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

LAND USE APPLICATION

SITE AND DESIGN REVIEW
DCO Type II Process

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, including but not limited to CMC Chapter 16.49 Site and Design Review standards.
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				
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE

SITE AND DESIGN REVIEW APPLICATION – DCO TYPE II – INSTRUCTIONS

All required application submittals detailed below must also be submitted in electronic format on a CD, flash drive or via email. Required application submittals include the following:

Applicant Check	City Check	
☐	☐	One (1) copy of this application packet. The City may request further information at any time before deeming the application complete.
☐	☐	Payment of appropriate fees – cash or check only. Refer to the city's Master Fee Schedule for current fees. Checks should be made out to the *City of Canby*.
☐	☐	Mailing labels (1" x 2-5/8") for all property owners and all residents within 100 feet of the subject property. **If the address of a property owner is different from the address of a site, a label for each unit on the site must also be prepared and addressed to "occupant."** A list of property owners may be obtained from a title insurance company or from the County Assessor.
☐	☐	One (1) copy of a written, narrative statement describing the proposed development and detailing how it conforms with the Municipal Code and to the approval criteria, including the applicable Design Review Matrix, and availability and adequacy of public facilities and services. ***Ask staff for applicable Municipal Code chapters and approval criteria.*** Applicable Code Criteria for this application includes: _____ _____ _____ _____
☐	☐	Three (3) copies of a Traffic Impact Study (TIS), conducted or reviewed by a traffic engineer that is contracted by the City and paid for by the applicant (payment must be received by the City *before the traffic engineer will conduct or review a traffic impact study.* Ask staff to determine if a TIS is required.
☐	☐	One (1) copy in written format of the minutes of the neighborhood meeting as required by Municipal Code 16.89.020 and 16.89.070. The minutes shall include the date of the meeting and a list of attendees.
☐	☐	One (1) copy in written format of the minutes of the pre-application meeting
☐	☐	One (1) copy of either the recorded plat or the recorded deeds or land sales contracts that demonstrates how and when legal property lines were established and where the boundaries of the legal lot(s) of record are located. If the property is a lot or parcel created by plat, a copy of the recorded plat may be obtained from the Clackamas County Surveyor's office. If the property is a legal lot of record created by recorded deed or land sales contract at a time when it was legal to configure property lines by deed or contract, then those recorded deeds may be obtained from the Clackamas County Office of the Clerk, or a Title Company can also assist you in researching and obtaining deeds.

Applicant Check	City Check	
☐	☐	If the development is located in a Hazard ("H") Overlay Zone, submit one (1) copy of an affidavit signed by a licensed professional engineer that the proposed development will not result in significant impacts to fish, wildlife and open space resources of the community. If major site grading is proposed, or removal of any trees having trunks greater than six inches in diameter is proposed, then submit one (1) copy of a grading plan and/or tree-cutting plan.
☐	☐	Ten (10) paper copies of the proposed plans, printed to scale no smaller than 1"=50'. The plans shall include the following information:

