

# TYPE II APPLICATION – LAND USE

File #: \_\_\_\_\_

**TYPES – PLEASE CHECK ONE:**

- Design review
- Tentative Plan for Partition
- Tentative Plan for Subdivision
- Type II Major Modification
- Variance \_\_\_\_\_
- Other: (Explain) \_\_\_\_\_

**APPLICANT INFORMATION:**

**APPLICANT:** HHPR, Inc. - Attn: Brad Kilby, AICP

ADDRESS: 205 SE Spokane Street #200 CITY: Portland STATE: OR ZIP: 97202  
 EMAIL ADDRESS: bradk@hhpr.com PHONE: 503-221-1131 MOBILE: \_\_\_\_\_

**OWNER** (if different from above): Newberg School District - Attn: Dr. Stephen Phillips PHONE: 503-554-5000  
 ADDRESS: 714 E. Sixth Street CITY: Newberg STATE: OR ZIP: 97132-3406

**ENGINEER/SURVEYOR:** KPFF Consulting Engineers CONTACT: Andrew Chung, PE  
 EMAIL ADDRESS: \_\_\_\_\_ PHONE: (503) 542-3872 MOBILE: \_\_\_\_\_

**GENERAL INFORMATION:**

PROJECT LOCATION: 2200 N. Center Street PROJECT VALUATION: \$ 300,000  
 PROJECT DESCRIPTION/USE: Proposal to construct a new 2,000 SF Covered Play Area  
 MAP/TAX LOT NO. (i.e. 3200AB-400): 32171904 SITE SIZE: 11.49 SQ. FT.  ACRE   
 COMP PLAN DESIGNATION: Public - Quasi Public CURRENT ZONING: R-1  
 CURRENT USE: Elementary School  
 SURROUNDING USES:  
 NORTH: Orchard SOUTH: Residential  
 EAST: Residential WEST: Farming

**ATTACHED PROJECT CRITERIA AND REQUIREMENTS (check all that apply)**

- General Checklist:**  Fees  Public Notice Information  Current Title Report  Written Criteria Response  Owner Signature  
 2 Copies of full Application Packet

For detailed checklists, applicable criteria for the written response, and other requirements per application type, turn to:

Design Review .....	p. 13
Partition Tentative Plat .....	p. 15
Subdivision Tentative Plat .....	p. 17
Variance Checklist .....	p. 20
Short-term Rental .....	p. 22

The Application Packet can be submitted to [Planning@newbergoregon.gov](mailto:Planning@newbergoregon.gov) or at 414 E First St., Newberg OR. 97132  
 If the Application is emailed 2 physical copies must be mailed or brought into the Community Development Department

The above statements and information herein contained are in all respects true, complete, and correct to the best of my knowledge and belief. Tentative plans must substantially conform to all standards, regulations, and procedures officially adopted by the City of Newberg. All owners must sign the application or submit letters of consent. Incomplete or missing information may delay the approval process.

Brad Kilby  
 Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date 12/16/22

Brad Kilby  
 Print Name \_\_\_\_\_

Dr. Stephen Phillips  
 Print Name \_\_\_\_\_

# NEWBERG PERMIT CENTER FEE SCHEDULE Effective Date: April 1, 2022

5% Technology fee will be added to total fees (resolution No. 2016-3268)

