

APPLICATION SUBMITTAL REQUIREMENTS LOCATOR

CDC Section	Topic	Location in application	Staff Notes
Conditional Use (CDC 60)			
60.060.B	Pre Application Conference	Section 3	
60.060.C	Neighborhood Coordination	Section 17	
60.060.D.1	Narrative	Section 4	
60.060.D.2	Site Plan	--	
60.060.E	Names & addresses of Owners w/in 300'	West Linn to provide	
60.060.F	Application fee	Section 2	
60.080	Site Plan	--	
60.080.A	All site plans and maps to include: Name, address, and Tel. No. of applicant: site plan, scale, north arrow, and a vicinity map.	Section 19, Figures 1A & 1B	
60.080.B	Scale (in order of preference, one inch equals 10 feet to one inch equals 30 feet) containing:	Section 19, Figures 2-28	
60.080.B.1	The subdivision name, block, and lot number or the section, township, range, and tax lot number.	Section 19, Figures 2-14	
60.080.B.2	The parcel boundaries, dimensions, and gross area	Section 19, Figures 13, 14 & 32	
60.080.B.3	Applicant's property and the surrounding property to a distance sufficient to determine the relationship between the applicant's property and proposed development to the adjacent property and development.	Section 19, Figures 2-14	
60.080.B.4	The location, dimensions, and names of all existing and platted streets and other public ways and easements on adjacent property and on the site.	Section 19, Figures 2-32	
60.080.B.5	The location, dimensions, and setback distances of all:	--	
60.080.B.5.a	Existing structures, improvements, utilities, and drainage facilities on adjoining properties;	Section 19, Figures 28-32	
60.080.B.5.b	Existing structures, improvements, utilities, and drainage facilities to remain on the site; and	Section 19, Figures 2-14, Existing Conditions & Site Analysis	
60.080.B.5.c	Proposed structures or changes to existing structures, improvements, utilities, and drainage facilities.	Section 19, Figures 2-27	

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60.080.B.6	The existing and proposed dimensions of:	--	
60.080.B.6.a	The entrances and exits to the site;	Section 19, Figure 28, P.E. into OPRD lot	
60.080.B.6.b	The parking and circulation areas;	Section 19, Figure 28	
60.080.B.6.c	Loading and service areas for waste disposal, loading and delivery;	N/A ¹	
60.080.B.6.d	Pedestrian and bicycle circulation area;	Section 19, Figure 28 and Section 12	
60.080.B.6.e	On-site outdoor recreation spaces and common areas; and	Not Applicable	
60.080.B.6.f	Above-ground utilities	Section 19, Figures 2-32	
60.080.B.7	The location of areas to be landscaped and the proposed landscape plan.	N/A	
60.080.B.8	The location of all trees having a six-inch caliper at a height of five feet.	Section 7, Arborist Report	
60.080.C	Site plan map: two-foot contours up to 20% grade and 10-foot contours on grades above 20%	Section 19, Figures 2-28	
CUP Submittals	1 Original Application form, 3 copies 2 original scale, 3 copies @ 11 x 17 or smaller of all drawings and plans, 3 copies everything else. City may request additional copies after T.C.	Section 1	
Design Review (CDC 55)			
55.070.A	The design review application shall be initiated by the property owner or the owner's agent, or condemnor.	Section 1 and Section 18	
55.070.B	A pre-application conference shall be a prerequisite to the filing of an application.	Section 3	
55.070.C	A prerequisite to the filing of an application for development is a meeting with the respective City-recognized neighborhood association, per CDC 99.038.	Section 14	
55.070.D	The applicant shall submit a completed application form and:	Section 1	
55.070.D.2	The development plan for a Class II design review shall contain the following elements:	--	
55.070.D.2.a	A site analysis (CDC 55.110);	Section 19, Figures 2-14	
55.070.D.2.b	A site plan (CDC 55.120);	Section 19, Figures 1-32	
55.070.D.2.c	A grading plan (CDC 55.130);	N/A	
55.070.D.2.d	Architectural drawings, indicating floor plan and elevation (CDC 55.140);	N/A	
55.070.D.2.e	A landscape plan (CDC 55.150);	N/A	

¹ N/A – Not applicable

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55.070.D.2.f	A sign plan (CDC 55.160); and	N/A	
55.070.D.2.g	A pedestrian and automobile circulation plan.	Section 12, Section 19 & Figure 28	
55.070.D.2.h	The utility plan: The application shall include a submittal appropriate to respond to the approval criteria of CDC 55.100.I.1 through .5 relating to streets, drainage, municipal water, sanitary sewers, solid waste, and recycling storage.	Section 19, Figures 15-32	
55.070.D.3	A narrative, based on the standards contained in this code, which supports any requested exceptions as provided under CDC 55.170.	Section 4	
55.070.D.4	Submit full written responses to approval criteria of CDC 55.100 for Class II design review, plus all applicable referenced approval criteria.	Section 4	
55.070.E	Submit samples of all exterior building materials and colors in the case of new buildings or building remodeling.	N/A	
55.070.F	Required fee	Section 2	
55.085	Additional Information Requirements and Waiver of Requirements	--	
55.085.A	The Planning Director may require additional information per CDC 99.035.A.	None requested	
55.085.B	The Planning Director may waive any requirements per CDC 99.035.B and C.	Section 4, Key Issues - Waivers requested	
55.110	A site analysis shall include:	--	
55.110.A	Vicinity map showing the location of the property in relation to adjacent properties, roads, pedestrian and bike ways, transit stops and utility access.	Section 19, Figures 1A-14	
55.110.B	Site Analysis at a suitable scale (preferred from 1" = 10' to 1" = 30') showing:	--	
55.110.B.1	The parcel boundaries, dimensions, and gross area.	Section 19, Figures 28-32	
55.110.B.2	Contour lines at the following minimum intervals:	--	
55.110.B.2	All contours shown at one foot intervals.	Section 19, Figures 2-28	
55.110.B.3	A slope analysis identifying portions of the site by slope ranges as follows:	--	
55.110.B.3.a	Zero to 15 percent;	Section 19, Figures 2-14	
55.110.B.3.b	16 to 25 percent;	Section 19, Figures 2-14	
55.110.B.3.c	26 to 35 percent.	Section 19, Figures 11, 12 & 13	
55.110.B.4	Location and width of adjoining streets.	Section 19, Figures 2-14	

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55.110.B.5	Drainage patterns & drainage courses on-site and on adjacent lands.	Section 19, Figures 2-28	
55.110.B.6	Potential natural hazard areas including:	--	
55.110.B.6.a	Floodplain areas;	Section 19, Figures 12, 13 & 14	
55.110.B.6.b	Areas subject to a high water table;	Section 19, Figures 12, 13 & 14	
55.110.B.6.c	Landslide areas; and	Section 20	
55.110.B.6.d	Areas having a high erosion potential.	Section 20	
55.110.B.7	Resource areas including:	--	
55.110.B.7.a	Marsh and wetland areas.	Section 5, Section 19, Figures 2-14 & Section 20	
55.110.B.7.b	Wildlife habitat areas identified by the City in its Comprehensive Plan.	Section 20	
55.110.B.8	The site features including:	--	
55.110.B.8.a	Large rock outcroppings;	None	
55.110.B.8.b	Areas having unique views; and	Section 20	
55.110.B.8.c	Streams and stream corridors.	Section 19, Figures 2-14, Section 5 & Section 20	
55.110.B.9	Potential historic landmarks and registered archaeological sites.	None in project, see Section 20	
55.110.B.10	The location of trees having a six-inch caliper at five feet... All significant trees and tree clusters identified by the City Arborist using the criteria of CDC 55.100.B.2 and all heritage trees, shall be delineated. Trees on non-Type I and II land shall have their “dripline plus 10 feet” protected area calculated per CDC 55.100.B.2 and expressed in square feet, and also as a percentage of total non-Type I and II area.	Section 7, Arborist Report	
55.110.B.11	Existing ambient noise levels shall be determined	Section 11	
55.110.B.12	Identification information including the name and address of the owner, developer, and project designer and a lineal scale and north arrow.	Section 19, Figures 1A & 1B	
55.110.B.13	Identify Type I and II lands in map form. Provide a table which identifies square footage of Type I and II lands also as percentage of total site square footage.	Section 19, Figures 12, 13 & 14	
55.110.B.14	Identify applicable Goal 5 Resources identified in the City’s Comprehensive Plan.	Section 19, Figures 2-14 & Section 20	

