



City of Silverton
306 South Water Street
Silverton, OR 97381
(503) 874-2207 Fax: (503) 873-3210

FOR OFFICE USE ONLY:

Planning File No. : _____

Date Received: _____ Fee: _____

Land Use Type: III

Received by: _____

CONDITIONAL USE APPLICATION

Project Name: _____

Applicant:

Name: _____

Mailing Address: _____

Phone Number: _____

Relationship to
Property Owner: _____

Email Address: _____

Applicant's Representative:

Name: _____

Mailing Address: _____

Phone Number: _____

Relationship to
Property Owner: _____

Email Address: _____

Property Owner(s):

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Site Information:

Address: _____

Assessors _____

Map/Taxlot #: _____

Current Use of Site: _____

Zoning
Designation: _____

Required Attachments and Information:

- **Site Analysis Map.** At a minimum the site analysis map shall contain the following:
 - a. The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions and gross area shall be identified;
 - b. Topographic contour lines at 2-foot intervals or less for slopes of less than 10 percent, and 5-foot intervals for steeper slopes;
 - c. Identification of slopes greater than 12 percent, consistent with the method of measurement and contour intervals required by the City Engineer;
 - d. The location and width of all existing public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site;
 - e. Potential natural hazard areas, including any flood areas subject to Chapter 2.5, areas subject to high water table, and areas mapped by the City, County, or State as having a potential for geologic hazards;
 - f. Resource areas, including marsh and wetland areas, streams, and wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;
 - g. Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;
 - h. Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;
 - i. The location, size and species of existing trees and other vegetation having a caliper (diameter) of six (6) inches or greater at four feet above grade;
 - j. North arrow, scale, names and addresses of all persons listed as owners of the subject property on the most recently recorded deed;
 - k. Name and address of project designer, engineer, surveyor, and/or planner, if applicable.

- **Proposed Site Plan.** The site plan shall contain the following information:
 - a. The proposed development site, including boundaries, dimensions, and gross area;
 - b. Features identified on the site analysis map, that are proposed to remain on the site;
 - c. Features identified on the site analysis map, if any, which are proposed to be removed or modified by the development;
 - d. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;
 - e. The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;
 - f. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;
 - g. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops);
 - h. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails;
 - i. Loading and service areas for waste disposal, loading and delivery;

- j. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements;
 - k. Location, type, and height of outdoor lighting;
 - l. Location of existing and proposed mail boxes;
 - m. Name and address of project designer, if applicable;
 - n. Locations of bus stops and other public or private transportation facilities;
 - o. Sign concept plan (e.g., locations, general size, style and materials of signs). (Signs are subject to review and approval under Silverton Municipal Code Section 15.16.)
- Architectural drawings.** Architectural drawings showing one or all of the following shall be required for new buildings and major remodels:
- a. Building elevations with building height and widths dimensioned, and materials labeled;
 - b. Building materials, colors and type; a materials sample board may be required;
 - c. The name of the architect or designer.
- Preliminary grading plan.** A preliminary grading plan prepared by a registered engineer shall be required for development sites ½ acre or larger. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed. Surface water detention and treatment plans may also be required, in accordance with Section 3.4.400.
- Landscape plan.** A planning landscape plan may be required at the direction of the Community Development Director and shall show the following:
- a. The location and height of existing and proposed fences, buffering or screening materials;
 - b. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
 - c. The location, size, and species of the existing and proposed plant materials (at time of planting);
 - d. Existing and proposed building and pavement outlines;
 - e. Specifications for soil at time of planting, irrigation if plantings are not drought-tolerant (may be automatic-underground or other approved method of irrigation) and anticipated planting schedule;
 - f. Other information as deemed appropriate by the Community Development Director. An arborist's report may be required for sites with mature trees that are protected under Chapter 3.2. Landscape, Street Trees, Fences and Walls of this Code.
- Traffic Impact Study.** When required, shall be prepared in accordance with the road authority's requirements. See Section 4.1.900 for relevant standards.
- Existing and Proposed Restrictions or Covenants.**
- Narrative.** Explain the proposal including the intent, nature, and proposed use of the development. In addition, explain how the proposed Conditional Use application meets **each and all** of the following review criteria and standards in sufficient detail for review and decision-making:
1. The proposal satisfies the Conditional Use application submittal and content requirements;
 2. The proposed use is listed as a conditional use in the zoning district, or the review body has determined it is similar to a use listed as such;

