



Permit No. **ZON20** ____-00 ____

City of Coos Bay

Public Works and Development

500 Central Avenue, Coos Bay, Oregon 97420

Phone 541-269-8918 Fax 541-269-8916

SITE PLAN AND ARCHITECTURAL REVIEW

In accordance with Coos Bay Municipal Code, Chapter 17.345 a Site Plan and Architectural Review is required for certain development proposals to assure that the development is compatible with the site and surroundings. The development will be reviewed in relation to the visual character of the vicinity, availability of public facilities and services, traffic circulation patterns, and the health, safety and general welfare of the public.

SUBJECT PROPERTY

Street Address: _____

Township _____ Range _____ Section _____ Tax lot # _____

Lot(s) _____ Block: _____ Addition: _____

CURRENT USE _____

PROPOSED USE _____

APPLICANT / OWNER

Name of Applicant: _____

Address: _____ Telephone: _____

Name of Owner: _____

Address: _____ Telephone: _____

Please provide the requested information and answer the following questions as completely as possible; use additional paper if necessary. The approval of this permit must be based on specific facts; therefore, yes/no answers are not sufficient. City personnel will assist you in answering any question

1. Please submit a plan or plans drawn to scale showing the following:

- A. Contour lines related to some established bench mark or other datum approved by the Public Works Director and having a minimum interval of five (5) feet.

- B. The location and direction of all watercourses and areas subject to flooding.
 - C. Natural features, such as rock outcroppings, marshes, wooded areas, indicating those to be preserved and/or removed.
 - D. Location of all structures and improvements.
 - E. Property lines of the subject site.
 - F. Location and size of any areas to be conveyed, dedicated, or reserved as common spaces, recreational areas, and similar uses.
 - G. Existing and proposed vehicular and pedestrian circulation system including bike paths, off-street parking area, service loading areas, major points of access to public rights of way.
 - H. Location and type of irrigation.
 - I. Existing and proposed utility systems, including sanitary sewer, storm sewer, drainageways, water and fire hydrants.
 - J. General location of and type of trees to be retained on site having a trunk diameter of six (6) inches or more at a point of twenty-four (24) inches above natural grade.
 - K. Precise location or pattern and spacing of all proposed plant materials by size and common name, acceptable alternatives, expected mature appearance, estimated time of maturity, and the purpose intended to be achieved by the landscaping.
 - L. Other elements and material type used in site treatment such as fences, walls, paving materials, planter boxes, screening, and ground control.
 - M. Architectural drawings or sketches, drawn to scale, showing all elevations and exterior materials of the proposed structures and other improvements and floor plans.
 - N. Proposed exterior lighting showing type, height, and area of illumination.
 - O. Size, location, material, and illumination of signs.
 - P. Time schedule for completion.
2. Are the location, size, shape, height, spatial and visual impacts and arrangements of the uses and structures compatible with the site and surroundings? Explain how the proposal is compatible.

3. Are the public and private sewerage and water facilities provided by the development adequate in location, size, design, and timing of construction to serve the residents or establishments? Do these facilities meet City standards and relevant policies of the comprehensive plan and provide adequate fire protection? Explain how the development will meet these standards.
4. Are the grading and contouring of the site and how site surface drainage and/or on-site surface water storage facilities constructed to insure that there is no adverse effect on neighboring properties, public right of way, or the public storm drainage system; and will the site development work take place in accordance with City policies and practices? Explain how the development will satisfy these requirements.
5. Based on anticipated vehicular and pedestrian traffic generation, are adequate rights of way and improvements to streets, pedestrian ways, bikeways, and other ways provided to promote safety, reduce congestion, and provide emergency equipment access? Explain how the development will meet these standards.
6. Are there adequate off-street parking and loading facilities provided in a safe, well designed, and efficient manner? How will these standards be met?
7. Is there adequate dedication or reservation of real property for public use, as well as easements and right of entry for construction, maintenance, and future expansion of public facilities? Explain.
8. Will the structural design, location, size, and materials used for buildings, walls, fences, berms, traffic islands, median areas, and signs serve their intended purposes. How will this be achieved?

9. Are other property development requirements of the zoning district satisfied including those contained in Chapter 5.11 of the City of Coos Bay Land Development Ordinance? Address any additional requirements.
10. What are the zoning designations and uses of properties surrounding this site within 250'?
11. How much traffic will be generated by the proposed development? What type? Address customer/client traffic and number of employees per shift and their hours.

ADDITIONAL REQUIREMENTS:

- A. Attach (a) a certified list of names and addresses of all owners of property within 250 feet of the exterior boundaries of the subject property according to the latest adopted County tax roles and (b) an assessor's map showing all lots and parcels of land within that area.
- B. Provide evidence that you are the owner or purchaser of the property or have the written permission of such owner to make application for site plan and architectural review. In either case include a copy of the deed for the subject property.
- C. The Planning Commission may require other data including but not limited to the following:
 1. Date construction is expected to begin.
 2. Estimated completion date of the total project and of individual segments.
 3. Anticipated future development.

The above and attached statements are true to the best of my belief and knowledge. As applicant, I understand that staff may defer the initial review of this application to the Planning Commission. The attendance of myself or my representative will be expected at any meeting(s) where this request is scheduled for consideration.

Signature of Applicant or Authorized Agent

Date

Filing Fee: \$525.00 minimum, plus \$0.00357 per square foot of building square footage and all impervious surface

Date paid: