan** prepared by a registered engineer for development sites ½ acre or larger.
- G. Landscape plan/Street tree plan.** Please submit the following.
 - 1. The location and height of existing and proposed fences, buffering or screening materials.
 - 2. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas.
 - 3. The location, size, and species of the existing and proposed plant materials (at time of planting)
 - 4. Existing and proposed building and pavement outlines.
 - 5. Specifications for soil at time of planting, irrigation, and anticipated planting schedule.
 - 6. Arborist's report for sites with mature trees protected under Chapter 3.2, Landscape, Street Trees, Fences and Walls of Creswell Development Code.
- H. Copies of all existing and proposed restrictions or covenants, including those for access control.**
- I. Narrative report documenting compliance with the applicable approval criteria** contained in Section 4.2.600, Approval Criteria.
- J. If requested, a Traffic Impact Study prepared by professional engineer in accordance with the road authority's requirements. See Section 4.1.900, and Section 3.4.100 for relevant standards.**

E

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 E2
 E3

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G

G1

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G6

H

I2

J

Information on the Review Criteria for Site Plan Applications

When your application is reviewed, staff will check to make sure that all relevant criteria listed in the Creswell Development Code have been met. General criteria requirement for all applications are included in the checklist on pages 1-4 of this form. The comprehensive list of applicable criteria is found in:

- Creswell Development Code, Section 4.1.400
- Creswell Development Code, Section 4.2.500
- Any applicable zones and sub-zones in Creswell Development Code. Article 2 – Land Use Districts
- Creswell Development Code Article 3 Design Standards

The decision body shall make written findings with respect to all of the following criteria when approving, approving with conditions, or denying a Site Design Review application

Review Criteria

- A. Complete.** The application is complete, as determined in accordance with Chapter 4.1 - Types of Applications and Section 4.2.500, above;
- B. Land Use District.** The application complies with all of the applicable provisions of the underlying Land Use District (Article 2), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses;
- C. Conformance.** The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with Chapter 5.2, Non-Conforming Uses and Development;
- D. Design Standards.** The application complies with all of the Design Standards in Article 3:
 - 1. Chapter 3.1 - Access and Circulation;
 - 2. Chapter 3.2 - Landscaping, Street Trees, Fences and Walls;
 - 3. Chapter 3.3 - Parking and Loading, for automobiles and bicycles;
 - 4. Chapter 3.4 - Public Facilities; and
 - 5. Chapter 3.5 – Other Standards.