



COMMUNITY DEVELOPMENT

MINIMUM DEVELOPMENT STANDARDS REVIEW NON-RESIDENTIAL APPLICATION

Contact Information

Applicant: _____ Phone: _____

Address: _____ Email: _____

Property Owner: _____ Phone: _____

Address: _____ Email: _____

ePlans Submitter: _____ Phone: _____

Address: _____ Email: _____

Property Information

Site Address: _____ Tax map & lot number: _____

Comprehensive Plan Designation: _____ Zoning District: _____

Total Land Area: _____ Present Use: _____

Proposal

Proposed land use: _____

Proposed Size of Expansion (if applicable): _____

Transportation Review BP # _____ Utility Availability Review BP # _____

To the best of my knowledge, all statements and information contained in this application and attached exhibits are true and correct. I authorize City of Bend staff and/or Hearings Body to enter the property for inspection of the site in conjunction with this land use application.

Property Owner: _____ Date: _____

SUBMITTAL REQUIREMENTS

All plans must be submitted electronically. Please complete this application, save it to your computer, and e-mail it to BendPlanning@bendoregon.gov. Once the application is received by the City and entered into our system, you will receive emailed instructions on how to upload your application materials to the City's ePlans electronic permitting system. Application fees may be paid in person or mailed to the City of Bend Permit Center, 710 NW Wall Street, Bend, OR 97703. Credit card payments may also be made by phone after you receive the ePlans upload request. Call the Planning Division at (541)-323-8551 to pay with a credit card.

The following information is required to be submitted with this application:

- Proposed site plan. The site plan shall contain the following information (as applicable):
 - The proposed development site, including boundaries, dimensions, and gross area;
 - Existing site features, including trees, if any, which are proposed to be retained or removed 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 shall be provided on the site plan;
 - The location and dimensions of all site circulation for vehicles, pedestrians and bicycles including entrances and exits to the site, loading and service areas;
 - The location and dimensions of all vehicle parking areas (show striping for parking stalls and wheel stops (if applicable) and bicycle facilities);
 - The location, type and height of exterior lighting fixtures;
 - Locations of bus stops and other public or private transportation facilities.
 - Loading and service areas for waste disposal, loading and delivery;
 - Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements;

- Architectural drawings. The Development Services Director may request architectural drawings showing one or all of the following:
 - Building elevations (as determined by the Community Development Director) with building height and width dimensions;
 - Floor Plans;
 - Building materials, colors and type;
 - The name, address and phone number of the architect or designer.

- Preliminary grading and drainage plan. A preliminary grading and drainage plan prepared by a registered professional engineer or registered landscape architect shall be required in conformance with BC Title 16, Grading, Excavation, and Stormwater Management. 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 plan. A plan prepared by a registered professional engineer or registered landscape architect showing all drainage retention areas, catch basins, and storm piping prepared in accordance with BDC 3.4.500, Storm Drainage

Improvements and BC Title 16, Grading, Excavation and Stormwater Management, is required.

- ❑ Landscape plan. A landscape plan is required, and at the direction of the Development Services Director, shall show the following:
 - A planting schedule containing the location, size, and species of the existing and proposed plant materials (at time of planting);
 - Existing and proposed building and pavement outlines;
 - Irrigation plans, written soil specifications at time of planting, and anticipated plant installation timeline;
 - The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
 - Existing and proposed abutting street right-of-way landscaping;
 - Other information as deemed appropriate by the Development Services Director. An arborist's report may be required for sites with mature trees that are protected under BDC Chapter 3.2, Landscaping, Street Trees, Fences and Walls.
- ❑ Sign Drawings. Depictions of proposed signs shall be in conformance with BC Chapter 9.50, Signs. A separate sign permit will be required for all signs.
- ❑ Narrative. Letter or narrative report documenting compliance with the applicable approval criteria contained in subsection B.3. Approval Criteria, BDC Chapter 4.2.400 Minimum Development Standards Review, below.
- ❑ Additional Information. The Development Services Director may require studies, reports or exhibits prepared by qualified professionals to address specific site features or concerns.

