

BAKER CITY-COUNTY PLANNING DEPARTMENT



1995 Third Street | Suite 131 | Baker City, OR | 97814
 Phone: (541) 523-8219 | Fax: (541) 523-8340



APPLICATION FOR SITE DESIGN REVIEW

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

TYPE: I II III

MAKE CHECKS PAYABLE TO: **BAKER COUNTY**

PROPOSED USE/DEVELOPMENT: _____

APPLICANT			PROPERTY OWNER		
Last Name	First	MI	Last Name	First	MI
Mailing Address			Mailing Address		
Physical Address			Physical Address		
City	State	Zip	City	State	Zip
Telephone			Telephone		
Email			Email		

PROPERTY INFORMATION

Township _____ Range _____ Section _____ Tax Lot _____ Ref. _____

Township _____ Range _____ Section _____ Tax Lot _____ Ref. _____

Property Address: _____

Zone: _____ Overlay: _____ Floodplain: YES NO Historic District: YES NO

Size and Type of Existing Structures: _____

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

Are there additional reviews pending? Yes No If yes, application #: _____

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

Name: _____ Phone: _____

Mailing Address: _____ Email: _____

Name: _____ Phone: _____

Mailing Address: _____ Email: _____

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.

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 division of land. The City of Baker City does not monitor, nor have enforcement authority over CC&Rs.

Applicant Signature: _____ **Date:** _____

Property Owner(s) Signature: _____ **Date:** _____

_____ **Date:** _____

**** NOTE: If the applicant is not the owner, by signing, the owner hereby grants permission for the applicant to act in his/her behalf concerning this application.*

APPLICATION SUBMISSION REQUIREMENTS

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.

1. Original **APPLICATION FORM** signed by all parties. Multiple forms may be used if necessary.
2. **NARRATIVE** including all approval criteria and your responses.
3. **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. All materials larger than 8 ½ X 11 shall be folded to 8 ½ X 11 size.

HELPFUL INFORMATION

APPLICABLE BAKER CITY DEVELOPMENT CODE SECTIONS

BCDC Section 4.2.400(C)(2) – 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. Proposed Site Plan. The site plan shall generally contain the following information:
 - 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.
 - l. The proposed development site, including boundaries, dimensions, and gross area;
 - m. Features identified on the existing site analysis maps that are proposed to remain on the site;
 - n. Features identified on the existing site map, if any, which are proposed to be removed or modified by the development;
 - o. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;
 - p. 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;
 - q. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;
 - r. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops);
 - s. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails;
 - t. Loading and service areas for waste disposal, loading and delivery;
 - u. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements;
 - v. Location, type, and height of outdoor lighting;
 - w. Location of mail boxes, if known;
 - x. Name and address of project designer, if applicable;
 - y. Locations of bus stops and other public or private transportation facilities;
 - z. Locations, sizes, and types of signs;
2. 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;

3. Preliminary grading & surface water retention 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.
4. 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 existing and proposed plant materials (at time of planting), as well as documentation of the following:
 - i. No plants included in the landscape plan are listed as invasive plants by the Oregon State University (OSU) Extension Service in the applicable OSU bulletins for Baker County; and
 - ii. For trees, shrubs, bushes or other woody vegetation proposed to be planted in or removed from any public parking strip or other public place in the City, approval of said vegetation from the Baker City Tree Board administered through the Baker City Public Works Department, in accordance with Section 3.2.400;
 - d. Existing and proposed building and pavement outlines;
 - e. Other information as deemed appropriate by the City Planning Official; and
 - f. 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.
5. Sign drawings. If signage is proposed, drawings and information for all signs shall be included. Signs shall conform with Chapter 3.5 - *Signs*.
6. Deed restrictions. If deed restrictions are proposed, copies of all existing and proposed restrictions or covenants, including those for access control, shall be provided.
7. Narrative. A written narrative shall be included, documenting compliance with the applicable approval criteria contained in Section 4.2.400(D) - Approval Criteria.
8. Traffic Impact Study. When required, a traffic impact study shall be prepared in accordance with the road authority's requirements. See Section 4.1.900 and Section 3.4.100 for relevant standards.
9. Other information. As 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 4.1.600.C).
10. Dedication of Real Property. In situations where this Code requires the dedication of real property to the City, and where the applicant has not proposed the dedication voluntarily, 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.

BCDC Section 4.2.400.D – 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 4.2.400(C), above.
2. The application complies with all of the applicable provisions of the underlying Land Use Zone (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, 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. Chapter 3.6 - Radio Frequency Transmission Facilities;
 - g. 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.