



## Minimum Development Standards

<b>Project Information</b>			<i>(Applicant: Complete This Section)</i>
<b>Applicant Name:</b>	<b>Phone:</b>		
<b>Company:</b>	<b>Email:</b>		
<b>Mailing Address:</b>			
<b>Applicant's Rep:</b>	<b>Phone:</b>		
<b>Company:</b>	<b>Email:</b>		
<b>Mailing Address:</b>			
<b>Property Owner:</b>	<b>Phone:</b>		
<b>Company:</b>	<b>Email:</b>		
<b>Mailing Address:</b>			
<b>Assessor's Map No:</b>	<b>Tax Lot No(s)</b>		
<b>Property Address:</b>	<input type="checkbox"/> City	<input type="checkbox"/> UGB	
<b>Size of Property</b>	<input type="checkbox"/> Acres	<input type="checkbox"/> Square Feet	
If you are filling in this form by hand, please attach your proposal description to this application.			
<b>Description of Proposal:</b>			
<b>Existing Use:</b>			
<b>Required Project Information</b>			<i>(City: Complete This Section)</i>
<b>Associated Cases:</b>		<b>Signs:</b>	
<b>Case No.:</b>	<b>Date:</b>	<b>Reviewed By:</b>	
<b>Application Fee: \$</b>	<b>Technical Fee: \$</b>	<b>Notice Fee: \$0.00</b>	
<b>Total Fees: \$</b>		<b>Project No.:</b>	

## Signatures

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

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

## Minimum Development Standards Application Process

As stated in SDC 5.15.100, the Minimum Development Standards (MDS) process is intended to minimize development review for minor additions, expansions, or changes in use; ensure compliance with applicable development standards; and protect the public health, safety, and welfare.

### 1. Applicant Submits Minimum Development Standards Application to the Development & Public Works Department

- The application must conform to the Minimum Development Standards Submittal Standards as specified in SDC 5.15.115, as summarized on the *Submittal Standards Checklist* on pages 5-6 of this application packet as well as the general provisions of SDC 5.1.200.
- Planning Division staff screen the submittal at the front counter to determine whether the appropriate materials Submittal Standards are provided; a thorough Completeness Check will be completed as detailed below.
- Applications missing required items will not be accepted for processing (see SDC 5.1.225).

### 2. City Staff Conduct Detailed Completeness Check

- **Complete Application: Once an application has been received a completeness evaluation will be conducted in conformance with SDC 5.1.405.** An application will be deemed complete if the application submittal standards have been fully satisfied upon initial filing or through the procedures set forth in SDC 5.1.405 (E)(1)-(3). When the application is deemed complete, the applicant will be notified in writing. If the Director has not issued in writing a completeness determination within 30 days from the date the application is received by the Director, the application is automatically deemed complete on the 31st day after it was received.
- **Incomplete Application:** If the application is incomplete, the City must notify the applicant in writing of exactly what information is missing within 30 days of receipt of the application and allow the applicant to submit the missing information. The application will be deemed complete for the purpose of SDC 5.1.410(1) upon receipt by the Director of.
  1. All of the missing information;
  2. Some of the missing information and written notice from the applicant that no other information will be provided; or
  3. Written notice from the applicant that none of the missing information will be provided.

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

- This Type 1 MDS application involves the ministerial review based on clear and objective standards. In general, potential impacts of development allowed through a Type 1 application have been recognized through the adoption of standards. The Type 1 procedure does not require interpretation or exercise of policy or legal judgement when evaluating development standards. A Type 1 determination is made by the Director without public notice or a hearing.
- The Director's decision must address all the applicable approval criteria and/or development standards. The Director may approve, approve with conditions, or deny the application.
- The Director's decision for a Type 1 application is the final decision of the City. The Director's decision is effective on the day it is mailed or otherwise provided to the applicant.

- A Type 1 determination is not appealed at the City level except as otherwise provided in the Springfield Development Code or if found to constitute a permit and authorized by the Director.