3. The proposed use will be compatible with existing and reasonable anticipated uses in the district, in terms of size and intensity of use; building scale, style, materials, and detailing; setbacks and lot coverage; landscaping; and other relevant code considerations; or the proposal provides for mitigation of difference in appearance, scale or intensity through such means as setbacks, screening, landscaping, or other design features that achieve the intended compatibility;
4. The proposed use will not have adverse noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility, safety, aesthetic or other similar impacts that would be out of character for permitted uses in the district;
5. The negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other Code standards, or other conditions of approval; and
6. The transportation system is capable of supporting the proposed use, in addition to the existing uses in the subject area. Evaluation factors include, but are not limited to, street capacity and level of service, on-street parking impacts, access requirements, and pedestrian safety and comfort.
7. Public services of water, sanitary and storm sewer, water management, and fire and police protection are capable of servicing the proposed use;
8. The proposal will not have significant adverse impacts on the livability of nearby residentially zoned lands due to noise, glare, litter, hours of operation, privacy and safety;
9. Any special features of the site such as topography, flood plain, wetlands, vegetation, historic resources, and any other similar features, have been adequately considered and safeguarded, the characteristics of the site are suitable for the proposed use considering size, shape, location, topography and location of improvements and natural features.

In addition, explain how the Conditional Use application conforms to **each and all** of the following Design Review criteria in Section 4.2.600:

- a. **Zoning District.** The application complies with all of the applicable provisions of the underlying Zoning District (Article 2), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses;
- b. **Conformance.** The applicant shall be required to upgrade any existing development that does not comply with the applicable zoning district standards, in conformance with Chapter 5.2, Non-Conforming Uses and Development;
- c. **Design Standards.** The application complies with all of the Design Standards in Article 3:
 - Article 2 – Design standards and special use standards of the applicable district;
 - Chapter 3.1 - Access and Circulation;
 - Chapter 3.2 - Landscaping, Street Trees, Fences and Walls;
 - Chapter 3.3 - Parking and Loading;
 - Chapter 3.4 - Public Facilities;
- d. **Conditions of Approval.** Existing conditions of approval required as part of a prior Land Division (Chapter 4.3), Conditional Use (Chapter 4.4), Planned Development (Chapter 4.5) or other approval shall be met.

Deeds. A copy of the deed(s) and legal description of the property.

Posting Requirements. At least ten (10) days prior to a public hearing the applicant shall post a sign supplied by the Community Development Department on the site where it is clearly visible to pedestrians

and motorists. The sign must be returned within fourteen (14) days after the public hearing or the applicant will be billed \$300 dollars to replace the sign.

- Neighborhood Meeting.** A neighborhood is encouraged for all Conditional Use applications. Following any neighborhood meeting the applicant shall complete and submit required documents to the City (meeting minutes, summary of public comments, attendance sheet, etc).
- Mailing List.** A certified list prepared by a title company or certified by the Marion County Tax Assessor’s office with the names and addresses of all property owners within 500 feet of the subject site. The list shall be formatted to Avery 5160 (1” x 2 5/8”) labels for reproducing by the City.
- Submittal Requirements.** For initial staff review, five (5) printed copies of the application shall be submitted. Once the application has been deemed complete an additional seven (7) printed copies of all application materials shall be submitted. In addition to the printed copies an electronic copy of the Narrative shall be submitted to the City.

Authorizing Signatures:

I hereby certify that the information on this application and attachments are correct and that the property affected by this application is in the exclusive ownership or control of the applicant, or that the applicant has the consent of all partners in ownership of the affected property. An authorization letter from the property owner has been attached in the event that the owner’s signature has not been provided below.

Property Owner(s):

Print or Type	Signature
Print or Type	Signature
Print or Type	Signature

Applicant(s) or Authorized Agent:

Print or Type	Signature
Print or Type	Signature