<b>PRE-APPLICATION REVIEW</b> .....	<b>\$100</b>
<b>TYPE I (ADMINISTRATIVE REVIEW)</b>	
ANY TYPE I ACTION NOT SPECIFICALLY LISTED IN THIS SECTION .....	\$190
ADU DESIGN REVIEW .....	\$190
COTTAGE CLUSTER DESIGN REVIEW.....	\$380
PROPERTY CONSOLIDATION .....	\$190
CODE ADJUSTMENT.....	\$475
DESIGN REVIEW - TYPE I (DUPLEX OR COM. /IND. MINOR ADDITION REVIEW) .....	0.3% OF PROJECT VALUE, \$475 MINIMUM
MINOR MODIFICATION OR EXTENSION OF TYPE I DECISION.....	\$190
MAJOR MODIFICATION OF TYPE I DECISION .....	50% OF ORIGINAL FEE
PARTITION FINAL PLAT .....	\$954 + \$83 PER PARCEL
PROPERTY LINE ADJUSTMENT .....	\$954
SIGN REVIEW .....	\$84 PLUS \$1.00 PER SQ. FT. OF SIGN FACE
SUBDIVISION, PUD, OR CONDOMINIUM FINAL PLAT.....	\$1912 + \$83 PER LOT OR UNIT
<b>TYPE II (LAND USE DECISION)</b>	
ANY TYPE II ACTION NOT SPECIFICALLY LISTED IN THIS SECTION .....	\$954
MINOR MODIFICATION OR EXTENSION OF TYPE II DECISION .....	\$190
MAJOR MODIFICATION OF TYPE II DECISION.....	50% OF ORIGINAL FEE
DESIGN REVIEW (INCLUDING MOBILE/MANUFACTURED HOME PARKS) .....	0.6% OF TOTAL PROJECT COST, \$954 MINIMUM*
PARTITION PRELIMINARY PLAT.....	\$954 PLUS \$83 PER PARCEL
SUBDIVISION PRELIMINARY PLAT.....	\$1912 PLUS \$83 PER LOT
VARIANCE.....	\$954
<b>TYPE III (QUASI-JUDICIAL REVIEW)</b>	
ANY TYPE III ACTION NOT SPECIFICALLY LISTED IN THIS SECTION .....	\$2026
ANNEXATION .....	\$2663 PLUS \$254 PER ACRE
COMPREHENSIVE PLAN AMENDMENT (SITE SPECIFIC) .....	\$2496
CONDITIONAL USE PERMIT.....	\$2026
MINOR MODIFICATION OR EXTENSION OF TYPE III DECISION .....	\$190
MAJOR MODIFICATION OF TYPE III DECISION .....	50% OF ORIGINAL FEE
HISTORIC LANDMARK ESTABLISHMENT OR MODIFICATION .....	\$0
HISTORIC LANDMARK ELIMINATION .....	\$2323
SUBDIVISION PRELIMINARY PLAT.....	\$1912 PLUS \$83 PER LOT
PLANNED UNIT DEVELOPMENT .....	\$4046+\$83 PER LOT OR UNIT
ZONING AMENDMENT (SITE SPECIFIC).....	\$2523
<b>TYPE IV (LEGISLATIVE AMENDMENTS)</b>	
COMPREHENSIVE PLAN TEXT AMENDMENT OR LARGE SCALE MAP REVISION .....	\$2870
DEVELOPMENT CODE TEXT AMENDMENT OR LARGE SCALE MAP REVISION.....	\$2870
<b>APPEALS</b>	
TYPE I OR II APPEAL TO PLANNING COMMISSION .....	\$547
TYPE I OR II APPEAL TO CITY COUNCIL .....	\$992
TYPE III APPEAL TO CITY COUNCIL .....	\$1165
TYPE I ADJUSTMENTS OR TYPE II VARIANCES (THAT ARE NOT DESIGNED TO REGULATE THE PHYSICAL CHARACTERISTICS OF A USE PERMITTED OUTRIGHT) .....	\$307
EXHIBITOR LICENSE FEE APPEAL TO THE CITY COUNCIL .....	50% OF EXHIBITOR LICENSE FEE
<b>OTHER FEES</b>	
TECHNOLOGY FEE (This fee will be added to all Planning, Engineering and Building Fees, does not apply to SDC fees) 5% OF TOTAL EXPEDITED LAND DIVISION.....	\$7109 + \$83 PER LOT OR UNIT
URBAN GROWTH BOUNDARY AMENDMENT.....	\$4543
VACATION OF PUBLIC RIGHT-OF-WAY.....	\$1885
FEE-IN-LIEU OF PARKING PROGRAM.....	\$14,689 PER VEHICLE SPACE
BIKE RACK COST SHARING PROGRAM .....	\$100 PER RACK
<b>LICENSE FEES</b>	
GENERAL BUSINESS .....	\$50
HOME OCCUPATION .....	\$25
PEDDLER/SOLICITOR/STREET VENDOR.....	No fee (Business License fee only)
EXHIBITOR.....	\$140
TEMPORARY MERCHANT .....	\$113/45 days or \$377/perpetual

## ADDITIONAL LAND USE REVIEW FEES - ENGINEERING DEPARTMENT

Planning Review, Partition, Subdivision & PUD's (Type II/III Application) - \$310.06 - 19 lots, Plus \$13.78 per lot over 19 lots

Final Plat Review, Partition and subdivision .....\$310.06 Plus .....\$7.79 per lot or parcel

Development review for public improvements on Commercial, Industrial, Multifamily Developments & Institutional zones  
**\$433.62 1st Acre \$247.69 Additional acre**

