



CITY OF PHILOMATH

980 Applegate Street
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Philomath, OR 97370
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**APPLICATION FOR
COMMERCIAL/TENANT SITE DESIGN REVIEW**

Type II

Fee: \$350

APPLICANT(S)

Name: _____ Bus Phone: _____

Address: _____ Home Phone: _____

Name: _____ Bus Phone: _____

Address: _____ Home Phone: _____

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

Other individuals you would like to be notified concerning this application:

Name Mailing Address

GENERAL PROPERTY INFORMATION

Street Address: _____

Assessor's Map: _____ Tax Lot: _____ Zoning: _____

Existing Structures: _____

Current OR Previous use(s) of the Property: _____

Proposed Use: _____

Required: Letter of Intent of New Commercial or Industrial Property

Business Name: _____

Business Address: _____

Home Phone: _____

Owner Name: _____

Summary of Use: _____

Number of Employees: _____

Hours of Operation: _____

On-site Parking: Yes _____ No _____ If No, using on-street parking: Yes _____ No _____

Selling Alcohol: Yes _____ No _____

REQUIRED APPLICATION INFORMATION (PMC 18.110.050(B))

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/Plot Plan. 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, 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 plot 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, or pathway connections to adjacent properties;

- (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 elevation drawings. Drawings shall be submitted showing:
 - a. Building elevations with building height and width dimensions;
 - b. Show all entranceways including rear or side entrances.
 - 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.

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.

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

For Office Use Only

Date Application Received: _____ Receipt Number: _____ By: _____

File Number Assigned: _____ Date Application Deemed Complete: _____