

The Site Plan Review process ensures new development complies with the provisions of the Development Code and is compatible with existing and future development.

Site Plan Reviews apply to all new construction, expansion of commercial, industrial and multiple family residential uses, change of use, and other development requests covered by the Code, for instance, partitions, subdivisions, and Planned Unit Developments.

Smaller projects may require an Administrative Review, while larger, more complex projects, require more of a discretionary review.

MAJOR/MINOR SITE PLAN REVIEW

Minor Site Plans are residential requests for a development permit for one or two family dwellings on lot of record or for commercial and industrial involving only change of use and minor expansions less than 25% of existing square footage of building.

Major Site Plans are all other land use requests.

APPLICATION REQUIREMENTS

Prior to submitting an application for review, a pre-application conference must be scheduled. In addition to filing an application for a development permit, the applicant is required to submit a site plan map for a Minor Site Plan which includes the following:

- Scale, north arrow and date of preparation;
- Street address and assessor's map page number and tax lot number;
- Measurement of parcel in feet and size of parcel in acres;

- Location and size of existing utilities and required utilities on an adjoining site, including all storm drains and other drainage ways; sanitary sewer mains, laterals, septic tank and leach fields; water mains, laterals, wells or other facilities; power, gas, telephone, cable TV, and other pertinent utilities.
- Location, size and height of proposed and existing buildings, distances between buildings, and size setbacks to property lines;
- Percent lot coverage of structures;
- Vehicular access point and off street parking area;
- Landscape plan in accordance with Article 23 of the Code unless no additional landscaping is required; and
- If additional landscaping is required, an irrigation plan as described in Section 23.042 of the Code or if an irrigation system was required as a condition of a previous land use approval.

If application is for a Major Site Plan, all of the above is required as well as the following:

- Eight (8) copies of a site plan map on a sheet no less than 8 1/2 x 14;
- An engineering scale appropriate to the area involved and sufficient to show detail of the plan;
- Proposed name of project;
- Street address, assessor's map, township, range, section, and tax lot number, size in acres or feet and dimension in feet of parcel;
- Percentage of lot covered by structures, driveways, sidewalks, patios, and other impervious material;
- If residential, number of dwelling units and density and percent open space;
- Location of existing and proposed streets both public and private,

including right-of-ways and paving dimensions and location and layout of off-street parking;

- Locations, dimensions and reasons for all easements on and abutting the property;
- Drainage, storm water detention and erosion control plan;
- Location and construction material of existing and proposed fences and walls;
- Location, size, height and building material of all proposed signs;
- As applicable, general grading plan;
- Adjoining zoning and land uses;
- Exterior lighting plan to include type, height, direction and area coverage;
- Landscape plan and irrigation plan in conformance with Article 23 of the Code;
- Location of flood areas;
- Location, width and construction materials of pedestrian ways;
- Location of natural topographic features;
- Trash and garbage disposal areas;
- Location of common open spaces;
- Elevation drawings; and
- Additional supplemental information as required.

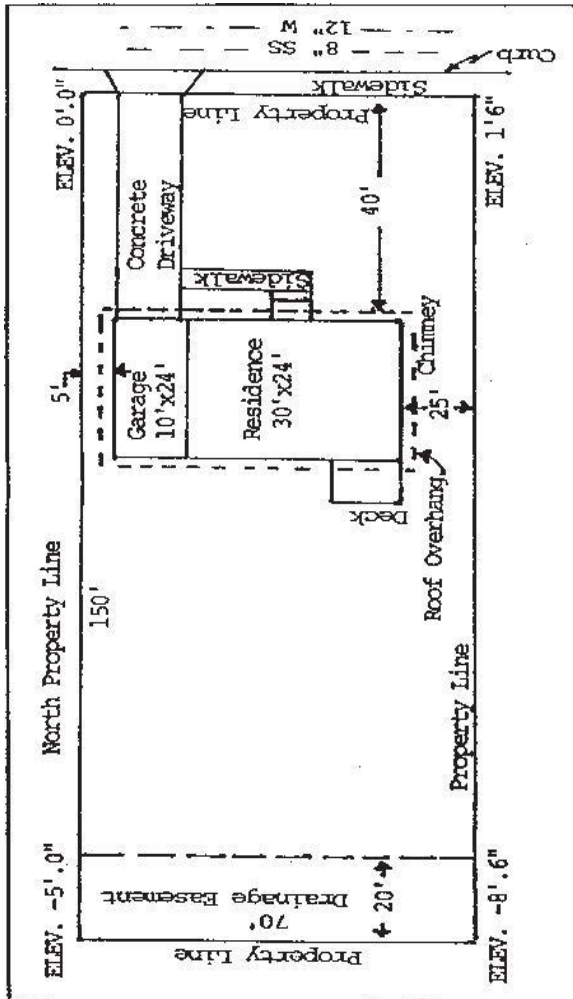
If filing an application on behalf of the property owner, a Power of Attorney is required at the time of application.

APPROVAL PROCESS

The approval process is determined by the type of proposed use, activity, zoning, adjacent zoning and overlay zoning. In all applications, the review considers compliance with all zoning standards, utilities services, public access and mitigation of potential land use conflicts. In some cases, the building permit can be utilized as the Development

Permit with the 'plot plan' substituting for the Minor Site Plan map. Most reviews require notice to surrounding property owners allowing comments during the public comment period and/or at a scheduled public hearing. A staff report is prepared stating what is required for approval. Once the applicant has met the conditions of approval, a development permit is issued.

Depending on the use of the property, other City or County permits may be required such as building permit, business tax, sign permit, etc. Please check on the fee amounts as each permitting entity may require a separate fee.



SITE PLAN REVIEWS

PARKS & COMMUNITY DEVELOPMENT DEPARTMENT

City of Grants Pass
101 Northwest A Street
Grants Pass Oregon 97526

Phone: 541-450-6060
Fax: 541-479-0812

www.grantspassoregon.gov



A GUIDE TO THE APPLICATION PROCESS

Ordinances governing approval are contained in Article 19 of the City of Grants Pass Development Code. The information in this brochure is general in nature and should not be substituted for the requirements as established in the Development Code. The entire Code or specific sections are available on the City's website listed above. Copies may be requested for a cost.

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