ADOPTION AND REVISION HISTORY:  
 Adopted by: Resolution 98-2122, July 6, 1998  
 Amended by: Resolution 99-2214, December 8, 1999  
 Resolution 2000-2265, October 2, 2000  
 Resolution 2001-2318, November 19, 2001  
 Executive Order January 2, 2007 (Reso. 99-2210)  
 Executive Order, December 16, 2002 pursuant to Resolution 99-2210  
 Executive Order October 24, 2008  
 Executive Order April 1, 2015 (2015-42)

Executive Order, January 22, 2002 pursuant to Resolution 99-2210  
 Resolution 2004-2466, November 3, 2003  
 Resolution 2007-2752, December 3, 2007  
 Executive Order November 29, 2011(2011-32)  
 Executive Order October 24, 2012(2012-34)  
 Resolution 2014-3140, May 19, 2014  
 Resolution 2016-3268, April 18, 2016

Resolution 2017-3361 March 2017  
 Resolution 2018-3443 March 2018  
 Resolution 2019-3539 March 2019  
 Resolution 2020-3646 March 2020  
 Resolution 2021-3722 March 2021  
 Resolution 2022-3788 March 2022

## **GENERAL INFORMATION**

### **Type II Development Permit Process**

**Overview:** Type II Permit applications are reviewed administratively using a process in which City staff apply clear and objective standards that do not allow limited discretion. Notice is provided to property owners within 500 ft of the site so that they may provide input into the process. The noticing comment period is limited to 14 days in which written comments may be filed. The applicant or any person that comments in writing is able to appeal the staff decision to the Planning Commission. During the 14 day notice period, anyone may request that a Type II Subdivision decision be converted to a Type III process and that a hearing be held before the Planning Commission. Type II Decisions may take from 30 to 120 days.

#### **Type II Permits Include:**

- Design review for commercial, industrial and multi-family projects
  - Manufactured home parks and mobile home parks.
  - Partitions
  - Subdivisions except those meeting the criteria in NDC § 15.235.030(A)
  - Variances
  - Short-term Rentals located in R-2, R-3 & RP Zones
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#### **Pre-Application Conference:**

Please call to schedule a time for a pre-application meeting (optional) prior to submitting an application. The (Development Review Meetings) or pre-application meetings are held every Wednesday. This meeting provides the opportunity to get advance information from Planning, Engineering, and Building divisions all at once. It is likely to save you time and effort later. The non-refundable pre-application conference fee is \$105, payable prior to the conference.

#### **Submit Type II Application**

- ◆ Pay fees
- ◆ Complete application form(s)
- ◆ Submit plans and other required information

#### **Processing**

- ◆ Staff will perform a completeness check of the application and notify applicant of any information that is missing or incomplete. Processing time 0 to 30 days.
- ◆ Staff will route the application to affected agencies and City departments Processing time 14 to 20 days
- ◆ Applicant will provide copies of mailed and posted notices to the City for review, mail the approved notice to property owners within 500 ft. of the site, post the site, and provide staff with an affidavit verifying that the notice was mailed and posted. Processing Time: 14 to 20 days.
- ◆ Subdivision Conversion to Type III Review. During the 14 day comment period, anyone may request that a subdivision application be converted to a Type III review process. If this occurs, the subdivision will be reviewed by the Planning Commission at their next available meeting. Processing Time: 30 to 60 days.
- ◆ If all comments are addressed and no changes are required, then an approval letter is sent to the applicant and those providing comment. Processing Time: 14 to 20 days.

## **GENERAL INFORMATION**

### **Type II Development Permit Process**

#### **Appeals**

If the applicant, or another party providing written comments within the noticing period, is dissatisfied with the decision; then an appeal must be filed within 14 calendar days of the issuance of the decision. Appeals of Type II decisions proceed to the Planning Commission and are processed as a Type III decision.

#### **Partition and Subdivision Plats**

The applicant must submit final improvement plans and a final partition or subdivision plat within two years of the date of preliminary plat approval. Final plats are processed under a Type I decision.

#### **Building Permits**

The applicant may submit building permit applications concurrently with submission of other development applications; however, no building permits will be issued until the appeal period has expired on pending development applications

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#### **Helpful Hints:**

##### **Questions?**

Information is free! Please do not hesitate to call (503) 537-1240 prior to submitting the application.

