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

SITE PLAN REVIEW – Type 2

Application Type		
☐ **Site Plan Review Completeness Check Meeting**		
☐ **Site Plan Review Submittal**		
☐ **Final Site Plan Submittal**		
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 (if applicable):		
Size of Property:	☐ **Acres** ☐ **Sq. Ft.**	**Units Per Acre:**
Proposed Project Name:		
Proposal:		
Existing Use:		
New Impervious Area (Sq. Ft.):		

Required Project Information	**(City Intake Staff: Complete This Section)**	
Associated Applications:		**Placard:**
Case No:	**Date:**	**Reviewed By:**
Application Fee: $	**Tech Fee: $**	**Notice Fee: $**
TOTAL FEE: $	**PROJECT NO:**	

Owner Signature(s)

- I represent this application to be complete for submittal to the City. I affirm the information identified by the City as necessary for processing the application is provided herein or the information will not be provided if not otherwise contained within the submittal, and the City may begin processing the application with the information as submitted. This statement serves as written notice pursuant to the requirements of ORS 227.178 pertaining to a complete application.

Owner:

_____ **Date:** _____

Signature

_____

Print

Owner:

_____ **Date:**_____

Signature

_____

Print

Type 2 – Site Plan Review Application Process

A. A Type 2 application involves the Director's interpretation and exercise of discretion when evaluating approval standards. Uses or development evaluated through this process are uses that are conditionally permitted or allowed after Director review that may require the imposition of conditions of approval to ensure compliance with development and approval standards. (SDC 5.1.415(A)).

B. A Type 2 decision is made by the Director after public notice, but without a public hearing, unless appealed. A Type 2 application is reviewed according to the procedures below, unless the Director determines that the application should be reviewed as a Type 3 decision. A Type 2 decision may be appealed according to SDC 5.1.800. (SDC 5.1.415(B)).

C. When application materials are over 20 pages in length, an applicant must provide an identical electronic version and hard copy of the submitted materials. (SDC 5.1.215(B)(2)).

1. Site Plan Review Completeness Check Meeting

- The purpose of the completeness check meeting is to determine whether the proposed development application is complete prior to acceptance of the application for processing by the City. A complete application is required for the review process.
- The completeness check meeting will examine if the submittal standards of SDC 5.1.220 and 5.17.115 are met.
- A completeness check meeting is required for Type 2 and 3 Site Plan applications.
- Completeness check meetings are typically held within five to seven working days of application submittal.
- The application must conform with Application Submittal Standards in SDC 5.1.220, the Site Plan Review Submittal Requirements found in the SDC 5.17.155, and the Checklist provided in this form below.

2. Applicant and the City Conduct the Completeness Check Meeting

- The applicant, owner, and associated design team are strongly encouraged to attend the Completeness Check meeting, however it is not required.
- The meeting is held with representatives from Public Works Engineering and Transportation, Community Services (Building), Fire Marshall's office, and Planning.
- The planner provides the applicant with a Completeness Check Meeting Checklist specifying items required to make the application complete.
- The applicant has 180 days to submit a complete Site Plan Review application to the city; a second Completeness Check meeting is required after the 180 days.

3. Applicant Submits a Complete Application

- The application must conform with the Application Submittal Standards in SDC 5.1.220, the Site Plan Review Submittal Requirements found in the Springfield Development Code (SDC) 5.17.155, and the Checklist provided below.
- An application will be reviewed for completeness in accordance with SDC 5.1.405.

- 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.
- At the applicant's request, the Planner can provide a copy of the draft land use decision prior to issuing the final land use decision.
- 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, as applicable.

Type 2 – Site Plan Review Submittal Requirements Checklist

Please Note:
- All the following items MUST be submitted.
- If you feel an item on the list below does not apply to your specific application, please state the reason why in the attached narrative.
- When application or appeal materials are over 20 pages in length, an applicant must provide an identical electronic version and hard copy of the submitted materials.

☐ **Site Plan Review Application Form**

☐ **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 at www.springfield-or.gov. The applicable application, technology, administrative, and notice fees are collected at the time of complete application submittal.

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

☐ **State or Federal Permit 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.

