

**SITE PLAN REVIEW APPLICATION**

CITY OF THE DALLES  
Community Development Department  
313 Court Street  
The Dalles, OR 97058  
(541) 296-5481, ext. 1125  
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Date Filed \_\_\_\_\_  
File# \_\_\_\_\_  
Date Deemed Complete \_\_\_\_\_  
Hearing Date \_\_\_\_\_  
Approval Date \_\_\_\_\_  
Permit Log # \_\_\_\_\_  
Other Cross Reference# \_\_\_\_\_

**APPLICANT**

**LEGAL OWNER (If Different than Applicant)**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone # \_\_\_\_\_

Telephone # \_\_\_\_\_

Email address: \_\_\_\_\_

**PROPERTY INFORMATION**

Address \_\_\_\_\_

Map and Tax Lot \_\_\_\_\_

Size of Development Site \_\_\_\_\_

Zone District/Overlay \_\_\_\_\_ In City Limits: Yes \_\_\_\_\_ No \_\_\_\_\_

Comprehensive Plan Designation \_\_\_\_\_ Geohazard Zone: \_\_\_\_\_

**PROJECT INFORMATION**

New Construction     Expansion/Alteration     Change of Use     Amend Approved Plan

Current Use of Property \_\_\_\_\_

Proposed Use of Property \_\_\_\_\_

Briefly Explain the Project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED BUILDING(S) FOOTPRINT SIZE (in square feet)** \_\_\_\_\_

**PARKING INFORMATION**

Total Number of Spaces Proposed \_\_\_\_\_

Square Footage of Parking Lot Landscaping Proposed \_\_\_\_\_

**LANDSCAPING INFORMATION**

Total Square Footage Landscaping Proposed \_\_\_\_\_ Percent of Landscaping Irrigated \_\_\_\_\_

**ECONOMIC DEVELOPMENT INFORMATION**

Proposed Project is located in the Enterprise Zone

\_\_\_\_\_ Full Time Equivalent (FTE) jobs are currently provided.

\_\_\_\_\_ FTE jobs are expected to be created by the proposed project.

Signature of Applicant

Signature of Property Owner\* or Owners Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\* Notarized Owner Consent Letter may substitute for signature of property Owner

**NOTE:** This application must be accompanied by the information required in Section 3.030: Site Plan Review, contained in Ordinance No. 98-1222, The City of The Dalles Land Use and Development Ordinance.

**PLANS REQUIRED:**

At least 15 copies of concept site plan.

At least one 11 x 17 concept site plan.

4 copies detailed landscape plans

4 full size copies construction detail plans

## **INFORMATION REQUIRED WITH APPLICATION**

There are 3 types of plan information which can be combined on the same plan or separated onto different plans and reviewed at different times through the approval process. The minimum plan requirements which must accompany a Site Plan Review Application are those specified in the Concept Site Plan below.

1. Concept Site Plan. The concept site plan shall clearly indicate all of the following information applicable to the particular development proposal.

- ❑ Project Name
- ❑ A separate vicinity map indicating location of the proposed development.
- ❑ Scale – The scale shall be at least one inch equals 50 feet (1:50), unless a different scale is authorized by the Director.
- ❑ North arrow.
- ❑ Date.
- ❑ Location and names of all existing streets and location of proposed streets within or on the boundary of the proposed development.
- ❑ Lot layout with dimensions for all lot lines.
- ❑ Location, dimensions, and height of all existing and proposed buildings, structures, fences, and gates. Indicate which buildings, structures, and fences are to remain and which are to be removed.
- ❑ Location and dimensions of all yards and setbacks from all property lines and distances between existing and proposed buildings.
- ❑ Location and dimensions of all driveways and bicycle and vehicle parking areas.
- ❑ Number of vehicle and bicycle parking spaces, parking lot layout, and internal traffic circulation pattern.
- ❑ Size and location of existing and proposed curb openings (access from street to property), and distance to curb openings on adjacent property.
- ❑ All points of entrance and exit for pedestrians, bicycles, and vehicles, including service vehicles.

- ❑ Location and description of any slopes greater than 20%, and any proposed cut and fill activity.
- ❑ General nature and location of all exterior lighting.
- ❑ Outdoor storage and activities where permitted, and height and type of screening.
- ❑ Conceptual drainage and grading plan.
- ❑ Location, size, height, materials and method of illumination of existing and proposed signs.
- ❑ Location of existing utilities, easements, and rights of way.
- ❑ Location of any significant natural features including, but not limited to, water courses, trees, rock outcroppings, ponds, drainage ways and wetlands.
- ❑ Location, size, and use of any proposed underground activity (storage tanks, septic systems, heat transfer coils, etc.)
- ❑ Location of existing fire hydrants.
- ❑ Location and dimension of all areas devoted to landscaping, and a general description of proposed planting and materials, (trees, rocks, shrubs, flowers, bark, etc.).
- ❑ Location of existing and proposed trash storage area(s) including enclosure construction design and access for pick up purposes.
- ❑ Any additional information required by the Director to act on the application.

Detailed plans may be submitted after land use approval is granted; **however**, detailed plan approval will be required prior to City sign-off on building permit application forms.

2. Detailed Landscape Plans. Detailed landscape plans shall clearly indicate the following information:

- ❑ Project name.
- ❑ Scale. The scale shall be at least one inch equals 50 feet (1:50) or larger.
- ❑ North arrow.
- ❑ Date.
- ❑ Location and initial sizes of plants and tree species, and other proposed landscape material.

- ❑ Pipe location and size, point of connection, and water requirements of automatic sprinkler systems, and location and details of cross connection control device.

3. Detailed Construction/Design Plans. The detailed construction/design plans shall clearly indicate the following information:

- ❑ All information required for the concept site plan.
- ❑ Location of existing rights-of-way.
- ❑ Existing streets, sidewalks, curbs, and utilities.
- ❑ Existing and proposed street trees.
- ❑ Parking lot striping and pavement cross-section.
- ❑ Perimeter curb location and details.
- ❑ Utility service types, sizes, locations and details (including hydrants, manholes, cleanouts, vaults, meters, inlets/catch basins, manholes, cleanouts, parking, drive pads, distance to drive pads on adjacent property, curb and sidewalk, retaining walls, and retaining wall drainages).
- ❑ Location and details of cross connection control devices.
- ❑ Fence and gate locations and details.
- ❑ Street and parking lot lighting locations and details.
- ❑ Site drainage and grading plan and construction details sufficient to evaluate whether runoff generated from improvements is collected on site and disposed of in a manner which eliminates sheet flow of storm water onto sidewalks, public rights-of-way and abutting private property.
- ❑ Erosion control plan and/or traffic control plan as required by the City Engineer. Where City street, curb, sidewalk or utility extensions are required, provide complete plan, profile, and construction detail drawings, including signs, striping and pavement markings, and specifications when required by the City Engineer, prepared and stamped by a licensed professional engineer for the proposed improvements within public rights-of-way.
- ❑ City Engineer and all other required state and federal approvals for extensions.