



## Signatures

<p>The undersigned acknowledges that the information in this application is correct and accurate.</p> <p><b>Applicant:</b></p> <p>_____ <b>Date:</b> _____</p> <p><b>Signature</b></p> <p>_____</p> <p><b>Print</b></p>
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<p>If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.</p> <p><b>Owner:</b></p> <p>_____ <b>Date:</b> _____</p> <p><b>Signature</b></p> <p>_____</p> <p><b>Print</b></p>
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## Minimum Development Standards Application Process

As stated in SDC 5.15-100, the minimum development standards (MDS) process is intended to support economic development by minimizing City review for minor additions, expansions, or changes in use as specified in SDC 5.15-100. MDS ensures that such development, however, complies with specific appearance, transportation, safety and efficiency, and stormwater management standards specified in the SDC and otherwise protects the public health, safety and welfare.

### 1. Applicant Submits a Minimum Development Standards Application to the Development Services Department

- The application must conform to the *Minimum Development Standards Submittal Requirements Checklist* on pages 4-5 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed in the *Minimum Development Standards Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

### 2. City Staff Conduct Detailed Completeness Check

- Planning Division staff conducts a detailed completeness check within 30 days of submittal.
- The assigned Planner notifies the applicant in writing regarding the completeness of the application.
- An application is not be deemed technically complete until all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes have been provided.
- Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

### 3. City Staff Review the Application and Issue a Decision

- This is a Type I decision and thus is made without public notice and without a public hearing since there are clear and objective approval criteria and/or development standards that do not require the use of discretion.
- Decisions address all the applicable approval criteria and/or development standards.
- Applications may be approved, approved with conditions, or denied.
- The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City and may not be appealed.

## Minimum Development Standards Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

- Application Fee** – refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development Services Department. Any applicable application, technology, and postage fees are collected at the pre-submittal and submittal stages.
- Minimum Development Standards Major Application Form**
- Copy of the Deed**
- State or Federal Permits Required** – The applicant must demonstrate that an application has been submitted for any required federal or state permit and provide a copy of the application upon request.
- Narrative** explaining the purpose of the proposed development, the existing use of the property, and any additional information that may have a bearing in determining the action to be taken. The narrative should also explain justification for proposed MDS exceptions and should also include other activities proposed on the property such as tree removal, grading, fill or excavation. A description of the proposed use and explanation of the uses conducted in building areas and the square footage of each area.
- Storm water Scoping Sheet**

### Four (4) Copies of the following Plan Sheets:

- MDS Site Assessment of Existing Conditions meeting the following standards:**
  - The plan shall be drawn by a licensed engineer, architect, landscape architect or land surveyor.
  - The plan shall provide the name location and dimensions of all existing site features including, but not limited to significant stands of trees and watercourses shown on the Water Quality Limited Watercourse Map and their riparian areas, wetlands, flood designations and slopes.
- MDS Site Plan, prepared by a licensed engineer, architect, landscape architect or land surveyor, incorporating the following standards:**
  - Proposed Building Envelopes
  - Dimensions of the Development Area
  - Where applicable, Location of Existing, Planned or Proposed Transit Facilities\*
  - Area of all Property to be Reserved, Conveyed or Dedicated.

**A 5-Foot Wide Landscape Planter Strip including:**

- Property lines, setbacks and dimensioned landscape areas
- Street trees location and type, landscaping and irrigation\*
- Fencing
- Percentage of Landscape Coverage
- Planting List\*

*\*Property lines, setbacks and dimensioned landscape areas shall be shown on all applications; however street trees, fencing and planting information may be noted and details deferred to Final MDS Plan Approval or Building Permit Submittal.*

**Trash Receptacle Enclosure and Outdoor Storage Areas including:**

- Screening and Cover\*
- Connected to sanitary sewer as applicable
- Required Screening for outdoor storage areas\*

*\*Materials and construction types shall be noted and details may be deferred until Final MDS Approval or Building Permit Submittal.*

**Bicycle Parking Spaces including:**

- Number and location
- Type of bike rack\*

*\*Long term and short term bicycle parking shall be noted and details may be deferred to Final MDS Approval or Building Permit Submittal.*

**Parking and circulation areas including:**

- Location, dimension number and striping of typical, compact and disabled parking spaces including aisles
- Wheel stops as required
- On-site loading areas and vehicular and pedestrian circulation
- Storm water management provisions (existing or proposed catch basins, existing or proposed bioswales)

**Access to the Public Right-of-Way including:**

- Location and dimensions of existing and proposed curb cuts and any curb cuts to be closed.

**Concrete Sidewalks including:**

- Existing sidewalks
- Proposed sidewalks where development abuts a curb and gutter street

**Streetlight Locations**

**An Improvement and Public Utilities Plan meeting the following standards:**

- Prepared by a licensed engineer where utility systems are proposed
- Location and width of existing and proposed easements
- Location and dimensions of all existing and proposed rights of way
- Location of existing and proposed utilities and infrastructure on or adjacent to the subject site including the following as applicable: storm water management systems, sanitary sewer mains, power, water mains, gas, telephone and cable connections.
- Drainage patterns and connection points with supporting documentation to demonstrate the proposed system will function consistent with the City of Springfield Engineering Design Standards and Procedures Manual.

*\* The applicant may request deferral of plan details demonstrating compliance with standards of SDC 5.15-120 until Final MDS Plan Submittal, building permit submittal or building permit Occupancy as noted herein.*

PUBLIC WORKS DEPARTMENT / Engineering Division  
Phone: (541) 726-3753 Fax: (541) 736-1021

## REQUIRED STORMWATER SCOPING SHEET USE POLICY:

The use of this stormwater scoping sheet will be required for all applications which require development review. All applications submitted to the City shall provide a completed stormwater scoping sheet with the application packet.

**PLEASE NOTE:** SUBMITTED APPLICATIONS WILL NOW BE REQUIRED TO SUBMIT A COMPLETED STORMWATER SCOPING SHEET, STORMWATER STUDY AND PLANS IN CONFORMANCE WITH THE SCOPE REQUIREMENTS

## DIRECTIONS FOR USING STORMWATER SCOPING SHEETS ARE AS FOLLOWS:

1. Obtain scoping sheet from application packet, city website, or other location
2. Fill out project information (top half of front sheet) prior to commencement of work on stormwater study (note: do not sign scoping sheet until it is received from the City with requirements checked).
3. Mail, fax, or email all pages to: City of Springfield, Public Works Dept., Attn: Matt Stouder
4. Receive completed scoping sheet (filled out by the City) indicating minimum requirements for a complete stormwater study
5. A complete scoping sheet (signed by engineer at the bottom of page 2), stormwater study and plans that comply with the minimum required scope with submittal of application packet. The scoping sheet shall be included as an attachment, inside the front cover of the stormwater study.

Stormwater scoping sheets can be found with all *application packets* (City website and the Public Works front counter) as well as on the *Public Works webpage* at either: [www.ci.springfield.or.us/Pubworks/whatsnew.htm](http://www.ci.springfield.or.us/Pubworks/whatsnew.htm) or under the link for “fillable forms” at [www.ci.springfield.or.us/Pubworks/Design/start.htm](http://www.ci.springfield.or.us/Pubworks/Design/start.htm) . Thank you in advance for working with the City of Springfield with this new process.

Sincerely,

Matt Stouder, Civil Engineer  
City of Springfield, Public Works/Engineering  
Email: [mstouder@ci.springfield.or.us](mailto:mstouder@ci.springfield.or.us)  
Phone: (541) 736-1035  
Fax: (541) 736-1021



STORMWATER MANAGEMENT SYSTEM SCOPE OF WORK

----- (Area below this line filled out by Applicant) -----
(Please return to Matt Stouder @ City of Springfield Public Works Engineering; Fax # 736-1021, Phone # 736-1035.)

Project Name: Applicant:
Assessor's Date:
Land Use(s): Phone #:
Project Size (Acres): Fax #:
Approx. Impervious Email:

Project Description (Include a copy of Assessor's map):

Drainage Proposal (Public connection(s), discharge location(s), etc. Attach additional sheet(s) if necessary:

Proposed Stormwater Best Management Practices:

----- (Area below this line filled out by the City and Returned to the Applicant) -----
(At a minimum, all boxes checked by the City on the front and back of this sheet shall be submitted for an application to be complete for submittal, although other requirements may be necessary.)