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

□ Application materials must be submitted as required below in addition to the requirements in SDC 5.1.215, Application Requirements. Applications that do not include all the necessary information may be deemed incomplete in accordance with SDC 5.1.220, Acceptance of Application.

□ All plan sets must be folded to 8 ½" x 11"

Please Note:
- **These plans must provide enough information to enable the City to determine that the proposed development is feasible, but are not necessarily required to be detailed construction level documents**
- **The City's Engineering Design Standards Manual, while not land use criteria, may be used in whole or in part, by the City Engineer to determine the feasibility of a proposed plan.**
- **Nothing herein should be interpreted as implying any requirement in contradiction of Oregon Statute or Oregon Administrative Regulation.**

❑ **General Requirements.**

□ 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;

□ Be drawn to scale with the scale indicated on the plans, and the scale sized appropriately for the area involved and sufficient to show detail of the plan related to the approval standards;

□ Include a north arrow and date of preparation and/or revision;

□ Provide the physical address of the subject property, if applicable, and the County assessor's tax map and lot number;

- ☐ Provide the names and addresses of all persons listed as owners on the most recently recorded deed;
- ☐ Provide the name, address, email address, and telephone number of any person that assisted in preparing the application materials or plans; and
- ☐ Show the size of the property and development area in acres or square feet.

❑ **Existing Conditions Plan. (SDC 5.17.115(B)).** The application must include an existing site conditions plan that shows, for the entire property and the surrounding property to a distance of 150 feet from the subject property boundaries:

- ☐ The property boundaries, dimensions, and gross area;
- ☐ Topographic contour lines at one-foot intervals for slopes equal to or less than ten percent and at two-foot intervals for slopes greater than ten percent;
- ☐ The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements;
- ☐ Potential natural hazard areas, including areas mapped by the City, County, or State as having a potential for geologic hazards;
- ☐ Soil types and water table information as mapped and specified in the *Soils Survey of Lane County*;
- ☐ Resource areas, including wetlands on the City's Local Wetlands Inventory, streams, surface mines, and wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;
- ☐ The name, location, dimensions, direction of flow, and top of bank of all watercourses that are shown on the Water Quality Limited Watercourse Map and their riparian areas;
- ☐ The 100-year floodplain and floodway boundaries on the site, as specified in the latest adopted FEMA Flood Insurance Rate Maps or FEMA approved Letter of Map Amendment or Letter of Map Revision;
- ☐ The Time of Travel Zones, as specified in SDC 3.3.200 and delineated on the Wellhead Protection Areas Map on file in the Development Services Department;
- ☐ Features, including existing structures, pavement, large rock outcroppings, drainage ways, canals and ditches;
- ☐ The location, size and species of trees and other vegetation having a caliper (diameter) of six inches or greater at four feet above grade; and
- ☐ Locally or federally designated historic and cultural resources

❑ **Proposed Site Plan. (SDC 5.17.115(C)).**

- ☐ The proposed development site, including boundaries, dimensions, and gross area;
- ☐ Existing site features, including trees, identified on the site analysis map, if any, which are proposed to be retained, removed, or modified by the proposed development;

- ☐ The location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements on the site and adjacent to the site for a distance of 150 feet;
- ☐ Setback dimensions for all existing and proposed buildings;
- ☐ Loading and service areas for waste disposal, loading, and delivery; and
- ☐ Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements

❑ **Utility and Improvement Plan. (SDC 5.17.115(D)).** The application must include a utility and improvement plant that shows:

- ☐ The name and location of all existing and proposed public and private streets within or on the boundary of the proposed development site including the right-of-way and paving dimensions, and the ownership and maintenance status;
- ☐ Location of existing and required traffic control devices, fire hydrants, streetlights, power poles, transformers, neighborhood mailbox units, and similar public facilities;
- ☐ The location, width, and construction material of all existing and proposed sidewalks, sidewalk ramps, pedestrian access ways, and trails;
- ☐ The location and size of existing and proposed utilities on and adjacent to the site including sanitary sewer mains, stormwater management systems, water mains, power, gas, telephone, and communications connections including cable, internet, and television cable, etc.;
- ☐ The proposed connection points of the proposed utilities; and
- ☐ The location and size of existing and proposed easement and public dedications

