



TYPE III APPLICATION (QUASI-JUDICIAL REVIEW)

File #: _____

TYPES – PLEASE CHECK ONE:

- Annexation
- Comprehensive Plan Amendment (site specific)
- Zoning Amendment (site specific)
- Historic Landmark Modification/alteration

- Conditional Use Permit
- Type III Major Modification
- Planned Unit Development
- Other: (Explain) _____

APPLICANT INFORMATION:

APPLICANT: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____ PHONE: _____ MOBILE: _____

OWNER (if different from above): _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

ENGINEER/SURVEYOR: _____ CONTACT: _____

EMAIL ADDRESS: _____ PHONE: _____ MOBILE: _____

GENERAL INFORMATION:

PROJECT LOCATION: _____ PROJECT VALUATION: \$ _____

PROJECT DESCRIPTION/USE: _____

MAP/TAX LOT NO. (i.e. 3200AB-400): _____ SITE SIZE: _____ SQ. FT. ACRE

COMP PLAN DESIGNATION: _____ CURRENT ZONING: _____

CURRENT USE: _____ TOPOGRAPY: _____

SURROUNDING USES: _____

NORTH: _____ SOUTH: _____

EAST: _____ WEST: _____

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 criteria response, and number of copies per application type, turn to:

Annexation	p. 15
Comprehensive Plan / Zoning Map Amendment (site specific)	p. 19
Conditional Use Permit	p. 21
Historic Landmark Modification/Alteration	p. 24
Planned Unit Development	p. 27

The Application Packet can be submitted to 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.

 _____
Applicant Signature Date

Owner Signature Date

Print Name

Print Name

CONDITIONAL USE PERMIT 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 21.
- PROJECT STATEMENT** – Provide a written statement that addresses the operational data for the project, including hours of operation, number of employees, traffic information, odor impacts, and noise impacts.
- 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):
 - Existing Site Features:** Show existing landscaping, grades, slopes 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.
 - Utilities:** Show the location of and access to all public and private utilities, including sewer, water, storm water and any overhead utilities.
 - Public Improvements:** Indicate any public improvements that will be constructed as part of the project, including sidewalks, roadways, and utilities.
 - 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.
 - 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.
 - 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.
 - 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.
 - ADA Plan Compliance:** Indicate compliance with any applicable ADA provisions.
 - 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.
 - 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.