##### **Partial Applications**

Please do not submit partial applications. If the application, plans, and fee are not submitted together; processing will be delayed and the application may not be accepted for review.

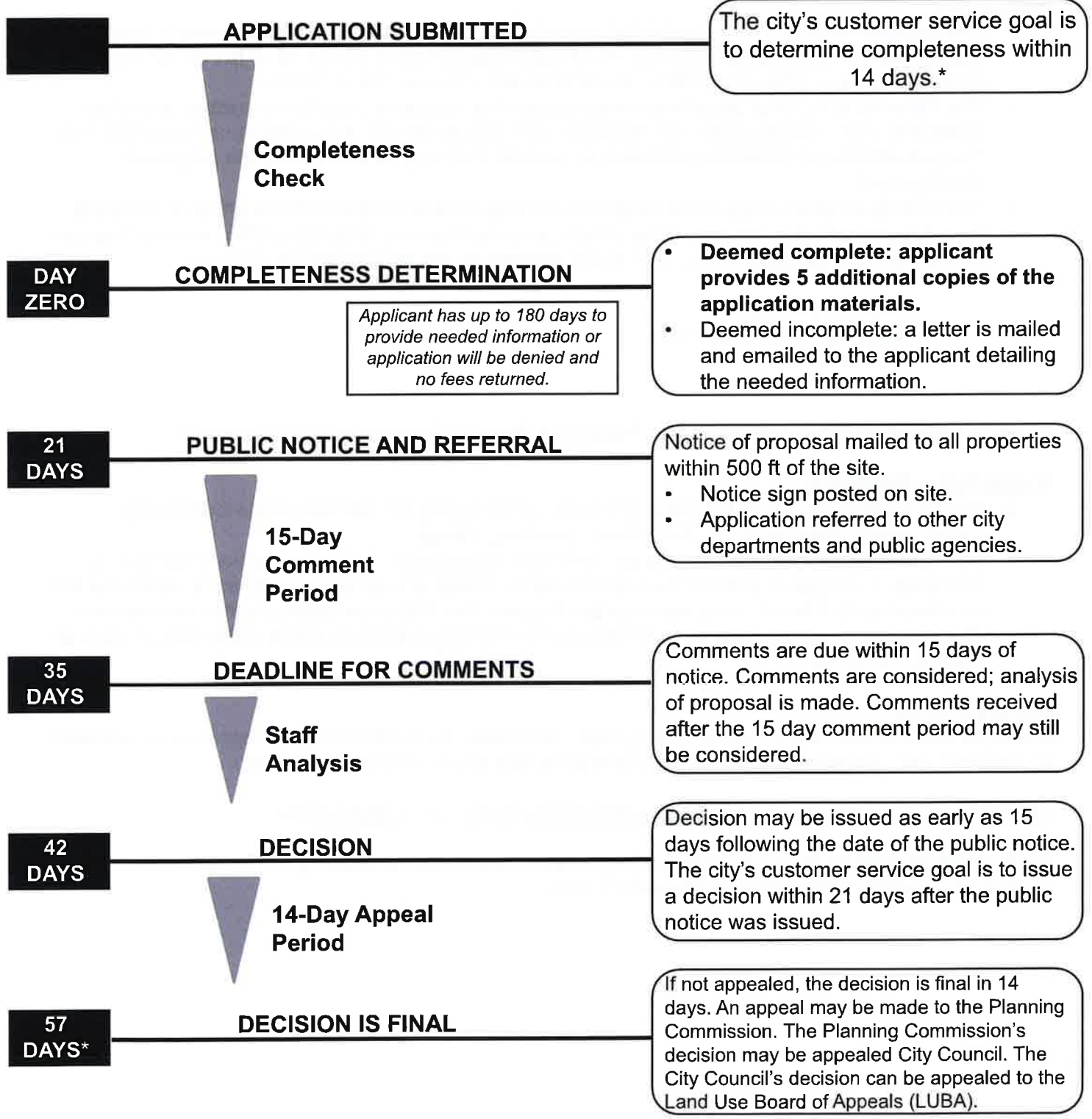
##### **Face-to-Face**

It is best to submit an application in person. That way you can receive immediate feedback if there is missing information or suggestions for improvements.

# LAND USE REVIEW PROCEDURE TYPE II



A pre-application conference is optional, **but encouraged**, for Type II procedures.



\*Timeline reflects Newberg Municipal Code requirements and the city's customer service goals. The city customer service goal is to issue a decision within 60 days or less. Oregon State law allows 30 days for a completeness determination and requires a final local decision within 120 days of complete application. Applicants always retain the right to postpone the decision or extend past 120 days.