❑ **Landscape Plan. (SDC 5.17.115(E)).**

- ☐ Existing and proposed building and pavement outlines;
- ☐ The location and dimensions of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
- ☐ Existing and proposed abutting street right-of-way landscaping;
- ☐ Screening as specified in SDC 4.4.110;
- ☐ Plantings, either existing or proposed, used in erosion control and stormwater treatment facilities;
- ☐ Details of a permanent irrigation system, unless specifically exempted as specified in SDC 4.4.100;
- ☐ Street trees as specified in SDC 4.2.140;
- ☐ A specifications list for all landscaping materials to be used;
- ☐ A planting schedule containing the location, size, and species of the existing and proposed plant materials (at time of planting);
- ☐ The anticipated size of all proposed plants at two years, or at maturity, whichever is first; and

- □ A description of planting methods as specified in SDC 4.4.100

❑ **Access, Circulation, Parking, and Lighting Plan. (SDC 5.17.115(F)).**

- □ The location, dimensions and number of typical, compact, and disabled parking spaces; including aisles, landscaped areas, wheel bumpers, directional signs and striping;
- □ The location and dimensions of all site circulation for vehicles, pedestrians, and bicycles including entrances and exits to the site, and loading and service areas;
- □ Access to streets, alleys, and properties to be served, including the location and dimensions of existing and proposed driveways and driveways proposed to be closed;
- □ On-site lighting including the location, orientation, and maximum height of all proposed exterior light fixtures, both free standing and attached.
- □ For lighting, the type and extent of shielding, including cut-off angles and the type of illumination, the wattage, luminous area, and a photometric test report for each light source;
- □ The location, type, number, and dimensions of all bicycle parking spaces;
- □ The amount of gross floor area applicable to the parking requirement for the proposed use;
- □ The location of off-street loading areas;
- □ Existing and proposed transit facilities;
- □ A copy of a Right-of-way Approach Permit application, where the property has frontage on an Oregon Department of Transportation (ODOT) facility; and
- □ A Traffic Impact Study prepared by an Oregon Licensed Traffic Engineer when required by and as specified in SDC 4.2.105(A)(4).

❑ **Grading, Paving, and Stormwater Management Plan. (SDC 5.17.115(G)).**

- □ Stormwater management system for the entire development area;
- □ The roof drainage patterns and discharge locations;
- □ The pervious and impervious area drainage patterns;
- □ The size and location of stormwater management systems components, including but not limited to: drain lines, catch basins, dry wells and/or detention ponds; stormwater quality measures; and natural drainage ways to be retained; and
- □ The existing and proposed elevations, site grades, and contours

❑ **Phased Development Plan.** The application must include a Phased Development Plan if phasing is proposed. The plan must indicate any proposed phases for development, including the boundaries and sequencing of each phase as specified in SDC 5.17.115. Phasing must progress in a sequence that promotes street connectivity between the various phases and accommodates other required public improvements, including but not limited to, sanitary sewer, stormwater management, water, and electricity. The Approval Authority may require the applicant to enter into an agreement for phased developments,

and may require bonding or other assurances for improvements, in accordance with SDC 5.15.135, Bonding and Assurances for Development.

- ❑ **Narrative.** The application must include a written letter, narrative, or report documenting how the proposal is in compliance with the applicable approval criteria contained in SDC 5.17.125, Site Plan Review Approval Standards.
- ❑ **Deed Restrictions.** The application must submit copies of all existing and proposed restrictions or covenants.
- ❑ **Additional Information.** The Director may require an applicant to submit additional information at the time of Site Plan Review application submittal. At the applicant's expense, additional studies, reports, or exhibits prepared by qualified professionals may be required to address specific site features or concerns to demonstrate compliance with approval standards. Additional information may include, but is not limited to the following items:
  - □ Evidence that any required Federal or State permit has been applied for or approved;
  - □ A Geotechnical Report prepared by an Oregon-licensed engineer, if the required Site Assessment specified in SDC 5.17.120 indicates the proposed development area has unstable soils and/or a high water table as specified in the Soils Survey of Lane County.
- ❑ **Septic Systems.** If the properties are not served by the City sewer system in accordance with SDC 4.3.105, the application must include documentation from the Department of Environmental Quality or its agent that indicates that the proposed development will be in compliance with all applicable requirements for sanitary septic systems when such systems exist on the properties affected by the development.