- ☐ Vicinity Map. Vicinity map at a scale of 1"=400' showing the relationship of the project site to the existing street or road pattern.
- ☐ Site Plan-the following general information shall be included on the site plan:
  - ☐ Date, north arrow, and scale of drawing;
  - ☐ Name and address of the developer, engineer, architect, or other individual(s) who prepared the site plan;
  - ☐ Property lines (legal lot of record boundaries);
  - ☐ Location, width, and names of all existing or planned streets, other public ways, and easements within or adjacent to the property, and other important features;
  - ☐ Location of all jurisdictional wetlands or watercourses on or abutting the property;
  - ☐ Finished grading contour lines of site and abutting public ways;
  - ☐ Location of all existing structures, and whether or not they are to be retained with the proposed development;
  - ☐ Layout of all proposed structures, such as buildings, fences, signs, solid waste collection containers, mailboxes, exterior storage areas, and exterior mechanical and utility equipment;
  - ☐ Location of all proposed hardscape, including driveways, parking lots, compact cars and handicapped spaces, loading areas, bicycle paths, bicycle parking, sidewalks, and pedestrian ways;
  - ☐ Callouts to identify dimensions and distances between structures and other significant features, including property lines, yards and setbacks, building area, building height, lot area, impervious surface area, lot densities and parking areas;
  - ☐ Location of vision clearance areas at all proposed driveways and streets.
- ☐ Landscape Plan
  The following general information shall be included on the landscape plan:
  - ☐ Layout and dimensions of all proposed areas of landscaping;
  - ☐ Proposed irrigation system;
  - ☐ Types, sizes, and location of all plants to be used in the landscaping (can be a "palette" of possible plants to be used in specific areas for landscaping);
  - ☐ Identification of any non-vegetative ground cover proposed, and dimensions of non-vegetative landscaped areas;
  - ☐ Location and description of all existing trees on-site, and identification of each tree proposed for preservation and each tree proposed for removal;

- ☐ Location and description of all existing street trees in the street right-of-way abutting the property, and identification of each street tree proposed for preservation and each tree proposed for removal.

☐ Elevations Plan

The following general information shall be included on the elevations plan:

- ☐ Profile elevations of all buildings and other proposed structures;
- ☐ Profile of proposed screening for garbage containers and exterior storage areas;
- ☐ Profile of proposed fencing.

☐ Sign Plan.

- ☐ Location and profile drawings of all proposed exterior signage.

☐ Color and Materials Plan.

- ☐ Colors and materials proposed for all buildings and other significant structures.

Applicant Check	City Check	
☐	☐	One (1) copy of a completed landscaping calculation form (see page 5)
☐	☐	One (1) copy of a completed Design Review Matrix (see page 6)

SITE AND DESIGN REVIEW – DCO TYPE II – LANDSCAPING CALCULATION FORM

Site Areas

1. Building area		***- Square footage of building footprints***
2. Parking/hardscape		***- Square footage of all sidewalks, parking, & maneuvering areas***
3. Landscaped area		***- Square footage of all landscaped areas***
4. Total developed area		***- Add lines 1, 2 and 3***
5. Undeveloped area		***- Square footage of any part of the site to be left undeveloped.***
6. Total site area		***- Total square footage of site***

Required Site Landscaping (Code 16.49.080)

7. Percent of landscaping required in Zoning District		***- Fill in the Appropriate Percentage:*** *R-1, R-1.5, R-2 Zones: 30%; C-2, C-M, C-R, M-1, M-2 Zones: 15%; C-1 Zone: 7.5%*
8. Required minimum square footage of landscaping		***- Multiply line 4 and line 7***
9. Proposed square footage of landscaping		***- Fill in value from line 3***

Required Landscaping within a Parking Lot (Code 16.49.120(4))

Note: This section and the next apply only to projects with more than 10 parking spaces or 3,500 square feet of parking area

10. Zone		***- Fill in the Appropriate Zone and Percentage:*** *C-1 Zone: 5%; Core Commercial sub-area of the Downtown Canby Overlay: 10%, except for parking lots with 10 or more spaces and two or more drive aisles: 50 square feet per parking space; All other zones: 15%.*
11. Percent of required landscaping		
12. Area of parking lot & hardscape		*- Fill in area of parking and maneuvering areas plus all paved surface within ten (10) feet of those areas.*

13. Number of vehicle parking spaces		*- For Core Commercial sub-area in the Downtown Canby Overlay only, fill in the total # of parking spaces on-site.*
14. Required square footage of landscaping within 10 feet of parking lot		*- Multiply area of parking lot (line 12) by percent of required landscaping (line 11) -OR- for the CC sub-area in the Downtown Canby Overlay multiply line 13 by 50 square feet.*
15. Proposed square footage of Landscaping within 10 feet of parking lot		*- Calculate the amount of landscaping proposed within 10 feet of all parking and maneuvering areas.*

