



595 Main St. Aumsville, Oregon 97325  
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www.aumsville.us

*I acknowledge that if the actual cost to process and review the application by contracted or full-time staff exceeds the application fee, the applicant will be responsible for the excess charges. The fee would be considered a deposit toward the actual cost.*

**FOR OFFICE USE ONLY**

Filing fee: \$1250

Date Rec'd/Fee Pd

Receipt No.

**SITE DEVELOPMENT REVIEW APPLICATION  
TYPE II ACTION**

Site Address/Location: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Property Owner (if different than applicant): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Contact Email: \_\_\_\_\_

We, the undersigned property owner(s) or authorized agent(s), request a Site Development Review to allow the construction/expansion of (short description):

\_\_\_\_\_ as permitted by Section No. \_\_\_\_\_ of the **Aumsville**

**Development Ordinance** for property legally described as: \_\_\_\_\_

**For the following reason:** \_\_\_\_\_

## 1. Current Information

- a) Address and general location of the property: \_\_\_\_\_  
\_\_\_\_\_
- b) Current zoning: \_\_\_\_\_
- c) Total current area (square feet): \_\_\_\_\_
- d) Dimensions of the current property: \_\_\_\_\_
- e) Current use of the property: \_\_\_\_\_
- f) Number of existing structures and general description: \_\_\_\_\_  
\_\_\_\_\_
- g) Is this area served by curbs and sidewalks? **YES** ☐ **NO** ☐
- h) Total number of employees: \_\_\_\_\_

## 2. Additional Comments and Explanations

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## 3. Attachments

- a) A certified list obtained from Marion County, or a title company, of the names of the owners of all property and their mailing addresses within 100 feet of the boundary of the subject property proposed for a site review and a page of labels. Property owned by the City of Aumsville shall not be included as part of the affected area. Please include the name and address of the applicant and property owners of the subject property. (See attached sample mailing list format)

**PLEASE SUBMIT AN ORIGINAL AND 3 COPIES OF THE APPLICATION WITH ATTACHMENTS. IN ADDITION, PLEASE SUBMIT A COPY OF ALL DOCUMENTS AS A PDF.**

Email: [rharding@aumsville.us](mailto:rharding@aumsville.us)

The following information shall be submitted as part of a complete application for Site Design Review:

### 1. Site Analysis Map.

- a) Containing 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 intervals determined by the city;
- c) Identification of slopes greater than 10%;
- d) Location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on 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, wildlife habitat identified by the city or

any natural resource regulatory agencies as requiring protection;

- g) Site features, including existing structures, pavement, drainage ways, 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 4 inches or greater at four feet above grade;
- j) North arrow, scale, names and addresses of all persons listed as owners on the most recently recorded deed;
- k) Name and address of project designer, engineer, surveyor, and/or planner, if applicable;
- l) Other information, as determined by the city administrator. The city may require studies or exhibits prepared by qualified professionals to address specific site features.

2. **Proposed Site Plan.** The site plan shall contain the following information, if applicable:

- a) The proposed development site, including boundaries, dimensions, and gross area;
- b) Features identified on the existing site analysis map which 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) A calculation of the total impervious surface before development and the total effective impervious surface after development;
- g) The location and dimensions of all stormwater or water quality treatment, infiltration and/or retention facilities;
- h) The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;
- i) The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops, as applicable);
- j) Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails;
- k) Loading and service areas for waste disposal, loading and delivery;
- l) Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements, as applicable;
- m) Location, type, and height of outdoor lighting;
- n) Name and address of project designer, if applicable; Locations, sizes, and types of signs;
- o) Other information determined by the city administrator. The city may require studies or exhibits prepared by qualified professionals to address specific site features (e.g., traffic, noise, environmental features, natural hazards, etc.) in conformance with this code.

3. **Architectural Drawings.** Architectural drawings shall be submitted showing:

- a) Building elevations with building height and width dimensions;
- b) Building materials, color 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 developments which would result in the grading (cut or fill) of 1,000 cubic yards or greater. 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.

5. **Landscape Plan.** A landscape plan is required and shall show the following:

- a) The location and height of existing and proposed fences and other buffering or screening material;
- 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 or irrigation) and anticipated planting schedule.

6. **Sign drawings shall be required in conformance with the city’s sign ordinance (Section 19.00).**

7. **Copies of all existing and proposed restrictions and covenants.**

4. **Site Design Review – Approval Criteria:**

- a) Does the application comply with all of the applicable provisions of the underlying land use zone, including: building and yard setbacks, lot area and dimensions, lot coverage, and other special standards as may be required for certain land uses?

**YES** ☐ **NO** ☐ **Please explain:** \_\_\_\_\_

- b) Does the proposal upgrade any existing development that does not comply with the applicable land use zone standards, in conformance with Sections 4.10 through 4.12, *Nonconforming Uses and Development*?

**YES** ☐ **NO** ☐ **Please explain:** \_\_\_\_\_

- c) Does the proposal match the characteristics of adjoining surrounding uses?

**YES** ☐ **NO** ☐ **Please explain:** \_\_\_\_\_

- d) Does the application comply with the supplementary zone regulations contained in Sections 18.00, 19.00, and 22.00?

**YES** ☐ **NO** ☐ **Please explain:** \_\_\_\_\_

- e) Will the application increase the parcels’ or the structures’ use of the public improvements facilities?

**YES** ☐ **NO** ☐ **Please explain:** \_\_\_\_\_

- f) Does the application address noise and/or visual buffering from non-compatible uses, drainage and erosion control needs, and public health factors?

**YES** ☐ **NO** ☐ **Please explain:** \_\_\_\_\_

- g) Does the application address problems that may arise due to development within potential hazard area and retention of existing natural features on the site?

**YES** ☐ **NO** ☐ **Please explain:** \_\_\_\_\_

**5. This application must be signed by the applicant and all owners of the applicable property.  
(Prepare and attach additional signatures, if necessary.)**

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

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

**Property Owner Name (please print):** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Property Owner Name (please print):** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_