

Please complete the following application checklist. Note that additional information may be required after further review to adequately address the applicable approval criteria. If you have any questions about completing this application, please contact Planning staff at the Permit and Information Center, phone (541) 682-5377, 99 West 10th Avenue, Eugene.

List all Assessor's Map and Tax Lot numbers of the property included in the request. Please indicate if only a portion of a lot is included in the request.

Assessor's Map	Tax Lot	Zoning

Site address(es):

Area of Request (square feet/acres):

Existing Use of Property:

Proposed Use of Property:

Adjustment Requested?  Yes  No Specify type of adjustment being requested:

Does adjustment request include stormwater drainage facilities:  Yes  No

*(If request includes Pollution Reduction/Flow Control, submit approved alternative design. If request includes Source Control, submit DAR form.)*

Site Review Approval Criteria type (check one):

General (EC 9.8440)

Needed Housing (EC 9.8445)

**Is site included on City acknowledged Statewide Goal 5 Inventory**

- Yes  No  Uncertain

**Filing Fee**

- A filing fee must accompany all applications. Check with Planning staff at the Permit and Information Center to determine the required fee or check the City website at [www.eugene-or.gov](http://www.eugene-or.gov)

**Submittal Requirements**

- Provide 2 paper copies and one digital copy (CD, USB Drive, or Other) of all application materials (i.e. written statement, site plans, etc.). Digital files must be in PDF file format. Please note that it is the applicant's responsibility to make sure that the digital and paper copies are identical. Following completeness review, an updated digital and paper copies may be required. All paper site plans must be folded to a size equal or less than 11" x 17".

**Written Statement**

- Submit a detailed written statement describing *how* this request is consistent with all applicable criteria (Sections 9.8440 or 9.8445 of the Eugene Code). Please note: it is the applicant's responsibility to provide adequate information demonstrating how the project satisfies the applicable approval criteria.

**Site Plan Requirements**

- List all professional representatives, as required in EC 9.8435, on the site plan. Plans should also include certification/license stamps and signature on applicable sheets.
- Show the date, north arrow, and standard engineer's scale on the site plan.
- Show the Assessor's Map and Tax Lot numbers on the site plan.
- Show a vicinity map on the site plan (vicinity map does not need to be drawn to scale).
- Show the footprint and location of existing and proposed structures. Indicate whether the existing structures will remain or be removed.
- Calculate the amount and percent of increase in total building square footage.
- Provide elevation drawings that portray the scale and appearance of proposed buildings.
- Submit a tabulation of all impervious surface areas (existing and proposed), including the amount of area covered by building(s), parking, and the amount of area devoted to open space.

- When applicable, demonstrate compliance with the Commercial Zone Development Standards (EC 9.2170-9.2175) and the Multiple-Family Standards (EC 9.5500).
- Show the width and location of all existing and proposed public and private easements.
- Show all proposed grading for streets, building areas, and other proposed development.
- Show the existing and proposed occupancy classification. Also indicate gross building size and type of construction.

#### **Water Supply Requirements**

- Show a diagram (including diameters) of existing and proposed water mains.
- Show existing and proposed fire hydrants.

#### **Wastewater Requirements**

- Show the location and flow line elevation of the existing public wastewater sewer at proposed connection point(s).
- Show the existing and proposed wastewater sewer layout, including service to each lot (each lot must be connected to a public wastewater sewer.)

#### **Storm Drainage Requirements**

- Show the location and flow line elevation of the existing piped public system at proposed connection point(s).
- Delineate the tops-of-banks of all drainage-ways on and adjacent to the property.
- Delineate the Special Flood Hazard Area and determine the base flood elevation.
- A description of the extent to which a watercourse will be altered or relocated as a result of proposed development, including a stormwater analysis of pre- and post-development flows.
- Show existing and proposed storm drainage, including the type of facilities proposed for collection, conveyance, and treatment of storm water for all lots and development consistent with the stormwater provisions at EC 9.6790 – 9.6795.
- Submit a stormwater analysis (3 copies) that demonstrates compliance with stormwater drainage provisions at EC 9.6790 – 9.6795.
- Indicate whether the stormwater system or portions thereof are proposed for public or private maintenance. If applicable, submit a draft Operations and Maintenance Plan (for private facilities) and/or Operations and Maintenance Agreement (for public facilities) consistent with EC 9.6797.

### **Tree Preservation Requirements**

- Provide a tree preservation plan and report prepared by a certified arborist or approved equivalent. Both the plan and the report shall demonstrate compliance with EC 9.8440(2)(b), (c), (d) and/or other applicable requirements.
- Show the location, size and species of existing trees on site that are 8 inches or more in diameter at DBH (4.5 feet above ground). Provide an assessment of the condition of the existing trees, indicate whether they will be preserved or removed, and indicate the means of preservation when applicable.
- Show the “critical root zones” for trees to be preserved and provide supporting information that preserved trees will not be impacted so as to constitute “tree removal,” as defined in EC 9.0500.