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55.120	Site Plan The site plan shall be at the same scale as the site analysis (CDC 55.110) and show:	--	
55.120.A	The applicant's entire property and the surrounding property to a distance sufficient to determine the relationship between the applicant's property and proposed development and adjacent property and development.	Section 19, Figures 2-32	
55.120.B	Boundary lines and dimensions for the perimeter of the property and the dimensions for all proposed lot lines, section lines, corners, and monuments.	Section 19, Figures 12, 13 & 14	
55.120.C	The location of at least one temporary benchmark and contours as provided by CDC 55.110.B.3.	Section 19, Figures 12, 13 & 14	
55.120.D	Streams and stream corridors.	Section 19, Figures 2-14 & Section 20	
55.120.E	Identification information, including the name and address of the owner, developer, and project designer and a lineal scale and north arrow.	Add to Section 19, Figures 1A & 1B	
55.120.F	Site Plan - The location, dimensions, and names of all:	--	
55.120.F.1	Existing and platted streets and other public ways and easements on adjacent property and on the site;	Section 19, Figures 15-32	
55.120.F.2	Proposed streets or other public ways and easements on the site.	Section 19, Figures 25-28	
55.120.G	The location, dimensions and setback distances of all:	--	
55.120.G.1	Existing structures, improvements, and utility facilities on adjoining properties;	Section 19, Figures 2-14	
55.120.G.2	Existing structures, improvements, and utility facilities to remain on the site;	Section 19, Figures 15-32	
55.120.G.3	Proposed structures, improvements, and utility facilities on the site.	Section 19, Figures 15-32	
55.120.H	The location and dimensions of:	--	
55.120.H.1	The entrances and exits to the site;	Section 19, Figure 28 & Section 12	
55.120.H.2	The parking and circulation areas;	Section 19, Figure 28 & Section 12	
55.120.H.3	Loading and service areas for waste disposal, loading, and delivery;	N/A	
55.120.H.4	Pedestrian and bicycle circulation areas;	Section 19, Figure 28 & Section 12	
55.120.H.5	On-site outdoor recreation spaces and common areas;	Not Applicable	

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55.120.H.6	All utilities; and	Section 19, Figures 15-27	
55.120.H.7	Sign locations	N/A	
55.120.I	The location of areas to be landscaped.	N/A	
55.120.J	The location and type of outdoor light with specific consideration given to crime prevention. A light coverage plan shall be provided.	N/A	
55.120.K	The orientation of structures showing the location of windows and doors.	N/A	
55.120.L	The location of mailboxes	N/A	
55.120.M	An engineering noise control plan by a licensed acoustical engineer to satisfy appropriate noise standards, identified in CDC 55.100.D.3.	Section 11	
55.125	Transportation Analysis	N/A	
55.130	Grading Plan: The grading and drainage plan shall be at the same scale as the site analysis (CDC 55.110) and shall include the following:	Section 19, Figures 15-27 Fn.1, Section 16	
55.130.A	The location and extent to which grading will take place indicating general contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed.	None proposed – no change in grade	
55.130.B	Plans and statements to demonstrate the ability of the project to meet Appendix 33 requirements of the Uniform Building Code.	Section 19, Figures 15-27, Fn. 4	
55.130.C	A registered civil engineer shall prepare a plan and statement	N/A	
55.130.D	Storm detention and treatment plans may be required.	N/A – waiver requested	
55.130.E	Identification, information, including the name and address of the owner, developer, project designer, and the project engineer.	N/A	
55.140	Architectural drawings shall be submitted showing:		
55.150	Landscape Plan: Class II Design Review	N/A – waiver requested, Revegetation Plan provided in Section 5	
55.100.A	The provisions of the following chapters shall be met:		
55.100.A.1	Stormwater Quality and Detention, Chapter 33 CDC	N/A, see Section 17	
55.100.A.2	Chapter 34 CDC, Accessory Structures, Accessory Dwelling Units, and Accessory Uses.	N/A	
55.100.A.3	Chapter 38 CDC, Additional Yard Area Required; Exceptions to Yard Requirements; Storage in Yards; Projections into Yards.	N/A	

CDC Section	Topic	Location in application	Staff Notes
55.100.A.4	Chapter 40 CDC, Building Height Limitations, Exceptions.	Repealed	
55.100.A.5	Chapter 42 CDC, Clear Vision Areas.	N/A	
55.100.A.6	Chapter 44 CDC, Fences.	N/A	
55.100.A.7	Chapter 46 CDC, Off-Street Parking, Loading and Reservoir Areas	N/A	
55.100.A.8	Chapter 48 CDC, Access, Egress and Circulation.	N/A	
55.100.A.9	Chapter 52 CDC, Signs.	N/A	
55.100.A.10	Chapter 54 CDC, Landscaping.	N/A	
55.100.B	Relationship to the natural and physical environment	--	
55.100.B.6	Architecture	N/A	
55.100.C	Compatibility between adjoining uses, buffering, and screening.	N/A	
55.100.D	Privacy and noise	Section 11	
55.100.E	Private outdoor area	N/A	
55.100.F	Shared outdoor recreation areas	N/A	
55.100.G	Demarcation of public, semi-public, and private spaces	N/A	
55.100.H	Public transit	Section 12	
55.100.I.1	Streets	Section 19, Figures 15-27	
55.100.I	Drainage	Section 19, Figures 15-27	
55.100.I	Municipal water	Section 19, Figures 15-27	
55.100.I	Sanitary sewers	Section 19, Figures 15-27	
55.100.I	Solid waste and recycling storage area	N/A	
55.100.J	Crime prevention and safety/defensible space	N/A	
55.100.K	Provisions for persons with disabilities	N/A	
55.100.L	Signs	N/A	
55.100.M	Utilities	Section 19, Figures 15-27	
55.100.N	Wireless communication facilities (WCFs)	N/A	
55.100.O	Refuse and recycling standards	N/A	
55.100.O.3	Recycling and solid waste service areas	N/A	
55.100.O.4	Special wastes or recyclable materials	N/A	
55.100.O.5	Screening and buffering	N/A	
55.100.O.6	Litter receptacles	N/A	

CDC Section	Topic	Location in application	Staff Notes
Flood Management Areas (CDC 27)			
27.050	Application	Section 1	
27.050.A	Pre-application	Section 3	
27.050.B	An application initiated by the property owner, or the owner's authorized agent, and accompanied by the appropriate fee	Section 1, Section 2, & Section 18	
27.050.C	Completed application form and three copies of written responses addressing CDC 27.060, 27.070, 27.080 (if applicable), and 27.090 (if applicable), three copies of all maps and plans at the original scale, and three copies of all maps and plans reduced to a paper size not greater than 11 inches by 17 inches.	Section 1	
27.050.D	A map of the parcel indicating the nature of the proposed alteration and its relationship to property zones, structures, trees, and any other pertinent features of the parcel.	Section 19, Figures 25, 26 & 27	
27.050.E	Information regarding the elevation of the site prior to development, the base flood elevation data for subdivisions (if applicable), and a description of water course alterations, if proposed.	Section 15 & Section 21 FIRM Map	
27.050.F	A topographic map of the site at contour intervals of five feet or less showing a delineation of the flood management area, which includes, but is not limited to, areas shown on the Flood Management Area map. The City Engineer or Building Official, as applicable, may, at his/her discretion, require the map to be prepared by a registered land surveyor to ensure accuracy. A written narrative explaining the reason why the owner wishes to alter the floodplain shall accompany the site plan map.	Section 19, Figures 12, 13, 14 & Section 15	
27.050.G	The elevation in relation to mean sea level, of the lowest floor (including basement) of all structures.	N/A	
27.050.H	The elevation in relation to mean sea level to which any structure has been flood-proofed (non-residential only).	Section 19, Figures 25, 26 & 27 & Section 15	
Willamette & Tualatin River Protection (WTRP) (CDC 28)			
28.090	Submittal Requirements	--	
28.090.A	An application shall be initiated by the property owner or the owner's authorized agent. Evidence shall be provided to demonstrate that the applicant has the legal right to use the land above the OLW. The property owner's signature is required on the application form.	Section 18	
28.090.B	Pre-application conference	Section 3	