# CITY OF NEWBERG

## REQUIREMENTS FOR MAILED NOTICES

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For all Type II and Type III land use applications, mailed notice must be sent to all property owners within five hundred (500) feet of the site. Newberg Development Code §15.100.210 sets forth the requirements for mailed notices. The applicant is responsible for preparing and mailing the notices, for paying the postage, and for submitting an affidavit of mailing within two days of mailing the notices.

### **Mailing List:**

- The applicant must create a mailing list including the tax lot numbers and addresses of property owners within five hundred (500) feet of the outer boundaries of the tax lot or tax lots of the proposed project. This information can be obtained at a local title company.
- The Planning & Building Department may request that notice be provided to people other than those who own property within five hundred (500) feet of the site, if the Department believes that they are affected or otherwise represent an interest that may be affected by the proposed development.
- The mailing list and a copy of the mailed notice should be submitted with the affidavit of mailing.
- Envelopes returned to the post office should go to the Planning & Building Office so that they can be kept with the application file. The return address on the notices should read:

City of Newberg  
Community Development  
P.O. Box 970  
Newberg, OR 97132

A return address stamp is available at the Planning & Building Office for your convenience.

### **Mailed Notice Deadlines:**

- Before mailing the notice, the applicant must submit a copy for approval to the Community Development Office at 414 E. First Street, Newberg, Oregon.
- For Type II actions, the notice must be mailed at least fourteen (14) days before a decision is rendered. For Type III actions, the notice must be mailed at least twenty (20) days before the first new hearing, or if two or more hearings are required, ten (10) days before the first new hearing.
- The affidavit of mailing must be submitted to the Planning & Building Office within two (2) days of mailing the notice.

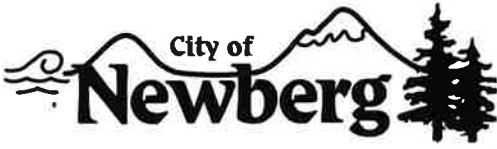
### **Sample Notices:**

A sample notice is included on the following page. Information to be filled in by the applicant is indicated by italicized text. Sample notices for each application type are located on the web at:

<http://www.newbergoregon.gov/planning/sample-notice-forms-type-ii-applications>

(Or to navigate there on your own from the homepage ([www.newbergoregon.gov](http://www.newbergoregon.gov)): Government, Community Development, Planning, Planning Forms)

CITY OF NEWBERG TYPE II  
SAMPLE MAILED NOTICE



Community Development Department

P.O. Box 970 • 414 E First Street • Newberg, Oregon 97132  
503-537-1240. Fax 503-537-1272 [www.newbergoregon.gov](http://www.newbergoregon.gov)

**WE WANT YOUR COMMENTS ON A PROPOSED NEW  
DEVELOPMENT IN YOUR NEIGHBORHOOD**

A property owner in your neighborhood submitted an application to the City of Newberg to subdivide a parcel of land from *(insert number of original lots i.e. one, two, etc)* lot(s) into *(insert number of lots created)* separate lots. You are invited to take part in the City's review of this project by sending in your written comments. You also may request that the Planning Commission hold a hearing on the application. The applicable criteria used to make a decision on this application for preliminary subdivision plan approval are found in Newberg Development Code 15.235.050(A). For more details about giving comments, please see the back of this sheet.

The development would include *(briefly describe what the project number of lots, size of lots, new streets created, etc.)*

- APPLICANT: *Applicant's name*  
TELEPHONE: *Applicant's phone number*
- PROPERTY OWNER: *Property owner name*
- LOCATION: *Project Address*
- TAX LOT NUMBER: *Yamhill County Tax Map and Lot Number (i.e. 3219AB-1400)*

Insert site map with the project location highlighted as shown on the adjacent sample map.



We are mailing you information about this project because you own land within 500 feet of the proposed new project. We invite you to send any written comments for or against the proposal within 14 days from the date this notice is mailed. You also may request that the Newberg Planning Commission hold a hearing on the application by sending a written request during this 14-day period and identifying the issues you would like the Planning Commission to address.

If you mail your comments to the City, please put the following information on the outside of the envelope:

Written Comments: File No.XX  
City of Newberg  
Community Development  
PO Box 970  
Newberg, OR 97132

**(City staff will give you the file number for your project at the time of application)**

All written comments must be turned in by 4:30 p.m. on **enter date two weeks from date you mailed notice**. Any issue which might be raised in an appeal of this case to the Land Use Board of Appeals (LUBA) must be submitted to the City in writing before this date. You must include enough detail to enable the decision maker an opportunity to respond. The applicable criteria used to make a decision on this application for preliminary subdivision plan approval are found in Newberg Development Code 15.235.050(A).

You can look over all the information about this project or drop comments off at Newberg City Hall, 414 E. First Street. You can also buy copies of the information for a cost of 25 cents a page. If you have any questions about the project, you can call the Newberg Planning Division at 503-537-1240.

The Community Development Director will make a decision at the end of a 14-day comment period. If you send in written comments about this project, you will be sent information about any decision made by the City relating to this project.

Date Mailed: ***Date notice is mailed***



# **CITY OF NEWBERG**

## **REQUIREMENTS FOR POSTED NOTICES**

For all Type II and Type III land use applications, the site must be posted with an approved notice. Newberg Development Code §15.100.260 establishes the standards for posted notices. Before notice is posted on the site, a copy of the notice must be submitted to the Planning & Building Office for review. Within two (2) days of posting the site, an affidavit of posting must be submitted to the Community Development office.

### **Posted notices must contain the following information:**

- Planning Division file number
- A brief description of the proposal
- Phone number and address for the Newberg Planning & Building Department, 414 E. First Street, phone 503-537-1240

### **Guidelines for Posting Notice:**

- The posted notice must be waterproof and a minimum of two (2) feet by three (3) feet in size.
- Each frontage of the site must be posted. If a frontage is more than six hundred (600) feet in length, additional notices are required for each six hundred (600) feet or fraction thereof. For example, a lot with a 1400' frontage on Wyooski Street must be posted with three notices along that frontage.
- The notices must not be posted within the public right-of-way, though they must be within ten (10) feet of it.
- The notices must be clearly visible to pedestrians and motorists in the public right-of-way, and must not be posted on trees.
- For Type II applications, the site must be posted at least fourteen (14) days before a decision is rendered.
- For Type III applications, the site must be posted at least ten days (10) before the first scheduled hearing.

### **Signs for posted notices:**

The posted notices must be able to withstand adverse weather. All posted notice signs must conform to the attached example. Signs must be landscape orientation and white with black lettering ("sans-serif" font i.e. Arial or block printing).

Signs may be ordered custom-made from sign companies such as Chehalem Sign Co., or applicants may construct their own signs.

### **Acceptable materials for notice signs:** (dimensions: minimum 2' x 3')

- Plywood (but sign face must be white)
- Plastic or corrugated plastic
- Foam core board (available at many art and hobby supply shops)
- Water resistant poster board
- Other weatherproof materials

Posted notice signs may not be attached to trees, and must be located outside the public right-of-way but within ten (10) feet of it. Therefore, the signs should have legs or stakes or otherwise be freestanding.

### **Removal of Posted Notice:**

The notice must remain posted until a final decision is made. Within ten (10) days of the final decision, the notice(s) must be removed from the site by the applicant.

**CITY OF NEWBERG  
SAMPLE POSTED NOTICE**

# **Land Use Notice**

**FILE #** (insert the file number assigned to you at the time of application)

**PROPOSAL:** (insert general description of project)

**FOR FURTHER INFORMATION, CONTACT:**

City of Newberg  
Community Development Department  
414 E First Street  
Phone: 503-537-1240

2'

3'

Notice must be white with black letters, and must be landscape orientation, as shown above. The notice must be lettered using block printing or a "sans-serif" font, such as Arial.

# **CITY OF NEWBERG**

## **AFFIDAVIT OF NOTICING REQUIREMENTS**

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The affidavit on the following page must be submitted to the Community Development Department **within two (2) days of mailing notice** and **within two (2) days of posting notice**. The consequences of failure to mail and post notice, and to submit the affidavits within the two (2) day deadline are described in Newberg Development Code §15.100.210(J) and §15.100.260(I).

**§15.100.210(J) - Failure to Mail the Notice:**

Failure to mail the notice and affirm that the mailing was completed in conformance with the code shall result in:

- (1) Postponement of a decision until the mailing requirements have been met; or
- (2) Postponement of the hearing to the next regularly scheduled meeting or to such other meeting as may be available for the hearing; or
- (3) The entire process being invalidated; or
- (4) Denial of the application.

