



Site Design Review Application

Received: \_\_\_\_\_

For the City of Amity, Oregon

File No.: \_\_\_\_\_

Fee: \_\_\_\_\_

### **INTRODUCTION**

This application is to provide for the filing and review of all site design reviews for commercial and industrial structures in the City of Amity. The application is organized to correspond with the requirements of the Amity Development Code, which should be consulted when preparing this application.

The filing of this application will initiate a process which includes the following:

- a) Application submission to the City Planner for Preliminary Review (no fee attachment required) – done by applicant
- b) Complete application submission, including the site plan and deposit. –done by applicant
- c) Scheduling of a public hearing with the City Planning Commission – done by City Clerk
- d) Notification of affected citizens and agencies – done by City Clerk
- e) Planning Commission hearing and discussion – done on the 2<sup>nd</sup> Monday of the following month submitted.
- f) Formal decision completed by city staff.
- g) Appeals period, which is 15 days from date of decision
- h) Appeals Hearing, if required, is heard by city council
- i) Decision is final after 15 day appeal period, unless an appeal is made



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## SITE DESIGN REVIEW CITY OF AMITY, OREGON

**Applicant/Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Property Address:** \_\_\_\_\_  
(Street address, or if not addressed, then indicate the nearest intersecting street or known landmark. Attach Assessor's Map, or similar map)

**Township; Range; Section; Tax Lot:** \_\_\_\_\_

**Zone:** \_\_\_\_\_ **Parcel Size:** \_\_\_\_\_

**Nearest Intersecting Streets:** \_\_\_\_\_

**Existing Comprehensive Plan Designation:** \_\_\_\_\_

**Existing Zone Designation:** \_\_\_\_\_

**Historic Property Designation** [i.e. National Register Listing, Significant, Contributing, Non-Contribution, or None]: \_\_\_\_\_

**Legal Description** (as it appears on the deed): \_\_\_\_\_

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

**Deed Covenants & Restrictions:** Will any deed restrictions apply to the development? If yes, attach copy of deed.  Yes  No

**ADDITIONAL REQUIRED INFORMATION**

A Site Design Review is a detailed examination of the physical characteristics of a proposed development or improvement to property, with special attention given to the design of the development or improvements and the potential impacts on adjoining properties or land uses. The City of Amity and the Amity Planning Commission will use the information provided by the applicant below to analyze the merits of the application. A decision to approve or deny the application is made based on how well the applicant meets the standards and criteria set forth in the Amity Development Code. Please provide the following information in full. This application will not be accepted unless all required information is provided.

1. **PUBLIC SERVICES:** All new structures are required to have all public improvements installed as part of the development process. Therefore, the applicant must be prepared to install required street water, sewer, storm drainage, power, and communication lines. All required improvements must be installed prior to a certificate of occupancy. The city may require the applicant to provide a performance bond or financial guarantee that the improvements will be installed. All public improvements must meet City of Amity standard specifications. All design plans must be approved by the city prior to construction. The city will inspect all construction.

- List the public services currently available to the site:

Water Supply: \_\_\_\_\_ - inch line available on \_\_\_\_\_ street

Sanitary Sewer: \_\_\_\_\_ -inch line available on \_\_\_\_\_ street

Storm Sewer: \_\_\_\_\_ -inch line available on \_\_\_\_\_ street

Telephone: \_\_\_\_\_ -inch line available on \_\_\_\_\_ street

Cable TV: \_\_\_\_\_ -inch line available on \_\_\_\_\_ street

Electrical: \_\_\_\_\_ -inch line available on \_\_\_\_\_ street

Utility

Easements: \_\_\_\_\_ are or are not \_\_\_\_\_ required (show on site plan if required)

- What effect will the development have on the city's ability to provide public services to the general area of the development? Must the city expand, oversize, or extend services to meet the demands created by proposed conditional use site? Who will pay for these improvements? Explain.

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- Does the applicant intend to extend public services to the site within a reasonable period of time? Yes No

If yes, estimate the period of time in which the applicant intends to extend public services to the site if service is not currently available.

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**ADDITIONAL REQUIRED INFORMATION (Continued)**

**2. TRAFFIC CIRCULATION:**

- How does this proposal provide for safe and efficient traffic circulation both on and off site?

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- The site plan must include driveways, ingress and egress, roadways, and pedestrian walks for safe and efficient vehicle and pedestrian circulation.

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**3. STREET IMPROVEMENTS:** City streets must be adequate to meet the demands of the development. Note below those items which apply to the development and show on the site plan.

\_\_\_\_\_ street dedication of \_\_\_\_\_ feet on \_\_\_\_\_ street.

