



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"/>
PLANNING COMMISSION CHAIR 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 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



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**NOTICE TO APPLICANT
LAND USE DEVELOPMENT FILING FEE AND REIMBURSEMENT FOR
ADMINISTRATIVE COSTS**

Dear Applicant:

The City of Maupin, like many cities in Oregon, is faced with a severely reduced budget for the administration of the City's ordinances. The land use planning process in the State of Oregon has become increasingly complex. To properly process your land use application, the City must rely upon professional consultants to assist in preparing the legal notices, conducting on-site inspection, preparation of staff reports and attendance at the Planning Commission and/or City Council meeting. The City utilizes a consultant to ensure your application is processed fairly and promptly. Because of the reduced budgets, the City finds it necessary to transfer those administrative costs to you, the applicant, as part of the land use planning process. Therefore, you are asked to read and sign the statement below indicating you read and understand the requirement.

Land Use Development Filing Fee and Reimbursement

I/We, the applicant(s) _____ agree that **in addition** to the Land Use Filing Fee per City of Maupin Fee Schedule, to reimburse the City of Maupin for actual cost of Contract Planner and Attorney.

Signed this _____ day of _____, _____

Property owner(s): _____