**§15.100.260(I) - Failure to Post the Notice:**

The failure of the posted notice to remain on the property shall not invalidate the proceedings. Failure by the applicant to post a notice and affirm that the posting was completed in conformance with the code shall result in:

- (1) Postponement of a decision until the mailing requirements have been met; or
- (2) Postponement of the hearing to the next regularly scheduled meeting or to such other meeting as may be available for the hearing; or
- (3) The entire process being invalidated; or
- (4) Denial of the application.

PLANNING DIVISION FILE #: \_\_\_\_\_

**CITY OF NEWBERG  
AFFIDAVIT OF NOTICING**

REFERENCE ATTACHED LIST(S)/NOTICE(S)

I, \_\_\_\_\_, do hereby certify that the attached Notice of Land Use Action was:

- a) mailed to the following list of property owners, by United States mail, postage prepaid  
on \_\_\_\_\_;  
(date)
- b) posted on the site according to standards established in Newberg Development Code §15.100.260  
on \_\_\_\_\_.  
(date)

I acknowledge that failure to mail the notice in a timely manner constitutes an agreement by the applicant to defer the 120-day process limit and acknowledge that failure to mail will result in the automatic postponement of a decision on the application 15.100.210.(D)(2) \_\_\_\_\_.  
(date)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print name

## §15.220.050 - TYPE II DESIGN REVIEW CRITERIA

### **Type II Site Design Review applies to the following activities:**

- Any new development or remodel which is not specifically identified within Newberg Development Code § 15.220.020(A)(1).
- Telecommunication facilities.

### **The following development activities are exempt from Type II standards:**

- Replacement of an existing item such as a roof, floor, door, window or siding.
- Plumbing and/or mechanical alterations which are completely internal to an existing structure.

### **Provide a written response that specifies how your project meets the following criteria:**

- (1) Design Compatibility. *The proposed design review request incorporates an architectural design which is compatible with and/or superior to existing or proposed uses and structures in the surrounding area. This shall include, but not be limited to, building architecture, materials, colors, roof design, landscape design, and signage.*
- (2) Parking and On-Site Circulation. *Parking areas shall meet the requirements of NMC 15.440.010. Parking studies may be required to determine if adequate parking and circulation are provided for uses not specifically identified in NMC 15.440.010. Provisions shall be made to provide efficient and adequate on-site circulation without using the public streets as part of the parking lot circulation pattern. Parking areas shall be designed so that vehicles can efficiently enter and exit the public streets with a minimum impact on the functioning of the public street.*
- (3) Setbacks and General Requirements. *The proposal shall comply with NMC 15.415.010 through 15.415.060 dealing with height restrictions and public access; and NMC 15.405.010 through 15.405.040 and 15.410.010 through 15.410.070 dealing with setbacks, coverage, vision clearance, and yard requirements*
- (4) Landscaping Requirements. *The proposal shall comply with NMC 15.420.010 dealing with landscape requirements and landscape screening.*
- (5) Signs. *Signs shall comply with NMC 15.435.010 et seq. dealing with signs.*
- (6) Manufactured Dwelling, Mobile Home and RV Parks. *Manufactured dwelling and mobile home parks shall also comply with the standards listed in NMC 15.445.075 through 15.445.100 in addition to the other clear and objective criteria listed in this section. RV parks also shall comply with NMC 15.445.170 in addition to the other criteria listed in this section.*
- (7) Zoning District Compliance. *The proposed use shall be listed as a permitted or conditionally permitted use in the zoning district in which it is located as found in NMC 15.305.010 through 15.336.020. Through this site review process, the director may make a determination that a use is determined to be similar to those listed in the applicable zoning district, if it is not already specifically listed. In this case, the director shall make a finding that the use shall not have any different or more detrimental effects upon the adjoining neighborhood area than those specifically listed.*
- (8) Sub district Compliance. *Properties located within subdistricts shall comply with the provisions of those subdistricts located in NMC 15.340.010 through 15.348.060.*
- (9) Alternative Circulation, Roadway Frontage Improvements and Utility Improvements. *Where applicable, new developments shall provide for access for vehicles and pedestrians to adjacent properties which are currently developed or will be developed in the future. This may be accomplished through the provision of local public streets or private access and utility easements. At the time of development of a parcel, provisions shall be made to develop the adjacent street frontage in accordance with city street standards and the standards contained in the transportation plan. At the discretion of the city, these improvements may be deferred through use of a deferred improvement agreement or other form of security.*
- (10) Traffic Study Improvements. *If a traffic study is required, improvements identified in the traffic study shall be implemented as required by the director. [Ord. 2763 § 1, (Exh. A § 7), 9-16-13; Ord. 2747 § 1 (Exh. A § 5), 9-6-11; Ord. 2451, 12-2-96. Code 2001 § 151.194.]*

## DESIGN REVIEW CHECKLIST

The following items must be submitted with each application. Incomplete applications will not be processed. Incomplete or missing information may delay the review process. Check with the Planning Division regarding additional requirements for your project.