#### **4. Development in Accordance with Permit Approval**

- In accordance with SDC 5.15.130, final approvals and/or occupancy is contingent upon the completion of all required site improvements. Development must not commence until the applicant has received all the appropriate land use and development approvals including but not limited to: Final Minimum Development Standards review approval, grading permits, and building permits. Construction of any public improvements must not commence until the City has approved all required public improvement plans (e.g., utilities, streets, public land dedication, etc.). The City may require the applicant to enter into an agreement (e.g., for phased developments and developments with required public improvements), and may require bonding or other assurances for improvements, in accordance with SDC 5.15.135, Bonding and Assurances for Development.

## 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 & Public Works Department. The applicable application, technology, and notice fees are collected at the time of complete application submittal.
- Minimum Development Standards Application Form**
- State of 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** A separate written response describing how the Minimum Development Standards proposal meets the Approval Standards of SDC 5.15.125.
- One (1) paper copy and one (1) digital copy of the following Plan Sheets (See SDC 5.1.215 for details and exceptions):**
  - General Requirements:** All plans submitted under this section must:
    1. Be prepared by a design professional, licensed in the state of Oregon, when required by state law, such as an engineer, architect, landscape architect, land surveyor, or other qualified professional as determined by the Director.
- MDS Existing Conditions Plan:**
  - The plan must provide the name, location, and dimensions of all existing site features including, but not limited to, significant stands of trees, watercourses shown on the Water Quality Limited Watercourse Map and their riparian areas, wetlands, flood designations and slopes.
  - The plan must be drawn to scale. Scale must be indicated and provided on the plan.
  - The plan must show all the existing improvements.
  - The plan must show the entire property, including property lines, gross area, and dimensions.
  - Include labels of all elements on the plan. Include a legend or key.
  - Show setbacks of all existing structures and dimensions.
  - Show existing landscaping including irrigation and street trees.
  - Show existing fencing.
  - Show the waste storage location and enclosure, including dimensions and connections to sanitary sewer as applicable.
  - Show the bicycle parking spaces including the number and location with dimensions and indicate the type of bicycle parking rack.
  - Show the parking and vehicle circulation areas including the location, dimensions, number of spaces, typical striping, compact and disabled spaces, and aisles.
  - Show the access to the public right of way including dimensions of the existing curb cuts and any curb cuts to be closed.
  - Show pedestrian facilities including any existing sidewalks.

- Show any existing and proposed streetlight locations and type.
- Show any existing on-site lighting.
- Show connections to utilities including any existing easements, location and size of connection points.

**MDS Site Plan:**

- The plan must be drawn to scale. Scale must be indicated and provided on the plan.
- The plan must show all the proposed improvements.
- Show the entire property, including property lines, gross area, and dimensions.
- Include labels of all elements on the plan. Include a legend or key.
- Show setbacks of all proposed structures and dimensions.
- Show proposed landscaped areas and dimensions, and a table listing the types and quantities of plant species.
- Show proposed landscaping including irrigation and street trees.
- Show proposed fencing.
- Show the waste storage location and enclosure, including dimensions and connection to sanitary sewer as applicable.
- Show the bicycle parking spaces including the number and location with dimensions and indicate the type of bicycle parking rack.
- Show the parking and vehicle circulation areas including the location, dimensions, number of spaces, typical striping, compact and disabled spaces, and aisles.
- Show the access to the public right of way including the dimensions of the existing and proposed curb cuts and any curb cuts to be closed.
- Show pedestrian facilities including any proposed sidewalks.
- Show any existing and proposed streetlight locations and type.
- Show any existing and proposed on-site lighting, including manufacturer's cut sheets for lighting fixtures to be used on the site.
- Show connections to utilities including any existing and proposed easements, location, and size of connection points.

**Utilities Improvement Plan:**

- Show the location and width of all existing and proposed easements.
- Show the location and dimensions of all existing and proposed rights-of-way.
- Show the location of existing or proposed utilities and infrastructure on or within 150 feet of the subject site, including the following as applicable: stormwater management systems, sanitary sewer mains, power, water mains, gas, and communications connections including cable, internet, and television cable, etc.
- Show all stormwater drainage patterns and connection points, together with supporting documentation indicating how the proposed stormwater system will function.