NOTE: Prior to MDS application submittal, these two applications may need to be submitted prior to submitting the MDS application. Please check with CDD staff prior to submittal to determine if these applications are required:

- ❑ At the City Engineer's discretion, a Transportation Facilities Report (TFR) may be required as determined by the Bend Development Code 4.7.400. If required, please submit [this Transportation Review Application](#) along with the TFR directly to the Private Development Engineering Division at comdeveng@bendoregon.gov prior to submittal of this land use application. The Engineering Division will provide a Traffic Analysis Memo upon review and payment of the Transportation Review application that must be submitted as part of this Site Plan Review application for it be deemed complete.
- ❑ At the City Engineer's discretion, a Water and Sewer Analysis application may be required. If required, please submit [this water/sewer analysis application](#) directly to the Private Development Engineering Division at comdeveng@bendoregon.gov prior to submittal of this land use application. The Engineering Division will provide a Utility Availability Memo upon review and payment of the water/sewer application that must be submitted as part of this Site Plan Review application for it be deemed complete.

BEND DEVELOPMENT CODE

4.2.400 Minimum Development Standards Review.

B. Minimum Development Standards Review for All Other Uses.

- 1. Applicability. This section applies to development other than those in Subsection A above where there is:**

- a. A building expansion of up to 50 percent of the existing building area or up to 5,000 square feet, whichever is less; and/or
 - b. An outdoor use or parking expansion of up to 50 percent of the existing outdoor use area or parking area or up to 5,000 square feet of new outdoor use area or parking area, whichever is less; and/or
 - c. A change of use of a building or property that increases demand on public facilities and/or requires new additional parking spaces; and/or
 - d. A permanent or semi-permanent stand-alone commercial use no larger than 250 square feet in size on an existing commercial site (e.g., produce stand, food cart and similar uses); and/or
 - e. Relocating or reconfiguring an existing driveway that does not increase a nonconformity or create a non-conformity. All other changes shall be processed as a TYPE II unless exempted.
2. Exemption.
 - a. Where the property is currently in compliance, and will remain in compliance, with all standards specified in the approval criteria in subsection 3.c below, then Minimum Development Standards Review is not required.
 - b. Closing an existing driveway is exempt from Minimum Development Standards Review.
3. Approval Criteria. The Review Authority shall approve, approve with conditions, or deny an application for Minimum Development Standards Review based upon the criteria listed below.
 - a. The proposed land use is a permitted or conditional use in the zoning district.
 - b. Conditionally permitted uses require approval of a Conditional Use Permit and shall meet the criteria in BDC 4.4.400.
 - c. The following standards are met:
 - i. The land use, building/yard setback, lot area, lot dimensions, density, lot coverage, building height, design review standards and other applicable standards of the underlying zoning district are met.
 - ii. Equipment, outdoor storage, manufacturing and service/delivery areas shall be screened as specified in BDC Chapter 3.2, Landscaping, Street Trees, Fences and Walls.
 - iii. The minimum required number of parking spaces and vehicle circulation areas shall be paved and striped as specified in BDC Chapter 3.3, Vehicle Parking, Loading and Bicycle Parking.
 - iv. Bicycle parking shall be installed or upgraded to meet the standards specified in BDC Chapter 3.3, Vehicle Parking, Loading and Bicycle Parking.
 - v. Access to the public right-of-way shall comply with BDC Chapter 3.1, Lot, Parcel and Block Design, Access and Circulation, unless exempted by BDC 5.2.100(E). If exempted, the access location may remain but the approach and access area within the right-of-way shall be brought up to City standards.
 - vi. New paved parking areas shall meet the landscaping requirements of BDC Chapter 3.2, Landscaping, Street Trees, Fences and Walls.
 - vii. Uses shall comply with the corresponding standards of BDC Chapter 3.6 Special Standards & Regulations for Certain Uses
 - viii. Existing required landscaped areas impacted by new construction shall be replaced elsewhere on site.
 - ix. When an existing public sidewalk exists within 600 feet of the front property line on the same side of the street of any of the frontages,

- sidewalks shall be constructed along all frontage(s) of the site. A corner lot or parcel has two or more front property lines and frontages.**
- x. Public utilities shall be adequate to serve the proposal. Where existing utilities are to be replaced, or new utilities are to be installed, construction shall comply with this code and with the City's Standards and Specifications.**