



**CITY OF MONROE**  
644 Commercial Street  
PO Box 486  
Monroe, OR 97456  
541-847-5175; 541-847-5177 (FAX)  
www.ci.monroe.or.us

**APPLICATION FOR SITE DESIGN REVIEW**

Fee: \$400

**Applicant(s)**

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

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_

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

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_

Interest in Property (Owner, Purchaser, Agent, etc.): \_\_\_\_\_

**General Property Information**

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

Assessor's Map: \_\_\_\_\_ Tax Lot: \_\_\_\_\_ Zoning: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

Current use(s) of the Property: \_\_\_\_\_

Describe the Proposed Use: \_\_\_\_\_

\_\_\_\_\_

**Required Application Information**

Site Design Review Information. An application for site design review shall include the following information, as deemed applicable by the Planning Official:

1. Site analysis map. At a minimum the site map shall 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 intervals determined by the City;
  - c. Identification of slopes greater than 20 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, wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;
    - (1) Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;
    - (2) Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;
    - (3) The location, size and species of trees and other vegetation having a caliper (diameter) of 6 inches or greater at DBH;
  - g. North arrow, scale, names and addresses of all persons listed as owners on the most recently recorded deed.
  - h. Name and address of project designer, engineer, surveyor, and/or planner, if applicable.
  - i. Other information, as determined by the Planning Official. The City may require studies or exhibits prepared by qualified professionals to address specific site features.
  - j. Proposed site plan. The site plan shall contain the following information, if applicable:
    - (1) The proposed development site, including boundaries, dimensions, and gross area;
    - (2) Features identified on the existing site analysis map, which are proposed to remain on the site.
    - (3) Features identified on the existing site map, if any, which are proposed to be removed or modified by the development;
    - (4) The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;
    - (5) 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;
    - (6) The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;
    - (7) The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops as applicable);
    - (8) Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails;
    - (9) Loading and service areas for waste disposal, loading and delivery;
    - (10) Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements, as applicable;
    - (11) Location, type, and height of outdoor lighting;
    - (12) Location of mail boxes, if known;
    - (13) Name and address of project designer, if applicable.
    - (14) Location of bus stops and other public or private transportation facilities.
    - (15) Locations, sizes, and types of signs.

- (16) 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 the Philomath Municipal Code.
2. Architectural drawings. Architectural drawings shall be submitted showing:
    - a. Building elevations with building height and width dimensions;
    - b. The name of the architect or designer.
  3. 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.
  4. 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 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 Planning Official. An arborist's report may be required for sites with mature trees that are protected under Chapter 18.70 of the Philomath Municipal Code.
  5. Sign drawings shall be required in conformance with the City's Sign Code, PMC 18.95.
  6. Copies of all existing and proposed restrictions or covenants.
  7. Letter or narrative report documenting compliance with the applicable approval criteria for a Site Design Review.

**Signature(s)**

I hereby certify that the information contained in this application is accurate to the best of my knowledge; and that the proposed use would not violate any deed restrictions attached to the property. All owners of the property must sign this application or a statement authorizing the applicant to act for the owner must accompany the application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Date

## Processing Information

This application will be reviewed by the Planning Official. Surrounding property owners will be notified of the application and given an opportunity to submit testimony to the Planning Official prior to any decision. The City will also send notices regarding the application and final decision to the applicant, affected *government* agencies, owners of land within 250 feet of the boundaries of the property, and all other persons who participate in the proceedings. If the application is approved, Conditions of Approval specified in the Notice of Decision must be satisfied within the time specified in the approval.

Anyone who submitted written testimony to the Planning Official may appeal a decision of the Planning Official to the Planning Commission by filing an appeal application with the City within 14 days of the decision.

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*For Office Use Only*

Date Application Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ By: \_\_\_\_\_

File Number Assigned: \_\_\_\_\_ Date Application Deemed Complete: \_\_\_\_\_