City of Canby
Planning Department
222 NE 2nd Avenue
PO Box 930
Canby, OR 97013
(503) 266-7001

SITE PLAN REVIEW APPLICATION

Type I Process— ***This application must be filed with the City of Canby in conjunction with Clackamas County Building Permit applications***

☐ **Please provide electronic copies of all files to the City**

☐ **APPLICANT INFORMATION:** *(Check ONE box below for designated contact person regarding this application)*

☐ Applicant Name: _____ Phone: _____
Address: _____ Email: _____
City/State: _____ Zip: _____ _____

☐ Representative Name: _____ Phone: _____
Address: _____ Email: _____
City/State: _____ Zip: _____

☐ Property Owner Name: _____ Phone: _____
Signature: _____
Address: _____ Email: _____
City/State: _____ Zip: _____

☐ Property Owner Name: _____ Phone: _____
Signature: _____
Address: _____ Email: _____
City/State: _____ Zip: _____

NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must sign above

❶ All property owners represent they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
❷ All property owners understand that they must meet all applicable Canby Municipal Code (CMC) regulations.
❸ All property owners hereby grant consent to the City of Canby and its officers, agents, employees, and/or independent contractors to enter the property identified herein to conduct any and all inspections that are considered appropriate by the City to process this application.

PROPERTY & PROJECT INFORMATION:

Street Address or Location of Subject Property	Total Size of Property	Assessor Tax Lot Numbers
Existing Use, Structures, Other Improvements on Site	Zoning	Comp Plan Designation

Describe the Proposed Development or Use of Subject Property

STAFF USE ONLY				
CITY FILE#	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE

Visit our website at: www.canbyoregon.gov
Email Application to: PlanningApps@canbyoregon.gov

SITE PLAN REVIEW: CHECKLIST

CONSTRUCTION TYPE:

☐Commercial
☐Industrial
☐Single Family
☐Duplex
☐Multifamily (Number____)
☐Manuf. Home
☐Remodel
☐Demolition
☐Accessory structure (see Zone for regulations)
☐Other_____

ATTACH SITE PLAN WITH ALL OF THE FOLLOWING:

☐ Lot area
☐ Building area
☐ Total impervious surface area (driveways, patios, buildings, etc.)
☐ Building height
☐ Parking area
☐ All easements
☐ Streets
☐ Erosion Control plan
☐ Stormwater drainage plans
☐ Setbacks/show building footprint
☐ Lot Coverage
☐ Existing & proposed screening/fencing
☐ Existing & proposed lighting
☐ Existing & proposed landscaping
☐ Elevation Plans and/or narrative showing conformance with Chapter 16.21, Residential Design Standards (see 16.21.020-.030 for applicability).

PLEASE PROVIDE (IF APPLICABLE):

☐ Planning File #(s): _____
☐ Subdivision name/date approved: _____
☐ Special Planning Permits: ☐Conditional Use ☐ Variance ☐Other: _____
☐ Planning Conditions of Approval: _____

APPLICABLE FEE: (PLEASE SEE CURRENT MASTER FEE SCHEDULE)

Plan Check Fee:

- ☐ Single Family House: $100 per unit
- ☐ Duplex (including conversions of single family to duplex): $120
- ☐ Non-Living Space addition (garage, carport, porch, etc): $50
- ☐ Living Space addition (expansion and/or creation of accessory dwelling): $75
- ☐ Multifamily - $60 per unit (first 20 units), $10 per unit each additional unit after 20 units
- ☐ Demolitions (Residential): $25
- ☐ Demolitions (Commercial or Industrial): $50
- ☐ Signs, commercial tenant improvements and remodels not involving additional square footage: $50
- ☐ All other commercial and industrial based on building square footage:
  - 0 to 2,000 square feet: $100
  - 2,001 to 5,000 square feet: $100 for the first 2,000 sq. ft. and $1.75 for each additional 100 Sq. ft. or fraction thereof
  - 5,001 to 10,000 square feet: $152.50 for the first 5,000 sq. ft and $1.50 for each additional 100 sq. ft. or fraction thereof
  - 10,001 to 50,000 square feet: $160 for the first 10,000 sq. ft. and $1.25 for each additional 100 sq. ft. or fraction thereof
  - 50,001 to 100,000 square feet: $210 for the first 50,000 sq. ft. and $1.00 for each additional 500 sq. ft. or fraction thereof
  - 100,001 square feet and up: $260 for the first 100,000 sq. ft. and $0.75 for each additional 1,000 sq. ft or fraction thereof