CDC Section	Topic	Location in application	Staff Notes
28.090.C	An application for a protection area permit shall include the completed application and:	--	
28.090.C.1	Narrative which addresses the approval criteria of CDC 28.110.	Section 4	
28.090.C.2	A site plan, with HCA boundaries shown and by low, moderate, high type (CDC 28.120).	Section 5, Section 19, & Figures 25-27	
28.090.C.3	A grading plan if applicable (CDC 28.130).	N/A, see Section 15	
28.090.C.4	Architectural drawings if applicable (CDC 28.140).	N/A	
28.090.C.5	A landscape plan if applicable (CDC 28.150).	N/A	
28.090.C.6	A mitigation plan if applicable (CDC 28.160).	N/A, see Section 5 for Revegetation Plan	
28.090.D	The applicant shall pay the requisite fees.	Section 2	
28.090.E	The applicant shall be responsible for, and shall apply for, all applicable State and/or federal permits	Section 23	
28.090.F	The applicant shall include a map, approved or acknowledged by DSL, of the preference rights and authorized areas if a water surface structure is proposed.	N/A	
	One original application form must be submitted. Three copies at the original scale and three copies reduced to 11 inches by 17 inches or smaller of all drawing and plans must be submitted. Three copies of all other items, including the narrative, must be submitted. The applicant shall also submit a disk, in electronic readable format, of the complete application. When the application submittal is determined to be complete, additional copies may be required as determined by the Planning Director	Section 1	
28.120	Site Plan	Applies to MSY & OPRD	
28.120.A	All site plans and maps shall include the name, address and telephone number of the applicant, a lineal scale of the plot plan, a north arrow and a vicinity map.	Section 19, Figures 1A & 1B	
28.120.B	The applicant shall submit a site plan drawn to an appropriate scale (in order of preference: one inch equals 10 feet to one inch equals 30 feet), which contains the following information:	Section 19, Figures 2-28	
28.120.B.1	Assessor's Map number and tax lot number.	Section 19, Figures 25-27	
28.120.B.2	The parcel boundaries, dimensions and gross area.	Section 19, Figures 25-27 & 32	
28.120.B.3	The applicant's property and the surrounding property to a distance sufficient to determine the relationship between the applicant's property and proposed development to the adjacent property and development.	Section 19, Figures 25-32	

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28.120.B.4	The location, dimensions, and names of all existing and platted streets and other public ways and easements on adjacent property and on the site.	Section 19, Figures 25-32	
28.120.B.5	The location, dimensions and setback distances of all: a. Existing structures, improvements, utility facilities and drainageways on site and on adjoining properties; b. Proposed structures or changes to existing structures, improvements, utility facilities and drainageways on the site.	Section 19, Figure 32	
28.120.B.6	All developments shall define and map existing public access rights on, and adjacent to, the subject property.	Section 19, Figures 28	
28.120.B.7	A slope contour map at minimum two-foot intervals showing slope classifications of zero to 25 percent and greater than 25 percent.	Section 19, Figures 25-27	
28.120.B.8	If a wetland on the West Linn Local Wetland Inventory is identified on the property and the proposed activity is expected to encroach within 25 feet of the wetland, a delineation of the precise boundaries of that wetland prepared by a wetland biologist.	Section 5, Section 19, & Figures 25-27	
28.120.B.9	The location of the ordinary high water mark and the ordinary low water mark on the property and on abutting properties.	Section 5, Section 19, & Figures 25-27	
28.120.B.10	The delineation of areas designated “Habitat and Impact Areas Not Designated as HCAs” and HCA areas by low, medium and high designation shall be mapped based on the HCA Map and any necessary verification shall be done by the Planning Director.	Section 5 & Section 21 HCA Map	
28.130	Grading Plan	N/A, see Section 16	
28.140	Architectural Drawings	N/A	
28.150	Landscape Plan	N/A, see Section 5 for Revegetation	
28.160	Mitigation Plan: If any HCA is permanently disturbed as a result of the proposed development of any uses or structures, the applicant shall prepare and implement a revegetation and mitigation plan pursuant to the provisions of CDC 32.070 and 32.080.	Section 5 for Revegetation Plan	

