



**CITY OF PHILOMATH**

980 Applegate Street  
PO Box 400  
Philomath, OR 97370

**Office:** 541-929-6148  
**FAX:** 541-929-3044

www.ci.philomath.or.us

**A P P L I C A T I O N**

**COMMERCIAL/TENANT SITE DESIGN REVIEW—TYPE II**

**Application Fee: \$ 400**

**ALL SECTIONS MUST BE COMPLETED. ATTACH ADDITIONAL SHEETS IF NECESSARY.  
REVIEW WILL BEGIN ONLY WHEN THE APPLICATION IS DETERMINED TO BE COMPLETE.**

**PROPERTY OWNER(S) INFORMATION**

Names(s): \_\_\_\_\_ Phone #1: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone #2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT INFORMATION**

Names(s): \_\_\_\_\_ Phone #1: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone #2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

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

Other individuals to be notified of this application: *Name, Address, City & Zip, or Email*

\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY INFORMATION**

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

Assessor's Map & Tax Lot Number(s): Zoning: \_\_\_\_\_

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

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

**Request Summary** (*Example: "New 50 foot by 150 foot warehouse in the Rural Industrial zone."*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## LETTER OF INTENT OF NEW COMMERCIAL OR INDUSTRIAL PROPERTY

Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Summary of Use: \_\_\_\_\_

# of Employees: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Parking:  On-Site  Street

Selling Alcohol:  Yes  No

### REQUIRED APPLICATION INFORMATION (PMC 18.110.050(B))

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. 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;
  - c. North arrow, scale, names and addresses of all persons listed as owners on the most recently recorded deed.
  - d. Name and address of project designer, engineer, surveyor, and/or planner, if applicable.
  - e. The plot 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) Show all loading and unloading areas;
    - (10) Show all waste disposal, dumpster containers and how they will be screened;
    - (11) Show all proposed common areas, plazas, outdoor seating, street furniture, and similar improvements, as applicable;
    - (12) Location, type, and height of outdoor lighting;

(13) 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. Building elevations drawings. Drawings shall be submitted showing:
  - a. Building elevations with building height and width dimensions;
  - b. The name of the architect or designer.
  - c. Show existing and proposed windows and any associated awnings.
3. Existing and proposed landscaping:
  - a. The location, size, and species of the existing and proposed plant materials (at time of planting);
  - b. The location and height of existing and proposed fences and other buffering or screening materials;
  - c. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas.
4. Location, sizes and type of signs proposed. Sign drawings shall be required in conformance with the City's Sign Code, PMC 18.95.
5. Copies of all existing and proposed restrictions or covenants.
6. Letter or narrative report documenting compliance with the applicable approval criteria for a Site Design Review or why any of the required items cannot be accommodated.

**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

Applicant Signature

\_\_\_\_\_ Date

Co-Applicant or Property Owner Signature

**FINAL DECISION** (PMC 18.105.040)

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: \_\_\_\_\_

Internal File Number: \_\_\_\_\_ ePermitting File Number: \_\_\_\_\_

Planner Assigned: \_\_\_\_\_ Date Application Deemed Complete: \_\_\_\_\_