

# BAKER CITY-COUNTY PLANNING DEPARTMENT



1995 Third Street  
Baker City, OR 97814  
Phone: (541) 523-8219  
Fax: (541) 523-5925



File No.	_____
Applicant:	_____
Received By:	_____
Date Submitted:	_____
City Planning:	101-131-3-40-4104
Fee Collected: \$	_____
Date Paid:	_____
Receipt By:	_____

MAKE CHECKS PAYABLE TO: **BAKER COUNTY**

## SITE DESIGN REVIEW APPLICATION

**TYPE: II OR III** (CIRCLE ONE)

Site Design Review applies to all development in the City, except those specifically listed under Baker City Development Code (BCDC) Section 4.2.200.A. which include applications subject to a Type I Land Use Review. Site Design Review ensures compliance with the land use and development standards (e.g., lot area, building setbacks and orientation, lot coverage, maximum building height), and the design standards and public improvement requirements (e.g. access and circulation, landscaping, street trees, fences and walls, parking and loading, public facilities, signs). The review is required prior to the building department issuing any building permits; is only approved once all conditions pertaining to the development are met; and is solely approved based upon the information provided with the application. Building setbacks are measured from the nearest point of a structure to the property line. It is the property owner's responsibility to identify any private or public easements that may exist on the property.

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Interest in Property: \_\_\_\_\_

**NOTICE TO APPLICANT:** On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable Code Section prior to submitting an application. Incomplete applications will not be scheduled for review until the Planning Department receives all required submittal materials. Failure to provide materials or address the approval criteria in sufficient detail may cause your application to be delayed or denied.

### **ADDITIONAL PROJECT TEAM MEMBERS** (Architect/Civil Engineer/Surveyor/Planner/Consultant)

Please include any other parties you wish to receive notice and staff report(s).

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

By signing the application form, applicant certifies that the information provided herein is accurate. Applicant further certifies that he/she is authorized to make the application and that there are no covenants, conditions or restrictions (CC&Rs) that may limit or prohibit the proposed adjustment. The City of Baker City does not monitor, nor does the City have enforcement authority over CC&Rs.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his/her behalf with regard to this application.

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Signature: \_\_\_\_\_

Property Address: \_\_\_\_\_ Map & Tax Lot #: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Size of Parcel(s): \_\_\_\_\_

Specific description of proposal, including gross square footage of proposed structure(s): \_\_\_\_\_

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Was a pre-application conference held for this project?  Yes  No

Are there additional reviews pending?  Yes  No If yes, File #: \_\_\_\_\_

**Submittal Requirements:**

- Original APPLICATION FORM signed by all parties. Multiple forms may be used if necessary.
- NARRATIVE including all approval criteria and your responses.
- SITE PLAN showing existing conditions and proposed changes. All site plans should be printed at 1" = 20' scale; 1:40 or 1:100 scale may be used for very large projects.
- COPIES:
  - (3) copies are needed for Type II projects (15,000 sq. ft. and under, 12 or fewer dwelling units).
  - (10) copies are needed for Type III projects (15,001 sq. ft. and greater, greater than 12 dwelling units).

All materials larger than 8 ½ X 11 shall be folded to 8 ½ X 11 size.

All materials shall be submitted in complete, collated application packets. Packets shall be stapled, bound, or otherwise attached to prevent loss of individual sheets or parts.

**Baker City Development Code Section 4.2.500.B. Site Design Review Information.** In addition to the general submission requirements an applicant for Site Design Review shall provide the following additional information, as deemed applicable by the City Planning Official. The Planning Official may deem applicable any information that he or she needs to review the request and prepare a complete staff report and recommendation to the approval body:

1. Site analysis map. The site analysis map shall be provided and generally contain the following:
  - a. The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions and gross area shall be identified;
  - b. Topographic contour lines at 2-foot intervals for slopes of 6 to 10 percent, and 5-foot intervals for steeper slopes;
  - c. Identification of slopes greater than 25 percent;
  - d. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site;
  - e. Potential natural hazard areas, including any areas identified as subject to a 100-year flood, areas subject to high water table, and areas mapped by the City, County, or State as having a potential for geologic hazards;
  - f. Resource areas, including marsh and wetland areas, streams, and wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;

