



## Floodplain Overlay District Development

Required Project Information		<i>(Applicant: complete this section)</i>	
<b>Applicant Name:</b>		<b>Phone:</b>	
<b>Company:</b>		<b>Fax:</b>	
<b>Address:</b>			
<b>Applicant's Rep.:</b>		<b>Phone:</b>	
<b>Company:</b>		<b>Fax:</b>	
<b>Address:</b>			
<b>Property Owner:</b>		<b>Phone:</b>	
<b>Company:</b>		<b>Fax:</b>	
<b>Address:</b>			
<b>ASSESSOR'S MAP NO:</b>		<b>TAX LOT NO(S):</b>	
<b>Property Address:</b>			
<b>Size of Property:</b>		<b>Acres</b> <input type="checkbox"/>	<b>Square Feet</b> <input type="checkbox"/>
<b>Zoning:</b>			
<b>Existing Use:</b>			
<b>Description of Proposal:</b> <small>If you are filling in this form by hand, please attach your proposal description to this application.</small>			
<b>Signatures:</b> Please sign and print your name and date in the appropriate box on the next page.			
Required Property Information		<i>(City Intake Staff: complete this section)</i>	
<b>Associated Cases:</b>			
<b>Case No.:</b>		<b>Date:</b>	<b>Reviewed by:</b>
<b>Application Fee: \$</b>		<b>Technical Fee: \$</b>	<b>Postage Fee: \$0</b>
<b>TOTAL FEES: \$</b>		<b>PROJECT NUMBER:</b>	

## Signatures

<b>Applicant:</b>	The undersigned acknowledges that the information in this application is correct and accurate.
_____	<b>Date:</b> _____
<b>Signature</b>	
_____	
<b>Print</b>	

<b>Owner:</b>	If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.
_____	<b>Date:</b> _____
<b>Signature</b>	
_____	
<b>Print</b>	

# **Floodplain Overlay District Development Application Process**

## **1. Applicant Submits a Floodplain Overlay District Development Application to the Development Services Department**

- The application must conform to the *Floodplain Overlay District Development Submittal Requirements Checklist* on page 4 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed in the *Floodplain Overlay District Development 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.

## Floodplain Overlay District Development Submittal Requirements Checklist

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

- Submitted Concurrently** with Site Plan Review, Minimum Development Standards, or Residential Building Permit applications, where applicable
- 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. The applicable application, technology, and postage fees are collected at the time of complete application submittal.
- Floodplain Development Application Form**
- Copy of the Deed**
- Preliminary Title Report** issued within the past 30 days documenting ownership and listing all encumbrances.
- Narrative** explaining the proposal and any additional information that may have a bearing in determining the action to be taken, including findings demonstrating compliance with the Floodplain Overlay District Development Standards described in SDC 3.3-420.

NOTE: Before the Director can approve a Floodplain Overlay District Development request, information submitted by the applicant must adequately support the request. All of the Floodplain Overlay District Development Standards must be addressed by the applicant. Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

- Three (3) Copies of a Plot Plan** drawn to scale to include:
  - Name, location, and dimensions of all existing and proposed structures
  - Name, location, and dimensions of all fill
  - Name, location, and dimensions of all storage of materials
  - Name, location, and dimensions of all drainage facilities
  - Base flood elevation area
  - Elevation in relation to mean sea level
    - Of the existing grade of the proposed development (for residential structures, show elevations at the corners of the proposed structures)
    - Of the lowest floor (including basement) of all structures
    - To which any structure has been flood-proofed
    - For residential structures, elevations at the corners of proposed structures
- Certification by an Oregon licensed Engineer or Architect** that flood-proofing methods for any non-residential structure meet the flood-proofing criteria in SDC 3.3-420 B.2.
- Description** of the extent to which any watercourse will be altered or relocated as a result of the proposed development