Other Fees:

- ☐ Erosion Control Permit Fee
- ☐ Sewer Tap (on-site connection) Fee
- ☐ Advanced Financing District (AFD) Fees
- ☐ Street Opening Fee
- ☐ SDCs/Excise Taxes

CLACKAMAS COUNTY MUST ALSO ISSUE BUILDING PERMITS PRIOR TO DEVELOPMENT
CALL (503) 266-0798 TO SCHEDULE A CITY SEWER CONNECTION

Visit our website at: www.canbyoregon.gov
Email Application to: PlanningApps@canbyoregon.gov

City of Canby
EROSION CONTROL APPLICATION

222 NE 2nd Avenue, Canby OR 97013, Phone: 503-266-0798

Please submit in electronic format on a CD, flash drive or via email: PlanningApps@canbyoregon.gov

CITY FILE#: _____ **DATE:**_____

Type of Work		
☐ **New Construction**		☐ **Demolition**
☐ **Addition/Alteration/replacement**		☐ **Other**
☐ **Commercial**		☐ **Residential**
Lot Size : **Acres**		
Job Site Information and Location		
Project Name:		
Job site address:		
Cross street/ directions to job site:		
Subdivision:		**Lot #**
Property Owner		
Owner:	**Address:**	
Phone:	**Fax:**	**Email:**
Applicant Responsible Party		
Name:	**Address:**	
Phone:	**Fax:**	**Email:**
Excavation Contractor		
Name:	**Address:**	
Phone:	**Fax:**	**Email:**
CCB License #	**Expiration Date:**	**City License:**
Do you have an ESPC certificate ☐ **Yes** ☐ **No**		
Site Information		
Name of nearest stream, creek, or river		
Exporting Soil ☐ **No** ☐ **Yes**		
If No, how will soil be disposed?		
If Yes, address of disposal site?		
Construction Schedule		
Prior to start of excavation: Erosion control measures must be in place: **Call to schedule an inspection 503-266-0798**		
Construction completed, Soil not stabilized: Erosion control measures must remain in place.		
Ground cover established. Soil is stabilized: Erosion control measures may be removed only after permanent site ground covers are in place. **Call to schedule an inspection 503-266-0798**		

For additional information contact Public Works 503-266-0798,
1740 NE Territorial Road, Canby, OR 97013.

City of Canby

EROSION CONTROL, SURFACE WATER, AND SENSITIVE AREA CHECKLIST

A. ☐ One 8 ½ x 11 or 11 ½ x 17 paper copy of plot plan drawn to scale showing: (Sample Attached)

1. ☐ Existing and proposed contour lines with elevations to show slope and/or retaining walls.
2. ☐ Location for storage of excavating materials.
3. ☐ Gravel construction entrance.
4. ☐ Property lines and distances to buildings.
5. ☐ Placement of erosion control devices (e.g. silt fences).
6. ☐ Location and depth of drainage systems during and after construction (e.g. ditches, roof and foundation drains).
7. ☐ An Undisturbed Corridor Buffer is required adjacent to sensitive areas. (Note: Sensitive areas include wetlands, rivers, streams, creeks, lakes and ponds.) Depending on several factors, the range is from 25 feet to 200 feet wide. City of Canby Rules and Regulations determine the required buffer width.
8. ☐ Location and width of all storm drain and sanitary sewer easements.

ADDITIONAL REQUIREMENTS FOR NON-SINGLE FAMILY RESIDENCE

9. ☐ Site restoration plan (permanent landscaping).
10. ☐ Water quality facilities. Consult Section 4 of Rules and Regulations.
11. ☐ Detention facilities. Consult Section 4 of Rules and Regulations.

B. ☐ One copy of your construction schedule (Sample Attached).
C. ☐ One copy of your erosion control Maintenance Plan (Sample Attached).
D. ☐ One copy of the City of Canby Grading/Erosion Control Information sheet (Attached).

Erosion Control Maintenance Plan (all construction)

Maintenance measures required (Initial Applicable Measures)

_____**Gravel construction entrance**
Maintain a minimum depth of 8 inches of gravel. Use wooden curb jump.

_____**Temporary sedimentation fence or alternate measures**
Inspect daily and clean sediment build up daily during prolonged rainfall and after each storm.

_____**Exposed soils covered during wet weather season**
Soil unworked for 14 days or more must be covered (Oct 1 – Apr 30)

_____**Provide area for cement trucks to clean out their equipment**
Cleaning and washing out cement trucks in street areas, catch basins or drainage ways are a violation and not allowed.

_____**Provide enclosed area for building debris/solid waste management**

I will construct and maintain Erosion/Sedimentation Control measures to ensure the containment of sediment on the construction site. I agree to comply with the City of Canby's Erosion Control Rules and Regulations. I further agree that I am responsible for the daily monitoring and, if necessary, adjustment of the erosion control structures to comply with these rules. I acknowledge that failure to adhere to these requirements will result in enforcement actions to bring the site into compliance.

_____ _____
Owner/Applicant/Responsible Party Signature **Date**

EROSION CONTROL NOTES

1. Owner or designated person shall be responsible for proper installation and maintenance of all erosion and sediment control (ESC) measures, in accordance with local, State, and Federal regulations.

2. The implementation of these ESC plans and construction, maintenance, replacement, and upgrading of these ESC facilities is the responsibility of the contractor until all construction is completed and approved by the local jurisdiction, and vegetation/landscaping is established. The developer shall be responsible for maintenance after the project is approved until the lots are sold.

3. The boundaries of the clearing limits shown on this plan shall be clearly marked in the field prior to construction. During the construction period, no disturbance beyond the clearing limits shall be permitted. The markings shall be maintained by the applicant/contractor for the duration of construction.

4. The ESC facilities shown on this plan must be constructed in conjunction with all clearing and grading activities, and in such a manner as to insure that sediment and sediment laden water does not enter the drainage system, roadways, or violate applicable water standards.

5. The ESC facilities shown on this plan are minimum requirements for anticipated site conditions. During construction period, these ESC facilities shall be upgraded as needed for unexpected storm events and to ensure that sediment and sediment laden water does not leave the site.

6. The ESC facilities shall be inspected daily by the applicant/contractor and maintained as necessary to ensure their continued functioning.

7 At no time shall sediment be allowed to accumulate more then 1/3 the barrier height. All catch basins and conveyance lines shall be cleaned prior to paving. The cleaning operations shall not flush sediment laden water into the downstream system.

8. Stabilized gravel entrances shall be installed at the beginning of construction and maintained for the duration of the project. Additional measures may be required to insure that all paved areas are kept clean for the duration of the project.

9. Storm drains inlets, basins, and area drains shall be protected until pavement surfaces are completed and/or vegetation is re-established.

10. Pavement surfaces and vegetation are to be placed as rapidly as possible.

11. Seeding shall be performed no later than September 1 for each phase of construction.

12. If there are exposed soils or soils not fully established from October 1st through April 30th, the wet weather erosion prevention measures will be in effect. See the Erosion Prevention and Sediment Control Planning and Design Manual (Chapter 4) for requirements.