### **Natural Features Assessment and Delineation of Applicable Boundaries on Site Plan Needed housing**

- Significant on-site vegetation, including rare plants (those that are proposed for listing or are listed under State or Federal law), and native plant communities.
- All documented habitat for all rare animal species (those that are proposed for listing or are listed under State or Federal law).
- Prominent topographic features, such as ridgelines and rock outcrops.
- Wetlands, intermittent and perennial stream corridors, and riparian areas.
- Natural resource areas designated in the Metro Plan diagram as “Natural Resource” and areas identified in any City-adopted natural resource inventory.
- Submit a mitigation plan to address restoration or replacement of significant natural features, in accordance with EC 9.8440(2)(c).
- Submit a narrative report from qualified professional providing an evaluation of existing resources, anticipated impacts and proposed mitigation.

### **Landscaping Requirements**

- Show the location, species and size of existing and proposed landscaping.
- Indicate means of irrigation.
- Show open space and landscaping proposed for open space.
- Show the type and size of existing or proposed fencing and/or landscape buffering.

### **Contour Intervals**

Show existing and proposed contours at one of the following intervals and must be based on City Bench Mark (North American Vertical Datum of 1988 (NAV 88)). The City Bench Mark used must be noted on the plan.

- One-foot contour intervals for ground slopes up to five percent.
- Two-foot contour intervals for ground slopes between five and ten percent.
- Five-foot contour intervals for ground slopes exceeding ten percent.

#### **Parking Area Requirements**

- Show the location, number and dimensions of existing and proposed parking spaces, including aisle widths and ADA compliant parking spaces.
- Show the location, number, and dimensions of bicycle parking spaces, including long-term and short-term parking.
- Show traffic circulation patterns, including width of travel lanes.
- Show landscaping and screening for parking areas.
- Show means of protecting landscaping (i.e. curbs ).
- Show location and height of proposed lighting for parking area.
- Show designated carpool and vanpool spaces for developments with 20 or more employees.

#### **Street and Utility Improvement Requirements**

- Show existing and proposed public and private improvements.
- Note on the plan whether public improvements are proposed to be constructed publicly or privately.
- Note on plan the location, size and species of existing and proposed street trees.
- Note on plan the location of any existing or proposed street lights.
- Show that utility plans comply with EC 9.6775, Underground Utilities.

#### **Street and Public Access Way Requirements**

- Identify the number of peak hour trips based on the proposed development. If the development will generate 100 or more trips during any peak hour, a Traffic Impact Analysis Review is required per EC 9.8650 - 9.8680.
- Identify the street classification of all streets in accordance with EC 9.6850 – 9.6870.
- Indicate potential slope easements.
- Provide a street center profile using ground elevations when proposed streets intersect 15% grade.

- Show the location and widths (right-of-way and paving width) of all existing and proposed streets, intersections, and bike and pedestrian access ways, both on-site and adjacent to the site.
- Show existing and proposed curbs and sidewalks on site and adjacent to property involved.
- Show street connectivity and provide supporting narrative to address applicable street connectivity standards from EC 9.6815.
- Show that the proposal is consistent with EC 9.6780, Vision Clearance Area.
- Show secondary emergency vehicle access.
- Show street names for all existing and proposed streets (public and private), in accordance with EC 9.6855.
- Indicate the radii of all curves on the plan.
- Show location and type of existing and proposed transit-related facilities.
- Identify any street grade over 12 %.
- Show all existing private access driveways to property. When the property fronts a street under Lane County jurisdiction, also show driveway locations for adjacent properties.
- Show any special setbacks in accordance with EC 9.6750.
- Submit an Alternative Traffic Safety Study (ATSS) if an adjustment is requested to required internal vehicle stacking at EC 9.6703(3)(a).
- Note any amount of increase to the development site's peak hour trips due to the proposed development; particularly if the increase is more than 50% and there will be 20 or more additional peak hour trips than the previous/existing use.
- Demonstrate that access to the development site is located in accordance with EC 7.420.

### **Supporting Analysis and Documents**

- Submit a Geotechnical Analysis, if required, to satisfy applicable criteria.
- The applicant is responsible for meeting State/Federal wetland requirements. Submit a wetland determination and a letter of acceptance of the determination from the Oregon Division of State Lands (ODSL) and if necessary, a wetland delineation report for potential wetlands identified on the Eugene Local Wetlands Inventory (LWI) maps, West Eugene Wetlands Plan (WEWP) maps, Wetland Determination reports, or other sources which indicate the potential presence of wetlands.
- Submit a legal description of property included in the site review application. This legal description must be typed on an 8½" x 11" white sheet of paper (no letterhead) so that it is suitable for recording.

**NOTICE STATEMENT:** If the Eugene/Springfield Fire Marshall (or the Fire Marshal's designee) determine that there is inadequate water supply, apparatus access, or both, to the site for the development of one and two family dwellings that will be subject to the Oregon Residential Specialty Code, the Eugene Building Official (or the Building Official's designee) may require compliance with one or more of the fire suppression or fire containment Uniform Alternate Construction Standards set out at OAR 918-480-0125(4) and (5).

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing the application. I (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

**OWNER** (Also the Applicant?  Yes /  No):

Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

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

**APPLICANT**  / **APPLICANT'S REPRESENTATIVE**  (Check one):

Name (print): \_\_\_\_\_

Company/Organization: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ E-mail (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**APPLICANT'S REPRESENTATIVE**  / **DESIGNATED CONTACT PERSON**  (Check all that apply):

Name (print): \_\_\_\_\_

Company/Organization: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ E-mail (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

[www.eugene-or.gov/planning](http://www.eugene-or.gov/planning)