Cornelius
Oregon's Family Town

Design Review – Type II or III Submittal Checklist

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

Written Narrative Requirements

✓ A. **Checklist.** Please provide one completed copy of this six-page checklist.

✓ B. **Description of proposal**. Please describe what changes are proposed to the site, structure, landscaping, parking, and land use. Provide findings verifying that the intended use is allowed by the City's *Development Code* (Chapter 18).

✓ C. **Approval criteria findings**: Please provide findings verifying that the proposal meets the Code's requirements found in *Section 18.100,* Land Use & Zoning Site Design Review, Development Requirements & Standards of the applicable zone, and the off-street parking and loading requirements of *Section 18.145.,* in addition, provide findings for any other applicable Code requirements. Specify conformance or proposed variance request from those requirements.

✓ D. **Technical and design standards.** Please provide findings specifically addressing each criteria found in *Section 18.100.040* of the City's *Development Code* (Chapter 18).

✓ E. **Proposed Operations:** Please provide the hours of operation, total number of employees, and maximum number of employees per shift.

✓ F. **Additional Requirements:** Please be advised that special studies, investigations and reports may be required to ensure that the proposal does not adversely affect the surrounding community, and does not create hazardous conditions for persons or improvements on the site. These studies may include investigations and reports on noise attenuation, air quality, traffic control, soil conditions, flooding of waters and storm water run-off, natural resources, tree preservation, and other concerns.

Written Narrative Requirements (cont.)

✓ G. **Site Analysis Information:**

1. Existing building area: _____ sq. ft.
   Proposed building addition or subtraction: _____ sq. ft.

2. Existing building height: _____ ft.
   Proposed building height: _____ ft.

3. Existing parking area: _____ sq. ft.
   Existing number of parking spaces: _____ # sp.
   Proposed parking addition or subtraction: _____ sq. ft.
   Proposed number of parking spaces: _____ # sp.
   Proposed use: _____
   Parking requirement: _____

4. Existing landscaped area: _____ sq. ft.
   Percentage of site: _____ %
   Proposed landscape addition or subtraction:_____ sq. ft.
   Percentage of site: _____ %

✓ H. **Neighborhood Review Meeting:** information required (*Dev. Code Section 18.10.030.*). (Only required for Type III Reviews)

_____ 1. A copy of the notice sent to surrounding property owners.
_____ 2. A copy of the mailing list used to send out meeting notices.
_____ 3. An affidavit of mailing notice.
_____ 4. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
_____ 5. Notes of the meeting, including the meeting date, time, and location, the names and addresses of those who attended, and oral and written comments received.

✓ I. **Other Requirements:** Please provide documentation that the requirements from other agencies and/or jurisdictions for your proposal have been permitted OR submit your schedule for application and approval of the required permits. If applicable, include a copy of a signed Sensitive Area Pre-Screening Letter from the City Engineer. Based upon the findings of the Sensitive Area Pre-Screening Letter, a **Clean Water Services Service Provider Letter may be required.**

✓ J. **Temporary Construction Office.** Please provide information on the site plan showing the location and state the duration of the temporary construction office.

DESIGN REVIEW TYPE II & III

Plan Requirements

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of 24" x 36." Please also include one 'unbound' set that is 8 1/2" x 11" in size. Each of the following plans and drawings shall be submitted on separate sheets. Architectural elevations may be presented at an architectural scale. Please include all of the following information.

✓ A. **Existing Conditions Plan**:

_____ 1. North arrow, scale and date of plan.
_____ 2. Vicinity map.
_____ 3. The entire lot(s), including area and property lines dimensioned.
_____ 4. Points of existing access, interior streets, driveways, and parking areas.
_____ 5. Location of all existing buildings and structures.
_____ 6. Existing right-of-way and improvements.
_____ 7. Dimension from centerline to edge of existing right-of-way.
_____ 8. Existing topographical information, showing 2 ft. contours.
_____ 9. Surrounding development and conditions within 100 ft. of the property; such as zoning, land uses, buildings, driveways, and trees.
_____ 10. Location of existing public and private utilities, easements, and 100-year floodplain.
_____ 11. Sensitive areas, as defined by the Clean Water Services standards.
_____ 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated*.
_____ 13. Existing trees larger than 6" in dbh (diameter at breast height), including genus, species and size. Dbh is measured at 54" above grade.

✓ B. **Dimensioned Site Plan**:

_____ 1. North arrow, scale and date of plan.
_____ 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
_____ 3. Proposed points of access, interior streets, driveways, and parking areas.
_____ 4. Proposed location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot-lots.
_____ 5. Proposed right-of-way, dedications and improvements.
_____ 6. Dimension from centerline to edge of proposed right-of-way.
_____ 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
_____ 8. Location of storm water quality/detention facilities.
_____ 9. Boundaries of development phases, if applicable.
_____ 10. Sensitive areas, as defined by the Clean Water Services standards.

_____ 11. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated.*

✓ C. **Grading Plan**:

_____ 1. North arrow, scale and date of plan.
_____ 2. The entire lot(s).
_____ 3. Points of access, interior streets, driveways, and parking areas.
_____ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot-lots.
_____ 5. Proposed rights-of-way, dedications and improvements.
_____ 6. Dimension from centerline to edge of proposed right-of-way.
_____ 7. Existing and proposed topographical information, showing 2 ft. contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas.
_____ 8. Location of 100-year flood plain.
_____ 9. Location of storm water quality/detention facilities.
_____ 10. Boundaries of development phases, if applicable.
_____ 11. Natural Resource Areas, Significant trees, and Historic trees, if applicable.
_____ 12. Sensitive areas, as defined by the Clean Water Services standards.
_____ 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated*.
_____ 14. Existing trees larger than 6" dbh. Indicate which trees are proposed to be saved and which are proposed to be removed.

✓ D. **Utility Plan**:

_____ 1. North arrow, scale and date of plan.
_____ 2. The entire lot(s).
_____ 3. Points of access, interior streets, driveways, and parking areas.
_____ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
_____ 5. Proposed right-of-way, dedications and improvements.
_____ 6. Proposed topographical information, showing 2 ft. contours.
_____ 7. Location of 100-year flood plain.
_____ 8. Location of existing and proposed public and private utilities, easements, surface water drainage patterns, and storm water quality/detention facilities.
_____ 9. Boundaries of development phases, if applicable.
_____ 10. Sensitive areas, as defined by the Clean Water Services standards.
_____ 11. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated.*

✓ E. **Landscape Plan**:

_____ 1. North arrow, scale and date of plan.
_____ 2. The entire lot(s).
_____ 3. Points of access, interior streets, driveways, and parking areas.
_____ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
_____ 5. Proposed right-of-way, dedications and improvements.
_____ 6. Boundaries of development phases, if applicable.
_____ 7. Sensitive areas, as defined by the Clean Water Services standards.
_____ 8. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated*.
_____ 9. Existing trees, larger than 6" dbh, proposed to be saved. Include genus, species, and size.
_____ 10. The location and design of proposed landscaped areas, indicating all plant materials, including genus, species, common name, plant sizes, and spacing.
_____ 11. List of plant materials, including genus, species, common name, size, quantity, spacing and condition.
_____ 12. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
_____ 13. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials.

✓ F. **Lighting Plan**:

_____ 1. Location of all exterior lighting, including those mounted on poles, walls, bollards and the ground.
_____ 2. Type, style, height, and the number of fixtures per light.
_____ 3. Wattage per fixture and lamp type, such as sodium, mercury, and halide.
_____ 4. 8 ½" x 11" manufacturer's illustrations and specifications (cut sheets) of all proposed lighting poles and fixtures.
_____ 5. For all exterior lighting, indicate the area and pattern of illumination measured at ½-foot candlepower.

✓ G. **Architectural Renderings and Elevations, or both:** Please provide information that identifies the general character of the buildings and structures; indicate dimensions, materials, colors, and textures proposed for any structures. This includes buildings, retaining walls, refuse storage facilities, play structures, and fences

✓ H. **Materials Board**: Please provide one 8½" x 11" or 8½" x 14" Materials Board with examples of all building materials, colors, and textures of exterior surfaces.

I have provided the items required in this six-page submittal checklist. I understand that any missing information, omissions or both may deem my project incomplete, which may lengthen the time to process the request.

Brendan Mason
Signature

08-05-2022
Date

Brendan Mason
Print Name

206.605.4898
Telephone Number