13. The developer shall remove ESC measures when vegetation is fully established.

Sample Plot Plan

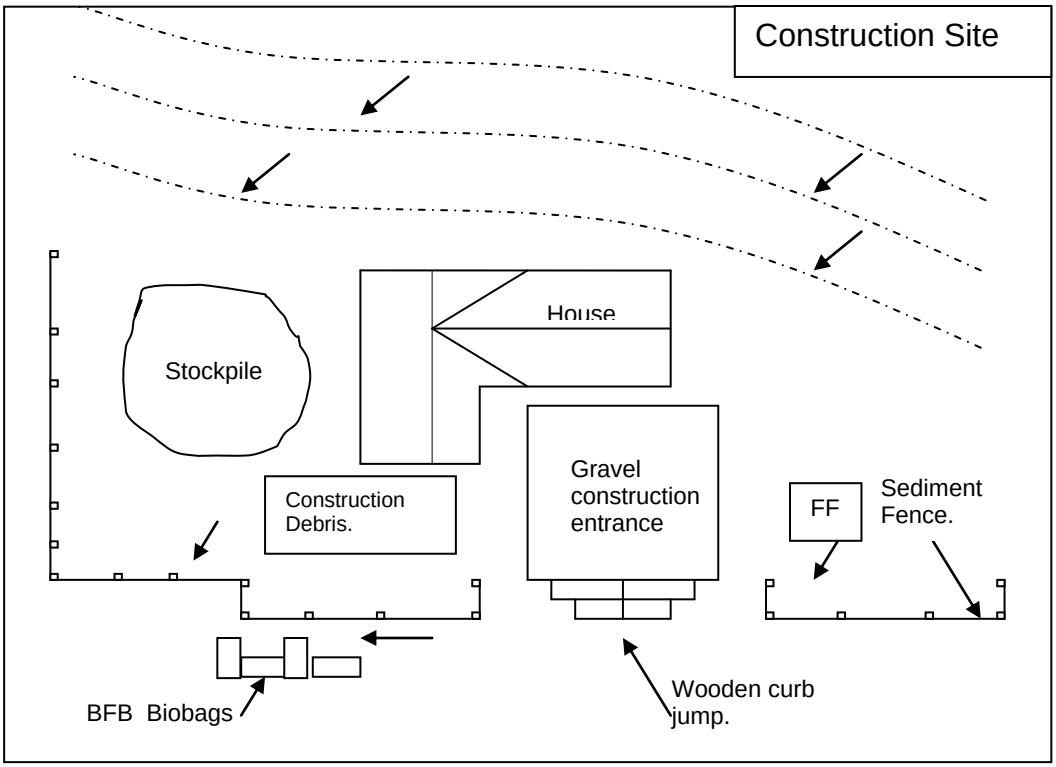
Showing Erosion/Sedimentation Control Information

Refer to the City of Canby Erosion Prevention and Sediment Control Manual for additional information:

- Gravel Construction Entrance CE Section 4.2.1
- Temporary Silt Fences FF Section 4.3.1
- Inlet Protection Section 4.3.9
- Construction Debris CD Section 6.7

Wet Weather Measures (October 1- April 30)

- Straw Mulch Covering (Exposed Soil) Section 4.4.4
- Stockpile protection (Excavated Materials) Section 4.1.8



EROSION CONTROL FEES – SEE MASTER FEE SCHEDULE

$100 per Violation, per Day may be assessed until problem is fixed

Driveway, Curb, & Sidewalk Standards

Application for Driveways, Curbs, & Sidewalks

Attached are the Details for construction of Standard Curbs, Driveway approaches and sidewalks.

You will need to:

1. Call 503-266-0798, to make an appointment with Public Works to determine which of the details will be required.
2. Take the application & detailed drawings with you to the City of Canby Shops Office at 1470 NE Territorial Road, Canby, OR 97013.
3. Public Works will inspect the finished product.

Project Type: **Date:**

Address:

Tax Map: Tax Lot(s): Lot Size:

PROJECT DESCRIPTION:

OWNERS	**APPLICANT***
Name:	Name:
Address:	Address:
City: State: Zip:	City: State: Zip:
Phone: Email:	Phone: Email:

OWNERS SIGNATURE Date: