

Community Development
Located at 1300 S. Kodiak Circle, Cornelius, Oregon 97113
www.ci.cornelius.or.us

**ALL PLANS MUST BE FOLDED TO FIT A LEGAL SIZE FILE JACKET AND
COLLATED IN SETS WITH THE NARRATIVE MATERIALS and
SIGNATURE OF EACH PROPERTY OWNER IS REQUIRED AT TIME OF SUBMITTAL**

Type I actions are minor changes to plans previously approved by the Design Review Committee, Community Development Director or Planning Commission. These actions shall be approved by the Community Development Director as soon as the appropriate level of review has occurred to determine compliance with the requirements and conditions of the Development Code. Type I (**Dev. Code Chapter 18.100.030.A**) actions include but not limited to:

- (1) Site clearing, fill and grading involving more than 20 and less than 50 cubic yards, prior to the issuance of a development permit.*
- (2) Site plans for single-family dwellings, duplex dwellings and accessory dwelling units.*
- (3) Acceptance or rejection, upon final inspection of all architectural and site development improvements in accordance with approved plans.*
- (4) Moving of residential and other structures.*
- (5) Remodeling that changes by 20 percent or more the exterior appearance of the building or structure elevations.*
- (6) All fences that are nonresidential or require a building permit shall be reviewed relative to screening, buffering, safety, building code and security.*
- (7) Change in use or business that does not meet the threshold for a Type II or III review, but is identified as a different use by the off-street parking standards or as a change of occupancy as defined by the building official.*
- (8) Conversion of an existing, legal multifamily residential dwelling (i.e., apartments) to condominiums.*

APPLICATION REQUIREMENTS

- 1. APPLICATION FOR DEVELOPMENT REVIEW:** Signature of each property owner is required. All plans shall be presented on a maximum sheet size of 24" x 36", with at least one set that is 8 ½" x 11."
- 2. NARRATIVE STATEMENT:** Submit **3 copies** of a written statement which fully describes all the proposed changes. Include a description of the location of the changes, materials to be used, sizes, colors, and square footages as appropriate to the situation. You may include copies of

illustrations from catalogs to *supplement* the narrative. Write the narrative as if you were placing an order for the work.

3. **SITE PLAN:** Submit **3 copies** of a current site plan of the entire property. If the plan is not to scale, it must be fully dimensioned. Label and show the location of all abutting streets, property lines, setbacks, structures, parking, driveways and landscaped areas. Also label and show existing easements and utilities located within 25 feet of any proposed outside modifications (including, but not limited to overhangs, awnings, free-standing signs, and light poles). The site plan should illustrate the location of proposed changes and label as appropriate. If adding structures or landscaping, indicate existing and proposed square footages. Also, if the proposal changes the amount of existing parking spaces or striping in any way, you must document how many spaces currently exist, how many are required for the existing use, and how the net result is not less than required. To calculate the required number of spaces, indicate the building square footage of each use.
4. **ELEVATIONS:** Submit **3 copies** of drawings of each elevation. Show all the changes proposed, indicating materials to be used.
5. **SENSITIVE AREA PRE-SCREENING SITE ASSESSMENT:** Submit a completed Sensitive Area Pre-Screening Site Assessment form signed by the City Engineer.
6. **APPLICATION FEE** of \$320. Make a check payable to the City of Cornelius.

For the review to proceed in a timely fashion, it is imperative that the proposed changes are clearly and accurately indicated on all the submitted materials. If there are numerous changes, you might consider submitting two sets of plans; one showing the current "before" site information, and another showing the "after." Staff reserves the right to request further information about the request. *Note: Notice of administrative decision is mailed to applicant. There is a 10-day appeal period after mailing, before a decision is made final.*