City of Springfield
Development Services Department
225 Fifth Street
Springfield, OR 97477

Minimum Development Standards (Minor)

Required Project Information	***(Applicant: complete this section)***
Applicant Name:	**Phone:**
Company:	**E-mail:**
Address:	
Applicant's Rep.:	**Phone:**
Company:	**E-mail:**
Address:	
Property Owner:	**Phone:**
Company:	**E-mail:**
Address:	
ASSESSOR'S MAP NO:	**TAX LOT NO(S):**
Property Address:	
Size of Property:	**Acres** ☐ **Square Feet** ☐
Description of Proposal: If you are filling in this form by hand, please attach your proposal description to this application.	
Existing Use:	
Signatures: Please sign and print your name and date in the appropriate box on the next page.	

Required Property Information		***(City Intake Staff: complete this section)***
Associated Cases:		
Case No.:	**Date:**	**Reviewed by:**
Application Fee: $	**Technical Fee: $**	**Postage Fee: $0**
TOTAL FEES: $	**PROJECT NUMBER:**	

Signatures

Applicant:

The undersigned acknowledges that the information in this application is correct and accurate.

_____ **Date:** _____

Signature

_____

Print

Owner:

If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.

_____ **Date:** _____

Signature

_____

Print

Plot Plan Preparation:

I certify that I prepared the attached plot plan and that it contains the information specified in the submittal requirements checklist. I certify that the plot plan is accurate based upon field locates and the best available information. I understand that City staff will rely upon the plot plan in making any decisions regarding the Minimum Development Standards application. I accept full responsibility and liability in the event that there are any omissions, mistakes, or inaccuracies in the plot plan.

_____ **Date:** _____

Plot Plan Preparer Signature

_____

Print

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 Minor 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 any 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.

☐ **Four (4) Copies of a Plot Plan Drawn to Scale and Incorporating the following MDS Standards:**

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

- Property lines, setbacks and dimensioned landscape areas
- Street trees, landscaping and irrigation*
- Fencing

**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.*

See SDC code section 5.15-120A. for alternatives to this standard where there is insufficient space to meet this standard.

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

- Screening and Cover*
- Connected to sanitary sewer as applicable

**Property lines, setbacks, and the location of covers and screens shall be shown on all applications; however materials and construction types may be noted and details deferred to Final MDS Plan 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 on all applications; however, 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 be closed.

☐ **Concrete Sidewalks including:**

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

☐ **Streetlight Locations**

☐ **Connection to Public Utilities including:**

- Existing and proposed easements
- Location, size and connection points of all existing and proposed utilities

Minimum Development Standards

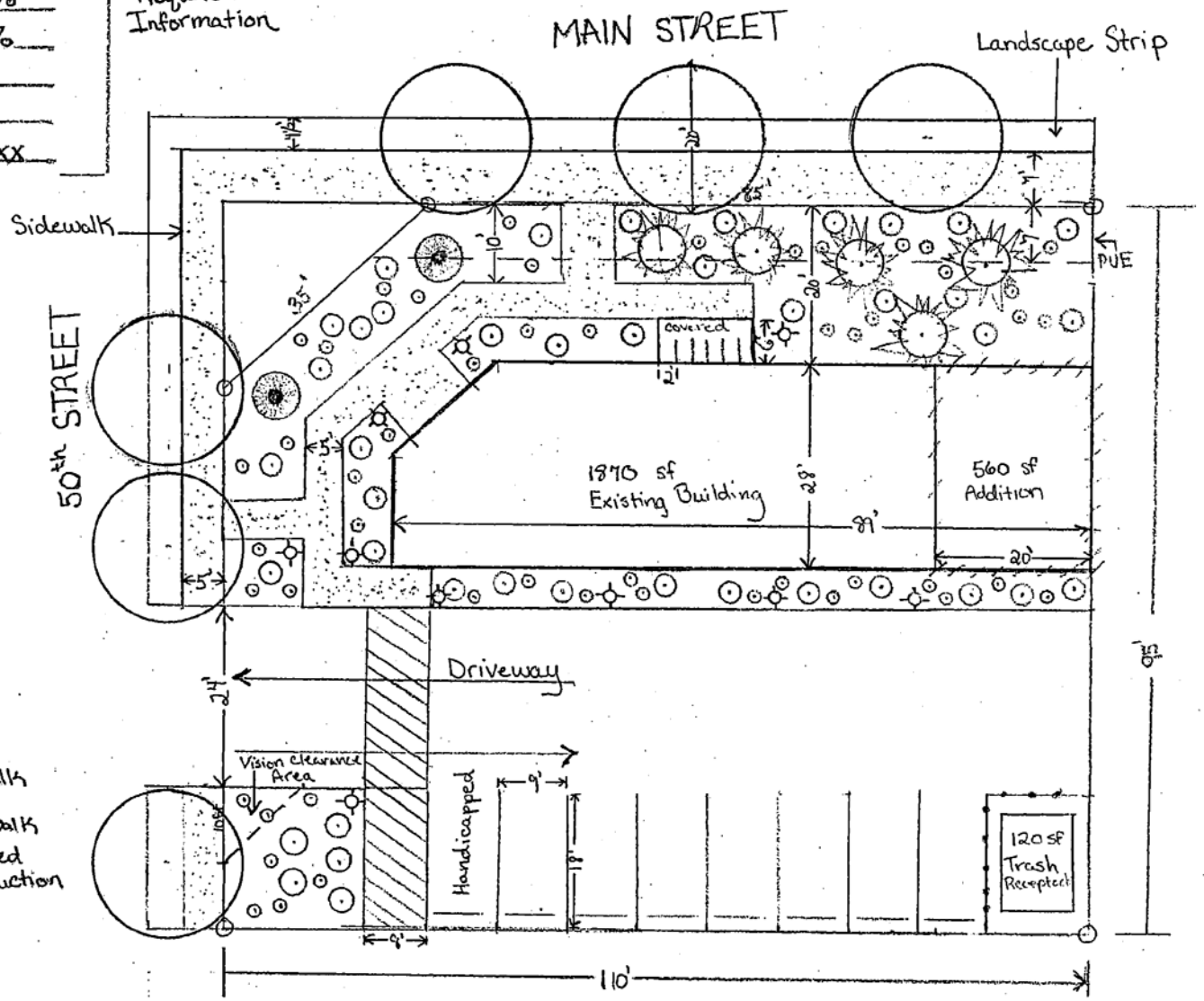
SAMPLE PLOT PLAN

↑ N

Scale 1" = 20'

Address	5xxx Main St.
Map #	17-02-33-32
Tax Lot #	5xxx
Zoning	Community Commercial (CC)
Proposal	560 sf. addition
Lot size	10,455 sf
Lot Coverage	Building Coverage = 25%
	Landscape Coverage = 34%
	Impervious Surface = 41%
Owner	John Jones
	2xx Mayberry Rd.
	Pleasantville, IA 8xxxx

Example of Required Information



Legend

- ⊙ - 2' shrub
- ⊙ - 4' shrub
- Deciduous tree
- Coniferous tree
- Lighting
- 6' wood sight-obscuring fence
- Sidewalk
- Crosswalk
- Proposed Construction