Drainage Study Type (EDSPM Section 4.03.2): (Note, UH may be substituted for Rational Method)

- Small Site Study - (use Rational Method for calculations)
Mid-Level Development Study - (use Unit Hydrograph Method for calculations)
Full Drainage Development Study - (use Unit Hydrograph Method for calculations)

Environmental Considerations:

Wellhead Zone: Hillside Development:
Wetland/Riparian: Floodway/Flood in
Soil: Other:

Downstream Analysis:

N/A
Flow line for starting water surface elevation:
Design HGL to use for starting water surface elevation:
Manhole/Junction to take analysis to:

Return to Matt Stouder @ City of Springfield, email: mstouder@ci.springfield.or.us, FAX: (541) 736-1021

# COMPLETE STUDY ITEMS

For Official Use Only:

\* Based upon the information provided on the front of this sheet, the following represents a minimum of what is needed for an application to be complete for submittal with respect to drainage; however, this list should not be used in lieu of the Springfield Development Code (SDC) or the City's Engineering Design Manual. Compliance with these requirements does not constitute site approval; Additional site specific information may be required. Note: Upon scoping sheet submittal, ensure completed form has been signed in the space provided below:

## Interim Design Standards/Water Quality (EDSPM Chapter 3)

Req'd N/A

- All non-building rooftop (NBR) impervious surfaces shall be **pre-treated** (e.g. multi-chambered catchbasin w/oil filtration media) for stormwater quality. Additionally, a **minimum of 50%** of the NBR impervious surface shall be treated by vegetated methods.
- Where required, vegetative stormwater design shall be consistent with interim design standards (EDSPM Section 3.02), set forth by the Bureau of Environmental Services (BES) or Clean Water Services (CWS).
- For new NBR impervious area **less** than 15,000 square feet, a simplified design approach may be followed as specified by the BES for vegetative treatment.
- If a stormwater treatment swale is proposed, submit calculations/specifications for sizing, velocity, flow, side slopes, bottom slope, and seed mix consistent with either BES or CWS requirements.
- Water Quality calculations as required in Section 3.03.1 of the EDSPM
- All building rooftop mounted equipment, or other fluid containing equipment located outside of the building, shall be provided with secondary containment or weather resistant enclosure.

## General Study Requirements (EDSPM Section 4.03)

- Drainage study prepared by a Professional Civil Engineer licensed in the state of Oregon.
- A complete drainage study, as required in EDSPM Section 4.03.1, including a hydrological study map.
- Calculations showing system capacity for a 2-year storm event and overflow effects of a 25-year storm event.
- The time of concentration (Tc) shall be determined using a 10 minute start time for developed basins.

## Review of Downstream System (EDSPM Section 4.03.4.C)

- A downstream drainage analysis as described in EDSPM Section 4.03.4.C. On-site drainage shall be governed by the Oregon Plumbing Specialty Code (OPSC).
- Elevations of the HGL and flow lines for both city and private systems where applicable.

## Design of Storm Systems (EDSPM Section 4.04)

- Flow lines, slopes, rim elevations, pipe type and sizes clearly indicated on the plan set.
- Minimum pipe cover shall be 18 inches for reinforced pipe and 36 inches for plain concrete and plastic pipe materials, or proper engineering calculations shall be provided when less. The cover shall be sufficient to support an 80,000 lb load without failure of the pipe structure.
- Manning's "n" values for pipes shall be consistent with Table 4-1 of the EDSP. All storm pipes shall be designed to achieve a minimum velocity of three (3) feet per second at 0.5 pipe full based on Table 4-1 as well.

## Other/Misc

- Existing and proposed contours, located at one foot interval. Include spot elevations and site grades showing how site drains
- Private stormwater easements shall be clearly depicted on plans when private stormwater flows from one property to another
- Drywells shall not receive runoff from any surface w/o being treated by one or more BMPs, with the exception of residential building roofs (EDSP Section 3.03.4.A). Additional provisions apply to this as required by the DEQ. Refer to the website: [www.deq.state.or.us/wq/groundwa/uichome.hcm](http://www.deq.state.or.us/wq/groundwa/uichome.hcm) for more information.
- Detention ponds shall be designed to limit runoff to pre-development rates for the 2 through 25-year storm events

***\*This form shall be included as an attachment, inside the front cover, of the stormwater study***

***\* IMPORTANT: ENGINEER PLEASE READ BELOW AND SIGN!***

As the engineer of record, I hereby certify the above required items are complete and included with the submitted stormwater study and plan set.

Signature: \_\_\_\_\_

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