



PO Box 490, Lowell OR 97452

SITE PLAN CHECKLIST

Section 9.204 - Type II, III & IV Applications

All type III land use applications require a site plan. Any land use application requiring a site plan shall submit the plan, in addition to the required application form, on 8 1/2 X 11 inch or 11 X 17 inch black & white reproducible sheets for copying and distribution. Larger drawings may be required for presentation and City review. Drawings shall be to scale. The scale to be used shall be in any multiple of 1 inch (1" = 10', 1" = 20', 1" = 30', etc.) and may be increased or decreased as necessary to fit the sheet size. The application and site plan shall show clearly and with full dimensioning the following information, as applicable, for all existing and proposed development. It is understood that some of the information requested below may not apply to every application. Please refer to the development code for specific requirements pertaining to your application.

- Completed Development Application (Type II, Type III or Type IV)
- Vicinity map showing properties within the notification area and roads. This is for neighborhood notifications.
An assessor map showing all adjacent properties within the notification area is adequate.
- Site Map - to scale & including the following:** (See instructions above)
- Map Legend: Map date, scale & northpoint, projection, Key to features, topography etc.
- Lot Dimensions: To scale drawing depicting all lots in the proposed development
- Structures: Location, size, height and uses for all existing and proposed buildings
- Open Space: Yards, open space and landscaping
- Special Features: Existing and proposed grades and trees, and plantings to be preserved and removed
- Fencing: Walls, fences and screening - must include location, height and materials
- Access: Pedestrian, vehicular and service access including all ingress and egress points
- Off-St Parking: Parking location, number of spaces, dimensions of parking area and internal circulation patterns
- Loading: Location, dimension, number of spaces, internal circulation
- Roads: Street dedication and improvements
- Utilities: Water Systems, Drainage Systems, Sewer Systems and other Utilities
- Drainage Ways: Water courses, flood plain, floodway and wetlands

Additional Information:

- Trip Generation: Number of generated trips per day from each mode of travel by type
- Occupancy: Number of people that will occupy the site including family members, employees or customers
- Operation Time: Where appropriate, include hours of operation, days of the week and number of work shifts
- Lighting: Location, type, general nature and hooding devices. For free standing lights, include structural detail
- Signs: Location, size, height and means of illumination. For free standing signs, include structural detail



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Special Requirements:

- Emissions & Hazards: Specifications of the type and extent of emissions, potential hazards or nuisance characteristics generated by the proposed use. The applicant shall accurately specify the extend of emissions and nuisance characteristics relative to the proposed use. Misrepresentation of omission of required data shall be frounds for denial or termination of a certificate of occupancy

- Nuisances: Uses which possess nuisance charicteristics or those potentially detrimental to the public health, safety and general welfare of the community including, but not limited to; noise, water quality, vibration, smoke, odor, fumes, dust, heat, glare, or electromagnetic interference, may require additional safeguards or conditions of use as required by the Planning Commission of City Council.

- State & Federal Regulations: All uses shall meet all applicable standards and regulations of the Oregon State Board of Health, the Oregon Department of Environmental Quality, and any other public agency having appropriate regulatory jurisdiction. City approval of a land use applicatoin shall be conditional upon evidence being submitted to the City indicating that the proposed activity has been approved by all appropriate

- Other: Any other data deemed necessary to permit the deciding authority to issue required findings

Note: Additional information may be required after further review in order to adequately address the required criteria of approval