

Site Plan Review

Facts to Know

1. Purpose: Review of a site plan is done to promote functional, safe, innovative and attractive site development compatible with the natural and man-made environments.
 2. A site plan review application must be filed for any development in a commercial, industrial, landscape management, open space and conservation, and planned community zone. Site plan review is also required for some conditional use permits, all multi-family dwellings, and community service uses in any zone.
 3. A site plan application can be reviewed administratively or be referred to a public hearing.
 4. The site plan review process can generally be processed within 30 days, if reviewed administratively, and 60 days if reviewed in a public hearing. A 12 day appeal period follows both types of decisions.
 5. Notice of a site plan review is mailed to owners of property that abuts the subject property, is posted on the subject property and is published in a local newspaper, if a hearing is held.
 6. A site plan is valid for a period of two (2) years after the date of approval. Permits may be extended under certain circumstances.
 7. A bond for the necessary public improvements. landscaping, access and parking may be required.
 8. A pre-application meeting with the Planning Division staff is recommended.
 9. Projects located within the urban growth boundaries of Bend or Redmond may be subject to system development changes (SDC's) for roads and/or parks.
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Applicant's Responsibilities

In order to evaluate a project, the applicant must submit the information listed below. The applicant should schedule a pre-application meeting with a Planning Division Staff member to discuss specific application requirements. Additional pre-application meetings may be required for larger projects. The applicant is responsible for improving public facilities adjoining and serving the site. Road improvements, including sidewalks, traffic safety improvements, right of way dedication, and public and private road improvements may be required. If a proposal is submitted with incomplete information, the staff will not be able to complete the site plan review. In addition, no building permits can be issued unless the site plan process is complete.

1. Completed application form and fee. Application must be signed by property owner.
2. A copy of the deed showing current ownership.
3. Vicinity map, indicating general location of property.
4. A written narrative (statement) which explains the type of use, the operational characteristics of the use, the number of employees, how the proposal meets all relevant criteria and any other information which will help the Planning Division evaluate the application.
5. Information on drawing, showing the following:
 - o Scale of drawings
 - o North arrow
 - o Dimensions for lots, buildings, driveways and parking

- Existing landscape areas and other improvements proposed
6. Site plan, showing the following:
 - Existing topography and proposed grading
 - Storm drainage system
 - Building location, number of units, finished floor elevations, entry location
 - Adjoining streets and rights-of-way
 - Access and circulation patterns, parking, driveways, loading and maneuvering space
 - Sidewalks, patios, courtyards and decks
 - Fences, screens and retaining walls, including heights and materials
 - Visible utilities, electric, gas and power lines
 - Exterior lighting provisions
 - Sign locations, elevations, materials and color
 - Phasing plan (if applicable)
 - Provisions for handicapped persons
 - Proposed public improvements
 - Location of well and septic systems
 7. Architectural drawings, showing the following:
 - Floor plans with dimensions
 - Elevations with materials and colors
 - Architectural renderings are desired
 8. Landscape plan, showing the following:
 - Plant material size, species and spacing
 - Location of trees six inches in caliper or greater and indication of existing vegetation to be saved or removed

In conjunction with the application form and filing fee, the applicant must submit two complete sets of architectural drawings, 10 copies of the site plan and one copy of the landscape plan.

Site Plan Review Process

1. Scheduled pre-application meeting.
2. File application, submit fee and drawings.
3. Site inspection by staff.
4. Staff review with other agencies:
 - Public Works
 - Environmental Health
 - Dept. of Environmental Quality
 - Affected Cities
 - State Highway Division
 - Fire Marshall
5. Staff review of application for compliance with criteria.
6. Prepare Findings and Decision of Administrative decision or staff report for public hearing.
7. Building permits can be issued 12 days after decision is mailed if all relevant conditions have been satisfied, and no appeals are filed.
8. Conduct final inspection after date of deadline for completion.