\_\_\_\_\_ street improvements

\_\_\_\_\_ feet wide \_\_\_\_\_ - inches asphalt/concrete;

\_\_\_\_\_ - inches base rock

\_\_\_\_\_ sidewalks

\_\_\_\_\_ curbs

\_\_\_\_\_ traffic signs/signalization

4. **PARKING REQUIREMENTS:** The Amity Development Code requirements for automobile parking describe the number of parking spaces required of different land uses. Asphalt parking areas, handicapped parking, loading, and driveway improvements may be required. All parking area improvements must be shown on the site plan.

- Please describe the efforts that will be taken to minimize the impact of noise, odors, fumes, or other impacts on adjacent properties.

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- Please provide the following information so that planning staff may assess the number of parking spaces that are required of this proposal:

- a. Building Size (square feet): \_\_\_\_\_
- b. Number of Employees: \_\_\_\_\_
- c. Number of current parking spaces planned: \_\_\_\_\_

**ADDITIONAL REQUIRED INFORMATION (Continued)**

5. **LANDSCAPING:** Landscaping is an integral part of the site plan. The applicant is required to provide a landscaping plan and irrigation plan as part of the submittal requirements. The detailed landscape plan should show all existing and proposed landscaping, the location of structures, and the extent and type of all proposed landscaping features, including tree and planting types, irrigation systems, access ways, benches and walkways. Please provide on an additional map.

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6. **FENCES, WALLS, SCREENINGS AND HEDGES:** All proposed visual or physical barriers shall be shown on the site plan. Explain how any visual or physical barriers will perform their intended function and have no undue adverse impacts on adjacent properties.

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7. **LIGHING:** Outdoor lighting shall be shown on the site plan. Lighting is to be designed to eliminate excessive brightness or glare upon adjacent properties, streets, or traffic areas. Explain how the proposed lighting will meet these design criteria. Proposed lighting should be indicated on site plan. Use the space below to describe the lighting.

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8. **FLOOD HAZARDS:** Is the property located in a flood plain?      Yes      No  
If the answer to the question is “yes”, how will the proposed development comply with all standards for riparian setbacks or flood hazard protection?

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9. **OTHER NATURAL HAZARDS:** Are there other natural hazards on the site, such as steep slopes?      Yes      No  
If the answer is “yes” how will the proposed developments comply with the restricted development overlay district standards?

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10. **WETLANDS:** Are there any wetlands on the site?      Yes      No  
If the answer is “yes”, how will the proposed land division and subsequent development comply with all wetland development requirements?

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11. **CONSULTANTS:** Please provide names, addresses and telephone contact numbers below for planning and engineering consultants for the development.

PLANNING CONSULTANT

ENGINEERING CONSULTANTS

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Firm: \_\_\_\_\_

Street Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

**CERTIFICATION & SIGNATURES**

By their signature below, the undersigned applicant(s) hereby certifies:

1. THAT they are the owners of the property described above or have attached a Letter of Consent signed by the owners;
2. THAT this request does not violate any deed restrictions that are attached to or imposed on the subject property;
3. THAT they understand that it is their sole responsibility to provide all of the information required to process this application in accordance with the various requirements of the Amity Development Code, and that any incomplete or missing information may delay the approval process;
4. THAT all information, justification, maps and supplemental information submitted are in all respects true and correct to the best of their knowledge and belief and acknowledge that any permit issued on the application may be revoked if it be found that any such statements are false;
5. THAT the City of Amity, its officers, agents and employees, have permission to come upon the above-described property to gather information and inspect the property whenever it is reasonable necessary for the purposes of processing this application or preparing a staff report;
6. THAT if the application is granted, the applicants(s) will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval by the Planning Commission and comply with all conditions required by law, ordinance or otherwise;
7. THAT they understand that issuance of a permit based upon this application will not excuse the applicant from complying with effective ordinances and resolutions of the City of Amity, Yamhill County, Oregon, and Oregon Revised Statutes, despite any errors on the part of the issuing authority in checking this application;
8. THAT they understand that, if this application is approved, it is their sole responsibility to comply with any conditions set forth in the approval, or any statutory requirements related to the request; and
9. THAT they further understand and agree to reimburse the City of Amity for any costs incurred on their behalf for planning, engineering, legal services, etc., over and above the base fee, as they may relate to their request, application or project.

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_____	_____
Printed Name / Signature of Applicant	Date

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_____	_____
Printed Name / Signature of Applicant	Date

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_____	_____
Printed Name / Signature of Owner	Date

/	
_____	_____
Printed Name / Signature of Owner	Date

**Return Completed Forms Along with a Site Plan.**

**Site Plan requirements are outlined in Section 3.104.05 of the Amity Development Code**