**Approval Standards:** In Order to grant MDS approval, the Director must verify compliance with all applicable standards specified in SDC 5.15.125 and listed below.

1. The proposed land use is a permitted use or is allowed as a discretionary use in the land use district.
2. If a use is allowed as a discretionary use, in addition to meeting the standards below, a Discretionary Use application must be approved in conformance with the standards in SDC 5.9.100.
3. A 5-foot wide landscaped planter strip, including street trees, with approved irrigation or approved drought resistant plants in conformance with SDC 4.4.100 and 4.2.140 must be installed between the sidewalk and parking areas or buildings with the following exceptions:
  - a. Where there is an unimproved street, a 4-foot-wide landscaped area, in conformance with the applicable standards of SDC 4.4.105, Landscaping, must be provided along the frontage of the property. This landscape area is required to be set back 1 foot from the property line;
  - b. Where there is not a 4-foot wide area between existing improvements and the front property line for a landscaped area as required in subsection (A)(3)(a) above, due to existing buildings, street width, paved parking, changes of elevation, or location of utilities including catch basins, 1 of the following must be provided:
    - i. Fencing along the front property line located immediately behind the property line in conformance with SDC 4.4.115, Fences. The fencing must be either wrought iron or masonry and is subject to the fence height standards of the applicable zoning district and the vision clearance setbacks of SDC 4.2.130; or
    - ii. Provide a landscaped area, in conformance with the applicable standards of SDC 4.4.105, Landscaping, that is equivalent in square foot area to the amount required in subsection (A)(3)(a) above. This equivalent area must be placed at the property corners or other areas of the property that are visible from the street.
4. Waste storage must be screened with a fence or wall. The fence or wall must be:
  - a. Between 5 and 6 feet in height.
  - b. Made of wood, metal, masonry, or other permanent materials that are 100 percent sight obscuring on all sides except for a gate access area.
  - c. A gate access to the waste storage must have at least 50 percent site-obscuring screening such as cyclone fencing with slats.
  - d. On all sides of the screening structure, up to 12 inches measured from grade may be visually unobscured provided that the unobscured area is covered with a material that contains the debris within the structure, such as cyclone fencing.
5. The area under the waste storage, the "catchment area," must be hydraulically isolated and connected to the sanitary system.
6. The waste storage area must be covered. The cover must be:
  - a. A permanent canopy, roof, or awning that completely covers the waste storage area.
  - b. Constructed to cover the waste storage area so rainfall cannot come in contact with the waste materials being stored.

- c. Sized relative to the perimeter of the hydraulically isolated activity area. Runoff from the cover must be directed to a stormwater destination that meets all applicable code requirements for stormwater discharge.
- 7. Any new outdoor storage areas must be screened. The screening must meet the standards of SDC 4.4.110.
- 8. Bicycle parking must be provided or upgraded to meet the standards specified in SDC 4.6.40, 4.6.145, 4.6.150, and 4.6.155.
- 9. Any new or modified motor vehicle parking, loading, and vehicle circulation areas must be provided, including paving, striping, and wheel stops as specified in SDC 4.6.110, 4.6.115, 4.6.120, 4.6.130, and 4.6.135.
- 10. The submitted storm water plan and supporting documentation, as part of the Utility Improvement Plan, must demonstrate that for any new paving and other new impervious surface area a stormwater facility will function in conformance with the stormwater management standards specified in SDC 4.3.110 and 4.3.115.
- 11. Access to the public right-of-way must comply with SDC 4.2.120.
- 12. Sidewalks must be installed or upgraded where the proposed development area abuts a curb and gutter street as specified in SDC 4.2.135.
- 13. Streetlights must be installed as specified in SDC 4.2.145.
- 14. Any proposed on-site lighting must be in conformance with SDC 4.5.100.
- 15. The development area must connect to public utilities as specified in SDC 4.3.105, 4.3.110, 4.3.120, 4.3.125 and 4.3.130 and comply with the Springfield Building Safety Codes, where applicable.