**FEES**

**PUBLIC NOTICE INFORMATION** – Draft of mailer notice and sign; mailing list of all properties within 500’.

**CURRENT TITLE REPORT** (within 60 days old)

**WRITTEN CRITERIA RESPONSE** – Address the criteria listed on page 13.

**SITE DEVELOPMENT PLAN.** Make sure the plans are prepared so that they are at least 8 ½ x 11 inches in size and the scale is standard, being 10, 20, 30, 40, 50, 100 or multiples of 100 to the inch (such as 1”:10’, 1”:20’ or other multiples of 10). Include the following information in the plan set (information may be shown on multiple pages): *FOCUSED ON AREA OF WORK*

- Existing Site Features:** Show existing landscaping, grades, slopes, wetlands and structures on the site and for areas within 100’ of the site. Indicate items to be preserved and removed.
- Drainage & Grading:** Show the direction and location of on and off-site drainage on the plans. This shall include site drainage, parking lot drainage, size and location of storm drain lines, and any retention or detention facilities necessary for the project. Provide an engineered grading plan if necessary. A preliminary storm water report is required (see Public works Design and Construction standards). *N/A*
- Utilities:** Show the location of and access to all public and private utilities, including sewer, water, storm water and any overhead utilities. *N/A*
- Public Improvements:** Indicate any public improvements that will be constructed as part of the project, including sidewalks, roadways, and utilities. *N/A*
- Access, Parking, and Circulation:** Show proposed vehicular and pedestrian circulation, parking spaces, parking aisles, and the location and number of access points from adjacent streets. Provide dimensions for parking aisles, back-up areas, and other items as appropriate. Indicate where required bicycle parking will be provided on the site along with the dimensions of the parking spaces. *N/A*
- Site Features:** Indicate the location and design of all on-site buildings and other facilities such as mail delivery, trash disposal, above ground utilities, loading areas, and outdoor recreation areas. Include appropriate buffering and screening as required by the code. *FOCUSED ON AREA OF WORK*
- Exterior Lighting Plan:** Show all exterior lighting, including the direction of the lighting, size and type of fixtures, and an indication of the amount of lighting using foot candles for analysis. *N/A*
- Landscape Plan:** Include a comprehensive plan that indicates the size, species and locations of all planned landscaping for the site. The landscape plan should have a legend that indicates the common and botanical names of plants, quantity and spacing, size (caliper, height, or container size), planned landscaping materials, and description of the irrigation system. Include a calculation of the percentage of landscaped area. *N/A*
- ADA Plan Compliance:** Indicate compliance with any applicable ADA provisions, including the location of accessible parking spaces, accessible routes from the entrance to the public way, and ramps for wheelchairs. *N/A*
- Architectural Drawings:** Provide floor plans and elevations for all planned structures.
- Signs and Graphics:** Show the location, size, colors, materials, and lighting of all exterior signs, graphics or other informational or directional features if applicable. *N/A*
- Other:** Show any other site elements which will assist in the evaluation of the site and the project.

### **TRAFFIC STUDY**

A traffic study shall be submitted for any project that generates in excess of forty (40) trips per p.m. peak hour. This requirement may be waived by the Director when a determination is made that a previous traffic study adequately addresses the proposal and/or when off-site and frontage improvements have already been completed which adequately mitigate any traffic impacts and/or the proposed use is not in a location which is adjacent to an intersection which is functioning at a poor level of service. A traffic study may be required by the Director for projects below forty (40) trips per p.m. peak hour where the use is located immediately adjacent to an intersection functioning at a poor level of service. *N/A*

**Tualatin Valley Fire & Rescue Service Provider Permit:** This only pertains to New Commercial/ Industrial projects or additions /multifamily projects and Units. The permit form and detailed information can be found on TVFR website at: <https://www.tvfr.com/376/New-Construction-and-Service-Provider-Pe> *N/A*