



City of Scio

Planning File No.:

PO Box 37  
38957 NW 1<sup>st</sup> Avenue  
Scio, OR 97374

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### Site Plan Review Application

#### APPLICANT INFORMATION

|                |              |
|----------------|--------------|
| Name: _____    | Phone: _____ |
| Address: _____ | Cell: _____  |
| _____          | Email: _____ |

#### Applicant Certification

***I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true; that the proposed land use activity does not violate covenants, conditions and restrictions associated with the subject property; and any approval granted based on this information may be revoked if it is found that such statements are false.***

***I acknowledge and agree that I will be responsible for any additional costs incurred by the City of Scio for the review and processing of this land use application in accordance with the city's land use fee policies.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PROPERTY INFORMATION

|   |                             |
|---|-----------------------------|
| Situs Address: _____                    | Nearest Cross Street: _____ |
| Assessor Map & Tax Lot Number(s): _____ |                             |
| Current Zoning: _____                   |                             |
| Total Area (sq. ft. or acres): _____    |                             |
| Current Use of Property: _____          |                             |

#### PROPOSED USE

|                     |
|---------------------|
| Proposed Use: _____ |
| _____               |
| _____               |
| _____               |

Describe uses of property surrounding your property (attach additional page if needed):

North: \_\_\_\_\_

East: \_\_\_\_\_

South: \_\_\_\_\_

West: \_\_\_\_\_

Describe the existing buildings and uses on the property (attach additional page if needed) :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the physical characteristics of your property (areas subject problems of flooding, location of drainage ways, wetlands, etc.) (attach additional page if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any potential impacts to adjacent properties. Will the proposed use affect the livability or affect any future development of abutting properties? (attach additional page if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the vehicular access to your property (attach additional page if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your property have city water? \_\_\_\_\_ Pipe Size? \_\_\_\_\_

Does your property have city sewer? \_\_\_\_\_ Line Size? \_\_\_\_\_

**ENGINEER/DESIGNER/SURVEYOR CONTACTS**

|                  |              |
|------------------|--------------|
| Name: _____      | Phone: _____ |
| Firm Name: _____ | Cell: _____  |
| Address: _____   | Email: _____ |
| _____            |              |
| _____            |              |
| Name: _____      | Phone: _____ |
| Firm Name: _____ | Cell: _____  |
| _____            | Email: _____ |
| _____            |              |
| Address: _____   |              |
| _____            |              |
| _____            |              |

**FEES AND COSTS INCURRED BY THE CITY ARE THE APPLICANT’S RESPONSIBILITY**

***The application fee is used to cover the costs incurred by the City of Scio in processing the application, including but not limited to: the time spent by the city staff, professional fees for the City Planner, Engineer and/or City Attorney and for the costs to publish hearing notices, recording of documents or other administrative costs.***

***If the application fee does not cover all of the costs incurred by the City of Scio, the applicant/or applicant’s representative requesting the land use action will be billed by the City of Scio for the additional costs incurred by the City. The applicant shall pay the City immediately upon receipt of a bill. Failure to pay fees as prescribed in the city’s land use fees resolution may result in building permits, utility service connections or other development approvals being withheld until the collection of fee’s are paid in full or otherwise resolved.***

***By executing and filing this land use application, the applicant and/or applicant’s representative acknowledges and agrees to reimburse the City for any additional costs incurred by the City to process the land use application.***

**PROPERTY OWNER(S) SIGNATURE(S) & CONTACT INFORMATION**

|                  |              |
|------------------|--------------|
| Signature: _____ | Date: _____  |
| Name: _____      | Phone: _____ |
| Address: _____   | Cell: _____  |
| _____            | Email: _____ |
| _____            |              |
| Signature: _____ | Date: _____  |
| Name: _____      | Phone: _____ |
| Address: _____   | Cell: _____  |
| _____            | Email: _____ |
| _____            |              |

## REQUIRED SUBMITTALS

Signed Application

A \$750 Fee.

Site Plan.

The site plan shall show the general layout of the property where the development is to be sited and shall meet the requirements of Ordinance No. 561, Section 12.050. In addition, the applicant shall submit the following information, if applicable to the proposed use:

1. The number of dwelling units to be placed on the property, including information pertaining to the size of the dwelling unit and the number of bedrooms by type of unit (i.e. studio apartment).
2. The location and dimensions of each existing or proposed building, the distance from all property lines for all buildings to be located on the property and the distances between the buildings.
3. The location, pavement width, and type of surfacing for all streets abutting the proposed development and for those streets which are intended to serve as primary access to the proposed development.
4. The location, width, and intended ownership and maintenance responsibility of the access driveways and any interior access roads serving the property, and of walkways serving the property.
5. The location, width, and surfacing for all sidewalks and pathways to be located on the property.
6. The design, location and dimensions of the parking lot, the number of parking spaces to be accommodated, and the locations and dimensions of each parking space.
7. The location and dimensions of recreation and play areas and a detailed site plan for the recreation and play area.
8. Detailed site plans showing existing and proposed water, sewer, fire hydrants, and other fire protection facilities.
9. Detailed plan for storm drainage, including storm sewers, bio swales, rain gardens, water courses or similar water quality facilities.
10. Proposed cuts, and fills, and flood plain certification and flood proofing measures, if necessary.
11. A plan for the location of refuse containers on the site including how the containers will be screened from view.
12. A plan for the location and dimensions of any identification signs to be placed on the site.
13. A plan for buffering, screening, fencing, and landscaping. The plan shall show natural preservable features on the property such as trees.
14. When the proposed development shall contain six (6) or more dwelling units or non-residential structure larger than 5,000 sf, an architectural rendering of the project, showing typical views of the property which would be seen from the street or abutting properties.
15. Proposed ownership pattern and a proposal for maintaining the property.

Applicant's letter or brief narrative describing the proposal.

## APPROVAL CRITERIA

A proposal for a site plan permit must comply with the following criteria:

1. The existence of or ability to provide adequate utilities including water, sewer, surface water drainage, power and communications, including easements, to properly serve development on the subject property in accordance with city public works standards.
2. Provision of safe and efficient internal traffic circulation, including pedestrian and motor vehicle traffic, and provision for safe access to and from the property to adjacent public streets.
3. Provision of necessary improvements to local streets, including the dedication of additional right-of-way to the city and/or the improvement of traffic facilities to accommodate access for emergency vehicles and the additional traffic load generated by the proposed development of the site.
4. Provision of on-site parking areas and adequate loading/unloading areas for the proposed uses and in compliance with Sections 5.200 to 5.230 of this ordinance. The parking area shall be designed to facilitate the safe movement of traffic and pedestrians and minimize traffic congestion.
5. The design and placement on the site of buildings and other structural improvements shall provide compatibility in size, scale, and intensity of use between the proposed development and similar development on neighboring properties. The location, appearance and size of the proposed buildings shall be designed to properly serve anticipated users of the proposed improvements.
6. Provision of landscaping of the site including the planting of trees, street trees, shrubs, and groundcovers so that the landscaping presents an attractive interface with adjacent residential properties.
7. Provision of visual or physical barriers around the property including the provision of site obscuring fencing or vegetative screening between a commercial and/or public use and adjacent residential properties.
8. Lighting sufficient to satisfy the intended use of the property but designed in such a manner as to not present an adverse impact (as measured by excessive brightness or glare) upon adjacent land uses or traffic movements.
9. The use is in compliance with the other development standards which are specified by Scio Zoning Code or public works design and construction specifications.

Approval of a site plan will be void one year after the date of the Notice of Decision unless a building permit has been issued.

## APPROVAL PROCESS

The Scio Planning Commission will hold a public hearing and make a decision to either approve or deny the proposal. A written notice of decision will be issued by the City. Notice shall be provided within five (5) days of the Planning Commission's decision.

***This information is only a summary. For additional information or clarification, please refer to the Scio Zoning Ordinance No. 561 or request clarification from city staff.***

**OFFICE USE ONLY**  
**PROCESS SUMMARY TIMELINE**

|  |                              |
|--|------------------------------|
| Date Received: _____                           | Payment Received: _____      |
| Received by: _____                             | Receipt No.: _____           |
| Application Reviewed By: _____                 | Date: _____                  |
| Additional materials requested: _____<br>_____ |                              |
| Application Complete on: _____                 |                              |
| City Planner Review Complete: _____            |                              |
| Notifications Mailed on: _____                 | By: _____                    |
| Planning Commission Review: _____              | Granted: _____ Denied: _____ |
| Notice of Decision Mailed: _____               | By: _____                    |
| Appeal Period Expires: _____                   |                              |
| Appealed by: _____                             | Date: _____                  |
| Notice of Appeal Hearing Mailed: _____         | By: _____                    |
| Appeal Hearing Held: _____                     | Granted: _____ Denied: _____ |
| Notice of Final Decision Mailed: _____         | By: _____                    |