CDC Section	Topic	Location in application	Staff Notes
Water Resource Area Protection (WRAP) (CDC 32)			
32.040	Application	Section 1	
32.040.A	An application for development on property containing a water resource area shall be initiated by the property owner, or the owner's authorized agent, and shall be accompanied by the appropriate fee.	Section 1 and Section 18	
32.040.B	A pre-application conference shall be a prerequisite to the filing of the application.	Section 3	
32.040.C	The application shall include a site plan and topographic map of the parcel pursuant to CDC 32.060. The applicant shall submit three copies of all maps and diagrams at original scale and three copies reduced to a paper size not greater than 11 inches by 17 inches, and an electronic copy of all maps on a compact disc. The Planning Director may require the map to be prepared by a registered land surveyor to ensure accuracy.	Section 19, Figures 2-27	
32.040.D	The site plan map shall be accompanied by a written narrative addressing the approval criteria in CDC 32.050 and, if necessary, addressing the reason why the owner wishes to alter the natural drainageway.	Section 4 and Section 5	
32.040.E	All proposed improvements to the drainageway channel or creek which might impact the storm load carrying ability of the drainageway shall be designed by a registered civil engineer.	None proposed	
32.040.F	The applicant shall present evidence in the form of adopted utility master plans or transportation master plans, or findings from a licensed engineer, to demonstrate that the development or improvements are consistent with accepted engineering practices.	Sections 8 (Seismic), 9 (Safe Operations), 13 (ECSP), 15 (Flood), 16 (Grading), 17 (Storm)	
32.040.G	The applicant shall prepare an assessment of the existing condition of the water resource area consisting of an inventory of vegetation, including percentage ground and canopy coverage.	Section 5	
32.040.H	If necessary, the applicant shall also submit a mitigation plan pursuant to CDC 32.070, and a revegetation plan pursuant to CDC 32.080.	Section 5 for Revegetation Plan	
32.060	Site Plan	--	
32.060.A	All site plans and maps shall include the name, address, and telephone number of the applicant, the scale of the plan, a north arrow, and a vicinity map.	Section 19, Figure 1A & 1B	
32.060.B	The applicant shall submit a site plan drawn to a one inch equals 10 feet to one inch equals 30 feet scale, which contains the following information:	--	

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32.060.B.1	Existing and proposed contour lines at the following minimum intervals: a. Two-foot intervals for slopes from zero to 25 percent; and b. Five-foot intervals for slopes in excess of 25 percent.	Section 19, Figures 2-27	
32.060.B.2	A slope map delineating areas greater than and less than 25 percent slope.	Section 19, Figure 2-27 and Section 20 - Potential Landslide Map	
32.060.B.3	Location of the water resource areas on the site.	Section 19, Figures 2-27 also see Section 5 and 20	
32.060.B.4	Location of proposed stormwater facilities.	None proposed, see Section 17	
32.060.B.5	Location of all existing natural features including, but not limited to, delineation of water resource areas. The widths of the transition and setback areas described in Table 32-1 shall be shown on the site plan.	Section 5 Figures and Section 19, Figure 2-28	
32.060.B.6	Location of all trees measured at six inches' diameter at breast height (DBH) or greater and a description of existing vegetation species. Where only a portion of a water quality resource area is to be disturbed, the tree inventory need only apply to the impacted area. The remaining treed area shall be depicted by outlining the canopy cover.	Section 7, Arborist Report	
32.060.B.7	Detailed site plans of the proposed development outlining total disturbance area, including proposed building footprints, site property improvements, grading plans, accessways, utilities, and landscaping.	Section 19, Figure 28	
32.060.B.8	The presence of wetlands shown on site plans shall be based on wetlands delineations conducted following methods accepted by the U.S. Army Corps of Engineers and the Oregon Division of State Lands. Written concurrence by the Oregon Division of State Lands (DSL) with the wetlands delineation must be obtained and submitted as part of the development application. The delineation shall be prepared by a certified wetlands specialist.	Section 5	
32.070	Mitigation Plan	N/A	
32.080	Revegetation Plan: Metro's Native Plant List is incorporated by reference as a part of this chapter, and all plants used in revegetation plans shall be plants found on the Metro Native Plant List. Performance standards for planting upland, riparian and wetland plants include the following	Section 5	

