



City of Maupin
 507 Grant Ave.
 PO Box 308
 Maupin, Oregon 97037

Site Plan Review
 541-395-2698
 citymanager@cityofmaupin.org
 cityofmaupin.org

OFFICE USE ONLY

| | | |
|---|---|--|
| SITE PLAN REVIEW # | DATE RECEIVED | APPLICATION FEES PAID <input type="checkbox"/> |
| ZONING ORDINANCE ADMINISTRATOR SIGNATURE & DATE | | |
| <input type="checkbox"/> APPROVED AS SUBMITTED | <input type="checkbox"/> APPROVED WITH CONDITIONS | <input type="checkbox"/> DENIED |
| CONDITIONS (IF APPLICABLE) | | |

APPLICANT Is the applicant the Property Owner? YES NO (CONTACT INFORMATION & SIGNATURE REQUIRED)
 I hereby certify that the above information is correct and understand that the issuance of a permit based on this application will not excuse me from complying with effective ordinances of the City of Maupin and statutes of Oregon, despite any errors on the part of the issuing authority in checking this application.

| | |
|------------------|---------------------|
| APPLICANT NAME | PROPERTY OWNER NAME |
| MAILING ADDRESS | MAILING ADDRESS |
| EMAIL | EMAIL |
| PHONE | PHONE |
| SIGNATURE & DATE | SIGNATURE & DATE |

PROJECT INFORMATION

| | | |
|--|---|--|
| <input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> EXPANSION/ALTERATION <input type="checkbox"/> CHANGE OF USE <input type="checkbox"/> AMEND APPROVED PLAN <input type="checkbox"/> OTHER _____ | Is the Intended Use as a Short Term Rental (STR)? <input type="checkbox"/> YES, and a STR Application is attached <input type="checkbox"/> NO | PARCEL ADDRESS |
| CURRENT USE OF PARCEL | PROPOSED USE OF PARCEL | TAXLOT |
| USE OF ADJACENT PARCELS | DEED NO. _____ DATE FILED _____ <input type="checkbox"/> Deed(s) and map showing parcels are attached. (Required) | FRONTAGE ON <input type="checkbox"/> COUNTY ROAD <input type="checkbox"/> STATE HIGHWAY NOTE: If new frontage is on a county road or state highway, then an Access Permit is required. <input type="checkbox"/> Permit Application Attached <input type="checkbox"/> Not Applicable |
| | | ZONE |
| | | LOT SQUARE FOOTAGE |
| | | LINEAL FEET OF FRONTAGE |
| | | BUILDING SIZE |

SITE INFORMATION

| EXISTING IMPROVEMENTS & DIMENSIONS | | PROPOSED IMPROVEMENTS & DIMENSIONS | |
|------------------------------------|--|------------------------------------|--|
| Structures | | Structures | |
| Fences | | Fences | |
| Roads | | Roads | |
| Easements | | Easements | |
| Landscaping | | Landscaping | |
| Lighting | | Lighting | |
| Other | | Other | |

BUSINESS COMPLEX OR ENTERPRISE ONLY

Will you be requesting the addition of signs? YES, and a Sign Permit Application is attached NO

If this is a Business Complex or Business Enterprise, an Integrated Signage Plan is required. Attached

| | |
|--|--|
| HOURS OF OPERATION | NUMBER OF AVERAGE DAILY TRIPS |
| NUMBER OF EMPLOYEES | NUMBER OF OCCUPANTS AT ONE TIME |
| GARBAGE SERVICE <input type="checkbox"/> YES, How often? _____ <input type="checkbox"/> NO | PARKING SPACES (9'X19' MINIMUM) & SURFACE MATERIAL |

ADDITIONAL REQUIRED DOCUMENTS

- One PDF of 8.5x11" Concept Site Plan
- One PDF of a vicinity map indicating the location of the proposed development

PROPOSED SITE PLAN MUST DEMONSTRATE HOW:

- Traffic congestion is avoided
- Pedestrian and vehicular safety and welfare are protected
- Vision Clearance Area is preserved and maintained where applicable
- Significant features and public amenities are preserved and maintained
- There will be minimal adverse effect on surrounding property
- Proposed lighting is arranged to direct light away from adjoining properties
- Proposed signs will not interfere with traffic or limit visibility by size, location, or illumination

CONCEPT SITE PLAN REQUIREMENTS *The Concept Site Plan shall clearly indicate all of the following information applicable to the particular development proposal.*

- Project Identification (Address, Taxlot, Name of Applicant(s) and Property Owners(s))
- Date
- Scale—The scale shall be at least one-inch equals 50 feet (1:500, unless a different scale is authorized by the City's Zoning Ordinance Administrator or Contract Planner
- North Arrow
- Location and names of all existing streets and location of proposed streets within or on the boundary of the proposed development
- Lot layout with dimensions for all lot lines
- Location, dimensions, and height of all existing and proposed buildings and structures. Include any walls, fences, and gates and indication of their height and materials of their construction
- Location and dimensions of all yards and setbacks from all property lines and distances between existing and proposed buildings
- Location and layout of off-street parking and loading facilities and indication of surface material
- Indications of exterior lighting standards and devices and location
- Location, size, height, materials and method of illumination of existing and proposed signs
- Location and description of any slopes greater than 20%, and any cut and fill activity
- Conceptual drainage and grading plan
- Location of existing utilities, easements, rights of ways, and any significant natural features, including but not limited to water courses, trees, rock outcroppings, ponds, and drainage ways.
- Location and type of landscaping. A nominal amount of landscaping for new structures or parking areas is encouraged.
- The City discourages the use of Black Locust trees.
- Location, size, and use of any proposed underground activity (sprinkler system, heat transfer coils, storage tanks, etc.)
- Any other architectural or engineering data as may be required to permit necessary findings that the provisions of Maupin's Zoning Ordinance are complied with.
- Where an attachment or minor addition to an existing building or structure is proposed, the site plan shall indicate the relationship of said proposal to the existing development, but need not include other data required in the above paragraph