- g. Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;
  - h. Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;
  - i. The location, size and species of trees and other vegetation having a caliper (diameter) of six (6) inches or greater at four feet above grade;
  - j. North arrow, scale, names and addresses of all persons listed as owners of the subject property on the most recently recorded deed;
  - k. Name and address of project designer, engineer, surveyor, and/or planner, if applicable.
2. Proposed site plan. The site plan shall generally contain the following information:
- a. The proposed development site, including boundaries, dimensions, and gross area;
  - b. Features identified on the existing site analysis maps that are proposed to remain on the site;
  - c. Features identified on the existing site map, if any, which are proposed to be removed or modified by the development;
  - d. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;
  - e. The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;
  - f. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;
  - g. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops);
  - h. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails;
  - i. Loading and service areas for waste disposal, loading and delivery;
  - j. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements;
  - k. Location, type, and height of outdoor lighting;
  - l. Location of mail boxes, if known;
  - m. Name and address of project designer, if applicable;
  - n. Locations of bus stops and other public or private transportation facilities;
  - o. Locations, sizes, and types of signs;
3. Architectural drawings. Architectural drawings showing one or all of the following shall be required for new buildings and major remodels:
- a. Building elevations (as determined by the City Planning Official) with building height and width dimensions;
  - b. Building materials, colors and type;
  - c. The name of the architect or designer.
4. Preliminary grading plan. A preliminary grading plan prepared by a registered engineer shall be required for development sites 1 acre or larger. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed. Surface water detention and treatment plans may also be required, in accordance with Section 3.4.400.
5. Landscape plan. A landscape plan may be required and at the direction of the City Planning Official shall show the following:
- a. The location and height of existing and proposed fences, buffering or screening materials;
  - b. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;

- c. The location, size, and species of the existing and proposed plant materials (at time of planting);
  - d. Existing and proposed building and pavement outlines;
  - e. Specifications for soil at time of planting, irrigation if plantings are not drought-tolerant (may be automatic or other approved method of irrigation) and anticipated planting schedule;
  - f. Other information as deemed appropriate by the City Planning Official. An arborist's report may be required for sites with mature trees that are protected under Chapter 3.2. Landscape, Street Trees, Fences and Walls of this Code.
6. Sign drawings shall be required in conformance with the City's Sign Code (Chapter 3.6).
  7. Deed restrictions. Copies of all existing and proposed restrictions or covenants, including those for access control.
  8. Narrative. Letter or narrative report documenting compliance with the applicable approval criteria contained in Section 4.2.600 Approval Criteria.
  9. Traffic Impact Study, when required, shall be prepared in accordance with the road authority's requirements. See Section 4.1.9, and Section 3.4.1 for relevant standards.
  10. Other information determined by the City Planning Official. The City may require studies or exhibits prepared by qualified professionals to address specific site features or project impacts (e.g., traffic, noise, environmental features, natural hazards, etc.), in conformance with this Code. Supplemental analysis may include Public Facilities and Service Impact Studies. Said studies may be required to quantify and assess the effect of the development on public facilities and services. The City shall advise as to the scope of the study during the required pre-application conference (Section 4.1.600C).
  11. In situations where this Code requires the dedication of real property to the City, the City shall either (1) include in the written decision evidence that shows that the required property dedication is directly related to and roughly proportional to the projected impacts of the development on public facilities and services, or (2) delete the dedication as a condition of approval.

**Baker City Development Code Section 4.2.600. Site Design Review Approval Criteria.** The review authority shall make written findings with respect to all of the following criteria when approving, approving with conditions, or denying an application:

1. The application is complete, as determined in accordance with Chapter 4.1 - Types of Applications and Section 4.2.500, above.
2. The application complies with all of the applicable provisions of the underlying Land Use District (Article 2), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses;
3. The applicant may be required to upgrade existing development that does not comply with the applicable land use district standards, in conformance with Chapter 5.2, Non-Conforming Uses and Development;
4. The application complies with all of the Design Standards in Article 3 and other City Ordinances;
  - a. Chapter 3.1 - Access and Circulation;
  - b. Chapter 3.2 - Landscaping, Significant Vegetation, Street Trees, Fences and Walls;
  - c. Chapter 3.3 - Parking and Loading, for automobiles and bicycles;
  - d. Chapter 3.4 - Public Facilities and Franchise Utilities;
  - e. Chapter 3.5 - Signs;
  - f. Baker City Design Review Guidelines for Historic District Properties.
5. Existing conditions of approval required as part of a prior Land Division (Chapter 4.3), Conditional Use Permit (Chapter 4.4), Master Planned Development (Chapter 4.5) or other approval shall be met.