City of Springfield
Development & Public Works
225 Fifth Street
Springfield, OR 97477
planning@springfield-or.gov

Hillside Overlay District Development

Required Project Information	***(Applicant: complete this section)***
Applicant Name:	**Phone:**
Company:	**Email:**
Address:	
Applicant's Rep.:	**Phone:**
Company:	**Email:**
Address:	
Property Owner:	**Phone:**
Company:	**Email:**
Address:	
ASSESSOR'S MAP NO:	**TAX LOT NO(S):**
Property Address:	
Size of Property:	**Acres** ☐ **Square Feet** ☐
Land Use District:	
Existing Use:	
Description of Proposal:	If you are filling in this form by hand, please attach your proposal description to this application.
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:		**Placard:**
Case No.:	**Date:**	**Reviewed by:**
Application Fee: $	**Admin Fee: $**	**Notice Fee: $**
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

Hillside Overlay District Development Application Process

1. Applicant Submits a Hillside Overlay District Development Application to the Development & Public Works Department

- The application must conform to the *Hillside Overlay District Development Submittal Requirements Checklist* on pages 4-5 of this application packet.
- Planning staff screen the submittal at the front counter to determine whether all required items listed in the *Hillside 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 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 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 (SDC) 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

- A Type 2 decision, made after public notice, but without a public hearing, unless appealed, is issued within 120 days of submittal of a complete application.
- Mailed notice is provided to property owners and occupants within 300 feet of the property being reviewed and to any applicable neighborhood association. In addition, the applicant must post one sign, provided by the City, on the subject property.
- There is a 14-day public comment period, starting on the date notice is mailed.
- Applications are distributed to the Development Review Committee, and their comments are incorporated into a decision that addresses all applicable approval criteria and/or development standards, as well as any written comments from those given notice.
- 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 but may be appealed within 12 calendar days to the Planning Commission or Hearings Official.

Hillside 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 Land Division applications, where applicable.

☐ **Application Fee -** refer to the *Master Fees & Charges Schedule* for the appropriate fee calculation. A copy of the fee schedule is available at the Development & Public Works Department and on the website at www.springfield-or.gov. The applicable application, administrative, and notice fees are collected at the time of complete application submittal.

☐ **Hillside Overlay District Development Application Form**

☐ **Proof of Ownership –** Deed or other recorded document.

☐ **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 standards of SDC 3.3.500, Hillside Development Overlay District.

NOTE: Before the Director can approve a Hillside Overlay District Development request, information submitted by the applicant must adequately support the request. All of the standards for hillside development must be addressed. Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial. In certain circumstances, it is advisable to hire a professional planner or land use attorney to prepare the required findings.

☐ **One (1) Copy and one (1) Digital Copy of the Following:**

a. Geotechnical Report

☐ Prepared by an Oregon licensed Civil Engineer or certified Geologist

☐ Geology of the site

☐ Nature, distribution, and strength of existing soils

☐ Conclusions and recommendations for grading procedures

☐ Design criteria for corrective measures

☐ Options and recommendations to maintain soil and slope stability and minimize erosion of the site to be developed in a manner imposing the minimum variance from natural conditions

b. Grading Plan Report

☐ Prepared by an Oregon licensed Civil Engineer

☐ Existing and proposed details and contours (at 5-foot intervals) of the property

☐ Details of terrain and area drainage

☐ Location of existing structures on the property, within 100 feet of the property, or that may be affected by the proposed grading operations, as well as approximate locations of structures on the property relative to adjacent property

☐ Direction of drainage flow and approximate grade of all streets

☐ Limiting dimensions, elevations, or finish contours to be achieved by the grading, including all cut and fill slopes, proposed drainage channels, and related construction

☐ Detailed plans and locations of all surface and subsurface drainage devices, walls, dams, sediment basins, storage reservoirs, and other protective devices to be

constructed with, or as a part of, the proposed work, together with a map showing drainage areas, the complete drainage network, including outfall lines and natural drainage ways that may be affected by the proposed development and the estimated run-off of the area served by the drains

☐ Schedule showing when each stage of the project will be completed, including the total area of soil surface which is to be disturbed during each stage and the estimated staring and completion dates

c. Vegetation and Re-Vegetation Report

☐ As specified in SDC 5.19.120 if tree felling is proposed