



**PLANNING DEPARTMENT**  
PO Box 330 • Phoenix, OR 97535  
541-535-2050 • 541-535-5769 fax

**Fee: \$500 + 0.5% of value**

**SITE REVIEW APPLICATION**

**I. PROPERTY INFORMATION**

- A. Location (address): \_\_\_\_\_
- B. Number of existing lots: \_\_\_\_\_ Lot size(s): \_\_\_\_\_
- C. Assessor's ID:  
Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_ Tax Lot: \_\_\_\_\_
- D. Comprehensive Plan Land Use Designation: \_\_\_\_\_
- E. Present zoning: \_\_\_\_\_
- F. Present use of property: \_\_\_\_\_
- G. Are there existing structures? \_\_\_\_\_  
If so, describe: \_\_\_\_\_
- H. Describe adjacent land uses (i.e. single family, restaurant, auto repair, etc. ):  
North: \_\_\_\_\_ East: \_\_\_\_\_  
South: \_\_\_\_\_ West: \_\_\_\_\_

**II. PROJECT DESCRIPTION**

- A. Provide a detailed description of the proposed project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- B. Size of proposed building(s): \_\_\_\_\_
- C. Number of parking spaces provided on site: \_\_\_\_\_

**III. SUBMITTAL REQUIREMENTS**

**Submit one of each of the following Submittal Requirements for review by the City Planner. Once this "Application Package" is deemed complete, submit 20 additional "Application Packages" (excluding items 10 & 13) to the Planning Department.**

- 1. A map showing 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. The property boundaries, dimensions, and gross area shall be identified.

2. Site Plans:

The application for Site Review must be accompanied by plans drawn to scale and not larger than 24" x 36" in size including a detailed site plan and architectural drawings for all elevations of any proposed structure. The plans must be collated and folded to a size not to exceed 8 ½" x 14". In addition to the larger sets of plans, the submittal shall include a set of 8 ½" x 11" reductions and a set of 8 ½" x 11" clear transparencies of the plans. The site plan shall contain the following information, if applicable:

- a. North arrow and scale
- b. The proposed development site, including boundaries, dimensions, and gross area;
- c. The name and address of project designer, engineer, surveyor, and/or planner, if applicable.
- d. The location, size, and species of trees having a 2" diameter that are proposed to be removed or modified by the development;
- e. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;
- f. The location and 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;
- g. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;
- h. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops, as applicable);
- i. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails;
- j. Loading and service areas for waste disposal, loading, and delivery;
- k. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements;
- l. Location, type, and height of outdoor lighting;
- m. Location of mail boxes, if known;
- n. Location of bus stops and other public or private transportation facilities.
- o. Locations, sizes, and types of signs.
- p. Location of trash enclosures or other waste storage areas.
- q. Identification of slopes greater than 35 percent.
- r. Potential natural hazard areas, including any areas identified as subject to a 100-year flood, areas subject to high water table, and areas mapped by the city, county, or state as having a potential for geologic hazards;
- s. Resource areas, including marsh and wetland areas, streams, wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;
- t. Site features, including existing structures, pavement, drainage ways, canals and ditches;
- u. Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;
- v. Other information determined by the Planning Director to be pertinent. The City may require studies or exhibits prepared by qualified professionals to address specific site features (e.g., traffic, environmental features, natural hazards, etc.), in conformance with this Code.

3. Architectural drawings. Architectural drawings shall be submitted showing:

- a. Building elevations with building height and width dimensions;
- b. Building materials, color, and type.
- c. The name of the architect or designer.

4. Preliminary grading plan. A preliminary grading plan prepared by a registered engineer shall be required for developments which would result in the grading (cut or fill) of 1,000 cubic yards or greater. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed. Surface water detention and treatment plans may also be required, in accordance with Chapter 3.8 – Storm and Surface Water Management Standards.
5. Landscape plan. A landscape plan is required and shall show the following:
  - a. The location and height of existing and proposed fences and other buffering or screening materials;
  - b. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
  - c. The location, size, and species of the existing and proposed plant materials (at time of planting);
  - d. Existing and proposed building and pavement outlines;
  - e. Specifications for soil at time of planting, irrigation plans, and anticipated planting schedule.
  - f. Other information as deemed appropriate by the Planning Director. An arborist's report may be required for sites with mature trees that are protected under Chapter 3.3 – Landscaping, Street Trees, Fences, and Walls.
6. Sign drawings shall be required in conformance with Chapter 3.6 – Signs.
7. Copies of all existing and proposed restrictions or covenants.
8. Letter or narrative report documenting compliance with the applicable approval criteria contained in Chapter 4.2.6 – Site Design Approval Criteria.
9. Uses that are likely to generate significant levels of vehicle traffic (e.g., due to shipping, receiving, and/or customer traffic) shall require a Conditional Use Permit, in accordance with Chapter 4.4 – Conditional Use Permits. “Significant traffic” means that the average number of daily trips, or the average number of peak hour trips, on any existing street would increase by 15 percent or greater as a result of the development. The city may require a traffic impact analysis prepared by a qualified professional prior to deeming a land use application complete, and determining whether the proposed use requires conditional use approval. Applicants may be required to provide a traffic analysis for review by Oregon Department of Transportation (ODOT) for developments that increase traffic on state highways. The Conditional Use Permit shall include appropriate transportation improvement requirements, as identified by the traffic analysis and/or ODOT, in conformance with Chapter 3.5.2 – Transportation Standards.
10. Include two sets of mailing labels for all property owners of record as specified in Chapter 4.1.5 – Type III Procedure (Quasi-Judicial), Section C (Notice of Hearing). The records of the Jackson County Department of Assessment and Taxation are the official records for determining ownership. The applicant shall demonstrate that the most current assessment records have been used to produce the notice list.
11. The completed application with property owner and applicant signatures.
12. Copies of a narrative statement that explains how the application satisfies each and all of the relevant criteria in sufficient detail for review and action;
13. Application fee

**NOTICE TO APPLICANTS:** Applications cannot be processed until all of the required information has been submitted and has been found to be complete.

IV. **PROPERTY OWNER/APPLICANT INFORMATION**

Property Owner Name: \_\_\_\_\_  
(Please print or type)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ 2<sup>nd</sup> Phone: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ 2<sup>nd</sup> Phone: \_\_\_\_\_

Other Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ 2<sup>nd</sup> Phone: \_\_\_\_\_

V. **AUTHORIZATION TO PROCESS**

**Property owner's consent:** I do hereby certify that I am the legal owner of record of the property described above and as such I am requesting that the City of Phoenix process this application in accord with State and local ordinances. I also certify that the information submitted hereto is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Property owner's signature

\_\_\_\_\_  
Date

**Applicant's authorization:** I do hereby certify that the information submitted herein is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**FOR CITY USE ONLY**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Fee Received: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

File No. assigned: \_\_\_\_\_