IT IS THE APPLICANT'S RESPONSIBILITY TO DETERMINE IF ADDITIONAL STANDARDS/APPLICATIONS APPLY TO THE PROPOSED DEVELOPMENT. THE APPLICANT SHOULD CONSIDER UTILIZING PRE-DEVELOPMENT MEETINGS AS DISCUSSED IN SDC 5.1.210:

The following information may be submitted or may be required to be submitted for the applicant to demonstrate compliance with the applicable approval standards.

- □ **Preliminary Title Report**. A Copy of a Preliminary Title Report issued within the past 90 days documenting ownership and listing all encumbrances.
- □ **Traffic Impact Study**. A developer may be required to prepare a Traffic Impact Study (TIS) to identify potential traffic impacts from proposed development and needed mitigation measures.
- □ **Multiple Unit Housing Standards**. Materials to demonstrate compliance with SDC 4.7.380, Multiple Unit Housing Standards (if applicable).
- □ **Riparian Area Protection Report**. Riparian Area Protection Report for properties located within 150 feet of the top of bank of any Water Quality Limited Watercourses (WQLW) or within 100 feet of the top of bank of any direct tributaries of WQLW.

- □ **Geotechnical Report**. A Geotechnical Report prepared by an engineer must be submitted concurrently if the Soils Survey indicates the proposed development area has unstable soils and/or a high-water table, or if required by the City Engineer.
- □ **Overlay District**. Where the development area is within an overlay district, address the additional standards of the overlay district on plans and narratives.
- □ **Additional Information**. Where physical aspects of a proposed development, including but not limited to scale, odor noise, glare or vibration, will impact less intensive surrounding uses, the Director may request submittal of conceptual floor plans or other information necessary to determine compliance with applicable standards.
- □ **Tree Felling Permit**. If five or more qualifying trees are proposed to be removed, a Tree Felling Permit as specified in SDC 5.19.100.
- □ **Wetland Delineation**. A wetland delineation approved by the Oregon Department of State Lands must be submitted concurrently where there is a wetland on the property.
- □ **Federal or State Permits**. 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.
- □ **Land and Drainage Alteration Permit (LDAP)**. Where any grading, filling or excavating is proposed with the development, a Land and Drainage Alteration permit must be submitted prior to development in accordance with Springfield Municipal Code 8.418.
- □ **Discretionary Use or Variance**. Where applicable, any Discretionary Use or Variance as specified in SDC 5.9.100 and 5.21.100 must be provided.
- □ **Annexation**. An Annexation application must be submitted prior to submission of application, as specified In SDC 5.7.100, where a development is proposed outside of the City limits but within the City's urban service area and can be served by sanitary sewer.

Final Site Plan Review Application Process

1. Applicant Submits a Final Site Plan Review Application to the Development Services Department

- The application must conform to the *Final Site Plan Review Submittal Requirements Checklist* on page 12 of this application packet.
- Planning staff screen the submittal at the front counter to determine whether all required items listed in the *Final Site Plan Review 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 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 & Issues Final Approval

- This is a Type 1 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.

4. City Drafts a Development Agreement

- Applicant and City sign Development Agreement
- Final Site Plan and Development Agreement become null and void if construction has not begun within two years of signing the Development Agreement.

5. City Conducts Final Site Inspection

- City authorizes provision of public facilities and services and issues Certificate of Occupancy

Final Site Plan Review 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 *Master Fees & Charges Schedule* for the appropriate fee calculation. A copy of the fee schedule is available at the Development & Public Works Department and at www.springfield-or.gov. The applicable application, technology, administrative, and notice fees are collected at the time of complete application submittal.

☐ **Final Site Plan Review Application Form**

☐ **Letter Addressing Conditions of Approval** – lists and addresses each condition of approval, detailing the actions taken and current status of each item.

☐ **One (1) and One (1) Digital Copy of the Final Site Plan Sets** incorporating all required modifications and applicable conditions

☐ **Additional Documents** requested as Conditions of Approval as part of the Site Plan Review decision.