

ORDINANCE

13-202.202 Site Development Plan Required for all other Residential Activities, Commercial and Industrial Activities (Amended by deleting and replacing with Ordinance No.: _____ Dated: _____, 2007)

The purpose of this provision is to prevent undesirable and inadequate site development. A site development plan containing the information indicated herein is required for all commercial, industrial, community facilities, and residential activities (excepting one and two family detached and semi-detached dwellings and development classified as a minor site). The annual Planning Commission schedule lists dates of meetings and submittal dates. Five (5) full size sets of plans (folded) will be required for technical review submittal. Eight (8) full size and eight (8) half size sets of plans (folded) will be required for final submittal, one (1) PDF and one (1) full size set of “as-built” plans and one (1) DWG file “as-built” at project completion prior to bond release. In the event changes are made to the submittal by the Planning Commission four (4) full size revised sets of plans (folded) and one (1) PDF will be required prior to the issuance of the building permit.

A preapplication conference with planning staff shall be required prior to any submittal for review. At the preconference meeting, applicants will be advised of the details required for the review procedures. It is the responsibility of the applicant to become familiar with the regulations, policies, and procedures of the city. At the meeting, the applicant shall designate one (1) contact person to work with Planning Department staff for the duration of the project.

Plan shall be prepared and stamped by surveyor, engineer, architect, or landscape architect according to particular types of development. The site development plan shall indicate the following:

1. The name and address of the development.
2. The name and address of the owner and applicant.
3. The name, address, and contact information of design professional(s).
4. The actual shape, location, and dimensions of the lot (acreage and square footage).
5. Date, scale, north point and any revisions dates.
6. Location map drawn, which shall include streets, and corporate limit lines within a one-half (1/2) mile radius of site.
7. Civil district, county map and parcel info, and lot number.
8. Existing zoning of the property and abutting property.
9. Names and addresses of the abutting property owners.
10. Notation about relation to current flood maps.
11. Notation about maximum building height.
12. The shape, location, and dimensions of all buildings, structures existing and proposed with uses of buildings and structures noted.
13. Label all building setbacks.
14. Location of all accessory off-street parking areas to include a plan showing design and layout of such parking facilities. Dimensions shall be shown.

15. Statement that plans meets all applicable handicap rules and regulations.
16. Existing and proposed topographical features at two (2) foot intervals with reference datum mean-sea-level. For areas proposed not to be disturbed, contours may be at larger intervals. Contours shall extend onto abutting properties to determine drainage patterns.
17. Location and dimensions of all right-of-ways, and streets.
18. Location, size and availability of servicing utilities, including existing overhead utilities and fire department connections to sprinkler systems.
19. Existing and proposed means of surface drainage, (retention/detention) with supporting drainage calculations prepared and stamped by an engineer. The surface drainage shall be designed and constructed in accordance with the City of Portland Regulations.
20. Exterior building elevations for all primary and accessory buildings, including exterior building material information.
21. Location and details about all signage and lighting proposed to be attached to buildings.
22. Location, type, size, and details of proposed freestanding signs, including monument, pole signs, and on-site directional signs.
23. Location of all vehicular and pedestrian access into and within site. Including, but not limited to, drives, streets, sidewalks, traffic calming, radius and widths, etc.
24. Location, design and dimensions of all parking areas, lighting, loading zones, fire lanes, and landscape breaks.
25. Locations and screening methods for handling garbage.
26. Location of all open space and proposed site amenities.
27. Location of all walls, fences and indication of their height and construction materials.
28. Location of existing vegetation including all trees over four (4) inch in caliper and all trees over one (1) inch in caliper and six (6) feet in height in all public right-of-ways. Masses of existing trees shall indicate significant perimeter trees surveyed and average caliper size noted on plat.
29. Location and types of all erosion control and tree protection methods.
30. Landscape details in compliance with City requirements .
31. Location of all environmentally or historically sensitive areas, including but not limited to, slopes exceeding fifteen (15) percent, streams, historic structures, wetlands, trees, masses and strands, cave, rock outcrops, cemeteries, areas subject to flooding, etc.
32. Location of all finished floor elevations for all structures.
33. Location of all proposed outdoor merchandise/storage areas and screening details.
34. Location and methods for temporary construction entrances
35. Provide detail sheet for items, including, but not limited to: headwalls, detention structures, pavement, curb and sidewalk thickness, etc.
36. Location of all driveways and entrances.
37. Location of all accessory off-street loading berths.
38. Location of open space.
39. Proposed ground coverage, floor area, and building heights.

Minor Site Plans

Planning Staff may approve and determine specific site improvement requirements for minor site plan submittals. The following items are considered as minor sites:

1. Existing sites with each Change of Occupancy/Use.
2. Building additions up to 2,500 square feet that meet the minimum zone lot requirements/lot coverage.
3. New accessory buildings or uses which do not change use of property and do not exceed 2,500 square feet that meet the minimum zone lot requirements/lot coverage.
4. Any other associated items determined by staff to be minor.

Minor sites require site plan submittals that meet the following requirements for review:

1. Scale drawing no smaller than 1" = 50' drawn on reproducible material suitable for making additional prints.
2. The name and address of the development.
3. The name and address of the owner and applicant.
4. Zoning classification.
5. The actual shape, location, and dimensions of the lot.
6. Date, scale, and north point.
7. The shape, location and dimension of all existing buildings with uses of buildings and structures noted.
8. Label building setbacks.
9. Statement that plans meets all applicable handicap rules and regulations.
10. Location and details about all signage and lighting proposed to be attached to building(s).
11. Location of all proposed outdoor merchandise/storage areas and screening details.
12. Location, type, size, and details of proposed freestanding signs, including monument, pole signs, and on-site directional signs.
13. Location of all vehicular and pedestrian access into and within site. Including, but not limited to, drives, streets, sidewalks, traffic calming, radius and widths, type of surface, etc.
14. Location, design, and dimensions of all parking areas, loading zones, fire lanes, landscape breaks.
15. Location and screening methods for handling garbage.
16. Landscape details.

Applicants requesting review by staff for minor site plan approval may appeal staff requirements to the City of Portland Regional Planning Commission or Zoning Board of Appeals when required in Article XIII of this ordinance.

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed; and

NOW THEREFORE BE IT ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mayor

City Recorder

Passed First Reading:

Passed Second Reading: