



**Deschutes County  
Planning Division  
117 NW Lafayette Ave.  
Bend, OR 97701  
(541) 388-6575**

This information is intended to answer some of the general questions concerning a site plan application. If you require further information or assistance, please call the Planning Division at (541) 388-6575 or visit the County Administration Building located at 117 N.W. Lafayette Avenue.

<http://www.co.deschutes.or.us/cdd>

## **SITE PLAN REVIEW**

### **FACTS TO KNOW:**

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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 application must be filed for development in a commercial, industrial, landscape management, open space and conservation zone, or any other zone where it is required. 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 by planning staff or be referred to a public hearing.
4. The site plan review process can generally be processed within 6-8 weeks if reviewed administratively, and in 12-16 weeks if referred to a public hearing. A mandatory 12-day appeal period follows both types of decisions.
5. Notice of a site plan application is mailed to owners of property within a specified distance from the property, a land use sign is posted on the subject property and if a hearing is proposed, notice is published in a local newspaper.
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 necessary public improvements, landscaping, access and parking may be required.
8. A pre-application meeting with the Planning Division staff is recommended.

## **APPLICANT'S RESPONSIBILITY**

To allow evaluation of 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 may be responsible for improving public facilities adjoining and serving the site. Road improvements, including sidewalks, traffic safety improvements, right-of-way dedications and public and private road improvements may be required. If a proposal is submitted with incomplete information, the site plan review will be delayed. No building permits can be issued until the site plan process is completed.

- ✓ Completed application form and fee. The application must include the property owner's original signature.
- ✓ A copy of the deed or other documentation of ownership.
- ✓ Vicinity map, indicating general location of property.
- ✓ A written narrative (burden of proof 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.
- ✓ Site plan(s), showing the following:
  - Scale of drawings, North arrow
  - Dimensions for lots, buildings, driveways and parking
  - Existing landscape areas and other proposed improvements
  - 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
  - Sign locations, elevations, materials and color
  - Phasing plan (if applicable)
  - Provisions for handicapped persons
  - Proposed public improvements
  - Location of well and septic systems

- ✓ Architectural drawings, showing the following:
  - Floor plans with dimensions
  - Elevations with materials and colors
  - Architectural renderings are desired
- ✓ Storm drainage plan, showing the following:
  - surface drainage and appurtenant above and below ground structures
  - drainage calculations supporting the plan
- ✓ 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
- ✓ One reduced site plan, to scale, no larger than 11" x 17", one copy of the landscape plan, and one copy of the surface drainage plan with calculations.

## **SITE PLAN REVIEW PROCESS**

The following is a brief summary of the steps involved in the site plan review process:

1. Scheduled pre-application meeting.
2. File application, submit fee and drawings.
3. Site inspection by staff.
4. Application review with other agencies:
  - Road Department
  - Environmental Health Division
  - Building Safety Division
  - Dept. of Environmental Quality
  - Affected Cities
  - State Highway Division
  - Fire Departments or Districts
  - Irrigation Districts
  - Utility Companies
  - Other State Agencies as necessary
5. Staff review of application for compliance with criteria.
6. Prepare Findings and Decision for 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.