Cornelius
Oregon's Family Town

Conditional Use Permit 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 and signed copy of this checklist.

✓ B. **Description of proposal:** Please describe the existing conditions on-site and the changes proposed to the site, structure, landscaping, parking, and land use, including the number of parcels created. Provide findings verifying that the intended use is allowed by the City's *Development Code*.

✓ C. **Approval criteria findings:** Please provide a narrative that evaluates and verifies that the proposal meets the approval criteria identified below:

Conditional Use Permit, Section 18.105.030(B) of the Development Code.

1. *The proposal conforms with the City's Comprehensive Plan;*

2. *The applicable requirements of the zoning district are satisfied; and*

3. *That the location, size, design, and functional characteristics of the proposed use are such that it can be made reasonably compatible with and have a minimum impact on the livability and appropriate development of other properties in the surrounding neighborhood;*

4. *The granting of the proposal will provide for a facility that is consistent with the overall needs of the city.*

✓ D. Please provide the hours of operation, total number of employees, and maximum number of employees per shift.

_____ E. **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: _____ %

_____ 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.

_____ G. **Neighborhood Review Meeting:** information required (*Dev. Code Section 18.10.030*.)

_____ 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.

_____ 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.

Plan Requirements

All plans, except architectural renderings, elevations or both, shall be presented at a minimum of 1" = 20'. Architectural elevations may be presented at an architectural scale. Each of the following plans and drawings shall be submitted on 24" x 36" (maximum size) separate sheets. Please also include one (1) full set of plans that is 8 ½" x 11" in size. Please include all of the following information for each plan.

✓ 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 and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas.
_____ 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 (CWS) standards.
_____ 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-cropping's and streams. *Wetlands must be professionally delineated*.

✓ 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. Points of access, interior streets, driveways, and parking areas.
_____ 4. Proposed land uses including housing densities and the location of buildings and structures. Building and structures include refuse storage locations, pedestrian and bike paths, or both, swimming pools, tennis courts, and tax 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 and detention facilities, or both.

_____ 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-cropping's and streams. *Wetlands must be professionally delineated.*

_____ 12. Topographical information (2 ft. contour lines) of existing and proposed grades on-site and for surrounding properties within 100 ft. of the subject property.

_____ 13. Location and schematic massing of proposed buffering, screening, and landscaped areas.

_____ 14. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.

✓ C. **Architectural Renderings, Elevations, or both:** Please provide information which identifies the general character of the buildings and structures by indicating dimensions, materials, colors, and textures proposed. This includes buildings, retaining walls, refuse storage facilities, play structures, accessory facilities, and fences.

✓ D. **Sensitive Area Pre-Screening or Service Provider Letter**: Please provide a completed and signed Pre-Screening or CWS Service Provider Letter.

I have provided the items required in this 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

8-5-2022
Date

Brendan Mason
Print Name

206.605.4898
Telephone Number