



# COMMUNITY DEVELOPMENT

## SITE PLAN AND DESIGN REVIEW APPLICATION

### Site Plan Review

- New Development
- Major Alteration (5,000 sq. ft. or more)
- Minor Alteration (less than 5,000 sq. ft.)
- Other improvements with no structures

### Design Review

- CC, CL, CG, ME, PF, PO
- CB Zone
- Non-industrial use in IL or IG zone
- Residential

### 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

Project Description: \_\_\_\_\_

Sq. ft. of new construction (gross): \_\_\_\_\_

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](mailto: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 (541) 388-5580 and select option #3 for the Planning Division to pay with a credit card.

*Prior to Site Plan Review application submittal, these two applications must be submitted:*

- A Transportation Facilities Report (TFR) is required for all uses as determined by the Bend Development Code 4.7.400. Please submit [this Transportation Review Application](#) along with the TFR directly to the Private Development Engineering Division at [comdeveng@bendoregon.gov](mailto: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.
- A Water and Sewer Analysis application is required for all uses where properties will be served by City utilities. Please submit [this water/sewer analysis application](#) directly to the Private Development Engineering Division at [comdeveng@bendoregon.gov](mailto: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.

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

- Existing site conditions map.** At a minimum the existing site conditions map shall contain the following:
  - The applicant's entire property and the surrounding property to a distance of 150 feet from the subject property. Existing aerial photos may be used. The property boundaries, dimensions and gross area shall be identified;
  - Topographic contour lines shown at one-foot intervals for slopes of 10 percent or less. For slopes greater than 10 percent, contour lines shall be shown at two-foot intervals. Slopes greater than 25% shall be identified.
  - 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 for a distance of 150 feet. Existing aerial photos may be used;
  - 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;
  - Resource areas, including marsh and wetland areas, streams, surface mines, and wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;
  - Features, including existing structures, pavement, large rock outcroppings, drainage ways, canals and ditches both on the site and adjoining the site for a distance of 150 feet. Existing aerial photos may be used;

- 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;
  - Locally or federally designated historic and cultural resources on the site and the adjacent parcels;
  - North arrow, scale, names and addresses of all persons listed as owners on the most recently recorded deed;
  - Name, address, email address and telephone number of project designer, engineer, surveyor, and/or planner, if applicable.
- 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, identified on the site analysis map, if any, which are proposed to be retained or modified 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;
  - 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.
- Title Report** prepared within the previous ninety (90) days.
- Deed restrictions.** Submit copies of all existing and proposed restrictions or covenants.
- Architectural drawings:**
- Building elevations with building height and width dimensions – include any exterior or rooftop mechanical equipment as well as elevation details for trash enclosures, covered bicycle parking, or other structure details;
  - Floor Plans;
  - Building materials, colors and type, including exterior light fixtures;
  - The name, address and phone number of the architect or designer.
- Preliminary grading and drainage plan** prepared by a registered professional engineer or registered landscape architect shall be required in conformance with the City's Grading Ordinance. 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** 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 shall be required.
- Landscape plan:**
- 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, Landscape, Street Trees, Fences and Walls.
- Sign drawings. Depictions of proposed signs shall be in conformance with the City's Sign Code. A separate sign permit will be required for all signs.
- Narrative.** Letter or narrative report documenting compliance with the applicable approval criteria.
- Traffic Analysis Memo** issued by the City (see above).
- Utility Availability Memo** issued by the City (see above). Where a water service is provided by another utility (Avion or Roats), a 'will serve' letter shall be provided. The letter shall confirm that there is adequate system pressure capacity and flows to serve the proposed use.
- Additional information.** The Development Services Director may require, at the applicant's expense, studies, reports or exhibits prepared by qualified professionals to address specific site features or concerns.

### **Verification of Neighborhood Meeting**

The applicant for a Site Plan Review for new development or an alteration/addition to one or more buildings containing a total of 10,000 square feet or more shall present the proposal at a public meeting prior to submitting the application to the City Planning Division. The presentation shall be made at either a regular or special meeting with a neighborhood association recognized by the City of Bend whose boundaries the subject property lies within, or a public meeting arranged and conducted by the applicant. It shall be the responsibility of the applicant to schedule the meeting/presentation and provide adequate notification to the residents of the affected neighborhood of the date, time and location of the meeting/presentation. Such meeting shall be held no less than 15 days and no more than 45 days from the date that the applicant notifies the designated representative of the affected neighborhood association.

The applicant shall send mailed notice of the public meeting to all property owners within 500 feet of the boundaries of the subject property, and, if any part of the subject property is within the boundaries of a neighborhood association recognized by the City of Bend or within 500 feet of any other neighborhood association recognized by the City of Bend, notice shall be sent by Priority Mail with Delivery Confirmation to the designated representative of such neighborhood associations. The mailing list shall be compiled from the Deschutes County Tax Assessor's property owner list from the most recent property tax assessment roll. The address for the designated representative of the affected neighborhood associations shall be obtained from the City of Bend. The notice shall be sent a minimum of 15 days prior to the public meeting, and shall include at a minimum:

- a. Date, time and location of the public meeting.
- b. A brief written description of the proposal and proposed use, but with enough specificity so that the project is easily discernable.
- c. The location of the subject property, including address (if applicable), nearest cross streets and any other easily understood geographical reference, and a map (such as a tax assessors map) which depicts the subject property.

The applicant shall provide the following documents with their application:

- Provide [Verification of Compliance](#) Form with signature from the Neighborhood Association representative.
- Provide [Verification of Public Meeting](#) Form with signature from the Neighborhood Association representative.
- Provide copy of the notice mailed to property owners within 500 feet of the subject site as well as a copy of the mailing list and a copy of Priority Mail Delivery Confirmation to the Neighborhood Association representative.

### **BEND DEVELOPMENT CODE SECTION 4.2.500(D) CRITERIA FOR SITE PLAN REVIEW**

1. The proposed land use is a permitted or conditional use in the zoning district;
2. Conditionally permitted uses require approval of a Conditional Use Permit and shall meet the criteria in BDC 4.4.400;
3. The land use, building/yard setback, lot area, lot dimensions, density, lot coverage, building height and other applicable standards of the underlying zoning district are met;
4. The proposal complies with the standards of the zoning district in which the project is located and the standards of the zoning district that implements the Comprehensive Plan designation of the subject property.
5. The applicable standards in BDC Title 3 are met;
6. All applicable building and fire code standards are or will be met;
7. All required public facilities have adequate capacity, as determined by the City, to serve the proposed use;
8. The proposal complies with BDC Chapter 4.7, Transportation Analysis.

### **BEND DEVELOPMENT CODE SECTION 4.2.600 CRITERIA FOR DESIGN REVIEW**

**Design Review Approval Criteria.** The Review Authority shall approve, approve with conditions, or deny an application for Design Review based upon all relevant design standards contained in BDC Title 2.