



CITY OF  
**JOHN DAY**

**Site Design Review Application**

**Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Property Owner(s):** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Township, Section, Range, and Tax Lot:** \_\_\_\_\_

**Zone:** \_\_\_\_\_ **Lot size:** \_\_\_\_\_

**Existing Use:** \_\_\_\_\_

**Proposal:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Information:** \_\_\_\_\_

\_\_\_\_\_

**Variance Requested?** \_\_\_\_\_



Please include all of the following information in addition to this application:

- Site analysis map showing:
  - a. The entire property and surrounding properties with dimensions and property boundaries noted
  - b. Topographic contour lines at 2-foot intervals
  - c. Identification of slopes greater than 15%
  - d. Location and width of all public and private streets, drives sidewalks, and easements
  - e. Potential natural hazards including floodplain boundaries
  - f. Resource areas requiring protection
  - g. Site features
  - h. Historical and cultural resources
  - i. Location, size, and species of vegetation with a caliper of 6 inches or greater at 4 feet above grade
- Proposed site plan showing:
  - a. The proposed development site
  - b. Features identified on the site analysis map that are proposed to remain on the site
  - c. Features identified on the site analysis map that are proposed to be removed/modified
  - d. Location and dimensions of all proposed public and private streets, drives sidewalks, and easements
  - e. Location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements
  - f. Setbacks for all buildings and structures
  - g. Location and dimensions of all parking and vehicle circulation areas (showing parking stalls and wheel stops)
  - h. Pedestrian and bicycle circulation areas
  - i. Loading and service areas for waste disposal, loading, and delivery
  - j. Outdoor recreation spaces, common areas, plazas, outdoor seating, and other improvements
  - k. Location, type, and height of outdoor lighting
  - l. Location of mail boxes
  - m. Locations, sizes, and types of signs
- Architectural drawings
- Name and contact information for architects, engineers, and/or project designers
- Landscaping plan
- Preliminary Grading Plan
- Deed Restrictions

The city may also require a public facilities and services impact study, a traffic impact analysis, and other information as needed.



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## Signatures

Note: All owners must sign this application or submit a letter of consent authorizing another individual to submit application. Incomplete or missing information may delay the review process.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

**Date Stamp:**

**Received By:** \_\_\_\_\_

**Required Fee: \$** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **120 Day Deadline:** \_\_\_\_\_

*Development shall not commence until the applicant has received all of the appropriate land use and development approvals (i.e., site design review approval) and building permits. Construction of public improvements shall not commence until the City has approved all required public improvement plans (e.g., utilities, streets, public land dedication, etc.). The City may require the applicant to enter into a development agreement (e.g., for phased developments and developments with required off-site public improvements), and may require bonding or other assurances for improvements, in accordance with Section 5-4.2.070. Development Review and Site Design Review approvals shall be subject to all of the following standards and limitations.*

*Development Review and Site Design Review approvals shall be effective for a period of one (1) year from the date of approval. The approval shall lapse if a public improvement plan or building permit application has not been submitted within one year of approval or construction on the site is in violation of the approved plan. An extension may be requested in compliance with chapter 5-4.2.080 of the city development code.*