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Parks & Natural Area Design Review (CDC 56)			
56.070	Submittal Requirements		
56.070.A	The design review application shall be initiated by the Parks Director.	Section 18, email from Ken Wooster	
56.070.B.1-2	Pre-application conference	Section 3	
56.070.B.3	A prerequisite to the filing of an application for a new park or resource area/open space under Class II parks design review is that the Parks Director must demonstrate that the adopted community planning process for parks has been followed. Alternately, the Parks Director will hold a meeting with the respective City-recognized neighborhood association, per CDC 99.038, at which time the Parks Director will present the proposal and receive comments. No neighborhood meeting is required for a Class I design review.	N/A, no new park or resource area proposed	
56.070.B.4	The applicant shall submit a completed application form.	Section 1	
56.070.B.5	The applicant shall provide the submittal for either a Class I or II park design review as explained in CDC 56.075 or 56.080.	See Section 4 Citing 56.080	
56.080	Submittal Standards for Class II Parks Design Review	--	
56.080.A.1	The application for a Class II parks design review shall contain the following elements: A site analysis (per CDC 56.110);	Section 19, Figures 13 & 14	
56.080.A.2	A site plan (per CDC 56.120);	--	
56.120.A	The applicant's entire property and the surrounding property to a distance sufficient to determine the relationship between the applicant's property and proposed development and adjacent property and development	Section 19, Figure 1A & 32	
56.120.B	Boundary lines and dimensions for the perimeter of the property and the dimensions for all proposed lot lines, section lines, corners, and monuments.	Section 19, Figure 1B & 32	
56.120.C	Streams and stream corridors.	Section 19, Figures 25-27	
56.120.D	Identification information, including the name and address of the owner/applicant and project designer and a lineal scale and north arrow.	Section 19, Figure 1A	
56.120.E	The location, dimensions, and names of all: 1. Existing and platted streets and other public ways and easements on adjacent property and on the site; 2. Proposed streets or other public ways, easements, on the site.	Section 19, Figures 13 & 14	

CDC Section	Topic	Location in application	Staff Notes
56.120.F	<p>The location, dimensions, and setback distances of all:</p> <ol style="list-style-type: none"> 1. Existing structures, improvements, and utility facilities on adjoining properties; 2. Existing structures, improvements, and utility facilities to remain on the site; 3. Proposed structures, improvements, and utility facilities on the site. 	Section 19, Figure 32	
56.120.G	<p>The location and dimensions of:</p> <ol style="list-style-type: none"> 1. The entrances and exits to the site; 2. The parking and circulation areas; 3. Loading and service areas for waste disposal, loading, and delivery; 4. Pedestrian and bicycle circulation areas; 5. All utilities; and 6. Sign locations. 	Section 19, Figures 25-28	
56.120.H	The location of areas to be landscaped.	None proposed, but see Section 5, Revegetation Plan	
56.120.I	The location and type of outdoor light with specific consideration given to crime prevention.	None proposed	
56.120.J	<p>Submit an engineering noise control plan by a licensed acoustical engineer to satisfy the noise standards as identified in CDC 55.100.D, in cases where proposed land use can reasonably be expected to generate noise. A reasonable alternative to commissioning a noise study to determine the noise levels of, for example, a children's soccer league, would be to either locate the potential noise source away from residential properties, to limit activity hours and/or not to provide illuminated playing fields or ball courts.</p>	Section 11	
56.080.A.3	A grading plan (per CDC 56.130);	N/A, see Section 16	
56.080.A.4	Architectural drawings, indicating floor plan and elevation (per CDC 56.140);	N/A	
56.080.A.5	A landscape plan (per CDC 56.150);	N/A	
56.080.A.6	A sign plan (per CDC 56.160); and	Not Applicable	
56.080.A.7	A pedestrian and automobile circulation plan.	Section 19, Figure 28 and Section 12	
56.080.A.8	Utility plan. The application shall include a submittal appropriate to respond to the approval criteria of CDC 55.100.I.1 through .5 relating to streets, drainage, municipal water, sanitary sewers, solid waste, and recycling storage	Section 19, Figures 25 - 32	
56.080.A.9	A narrative, based on the standards contained in this code, which supports any requested exceptions as provided under CDC 56.170.	Section 4	

CDC Section	Topic	Location in application	Staff Notes
56.080.A.10	Submit full written responses to approval criteria of CDC 56.100 for Class II design review, or CDC 56.090 for Class I design review, plus all applicable referenced approval criteria.	Section 4	
56.080.A.11	Class II design review applications that require Planning Commission review, shall submit 10 full-sized copies of the required plans. Class I design review shall require three copies at the original scale, and three copies reduced to 11 inches by 17 inches or smaller of all drawings and plans must be submitted. Three copies of all other items must be submitted.	Section 19, Figures 26, 27, 28, & 32	