Parking Lot Tree Calculation

16. Number of parking spaces		*- Total number of vehicle parking spaces*
17. Area of parking lot & hardscape		*- Area from line 12*
18. Number of parking spaces (line 16) divided by 8		*- Round **up** to the nearest whole number*
19. Area of parking lot area (line 17) divided by 2,800		*- Round **up** to the nearest whole number*
20. Number of required trees in parking lot		*- Fill in the **larger** of row 18 and row 19*
21. Number of trees provided within 10 feet of parking lot		*- Fill in the number of proposed trees within 10 feet of parking and maneuvering areas.*

SITE AND DESIGN– DCO TYPE II – REVIEW APPLICATION: DESIGN REVIEW MATRIX

Applicants: Please circle the applicable point column to your project and compute the total and percentages at the end of the table.

Table 16.49.040 Site Design Review Menu

As part of Site and Design Review, the following menu shall be used as part of the review. In order to "pass" this table 60% of total possible points shall be earned, 10% of the total possible points must be from LID elements

Design Criteria	**Possible Points**				
Parking	**0**	**1**	**2**	**3**	**4**
Screening of parking and/or loading facilities from public right-of-way	Not screened	Partially screened	Fully screened	-	-
Parking lot lighting provided	No	Yes	-	-	-
Parking location (behind building is best)	Front	Side	Behind	-	-
Number of parking spaces provided (% of minimum required)	>120%	101-120%	100%	-	-
Screening of Storage Areas and Utility Boxes	**0**	**1**	**2**	**3**	**4**
Trash storage is screened from view by solid wood fence, masonry wall or landscaping.	No	Yes	-	-	-
Trash storage is located away from adjacent property lines.	0 - 10 feet from adjacent property	11 - 25 feet from adjacent property	>25 feet from adjacent property	-	-

Utility equipment, including rooftop equipment, is screened from view.	Not screened	Partially screened	Fully screened	-	-
Access	**0**	**1**	**2**	**3**	**4**
Distance of access to nearest intersection.	≤70 feet	71 - 100 feet	>100 feet	-	-
Pedestrian walkways from public street/sidewalks to building entrances.	One entrance connected.	-	Walkways connecting all public streets/ sidewalks to building entrances.	-	-
Pedestrian walkways from parking lot to building entrance.	No walkways	Walkway next to building only	Walkways connecting all parking areas to building entrances		.

Design Criteria	**Possible Points**				
Tree Retention	**0**	**1**	**2**	**3**	**4**
Percentage of trees retained	<10%	10-50%	51-75%	>75%	-
Replacement of trees removed	<50%	≥50%	-	-	-
Signs	**0**	**1**	**2**	**3**	**4**
Dimensional size of sign (% of maximum permitted)	>75%	50-75%	<50%	-	-
Similarity of sign color to building color	Not similar	Somewhat similar	Similar	-	-
Pole sign used	Yes	No	-	-	-
Building Appearance	**0**	**1**	**2**	**3**	**4**
Style (similar to surroundings)	Not similar	Somewhat similar (1 or 2 points possible depending on level of similarity)		-	-
Color (subdued and similar to surroundings is better)	Neither	Similar or subdued	Both	-	-
Material (concrete, wood and brick are best)	Either 1 or 2 points may assigned at the discretion of the Site and Design Review Board				
Size of building (smaller is better)	>20,000 square feet	≤20,000 square feet	-	-	-
Provision of public art (i.e. murals, statues, fountains, decorative bike racks, etc.)	No	-	-	-	Yes
Landscaping	**0**	**1**	**2**	**3**	**4**
Number of non-required trees provided	-	At least one tree per 500 square feet of landscaping.	-	-	-
Amount of grass (less grass is better) (% of total landscaped area)	>50%	25-50%	<25%	-	-

Low Impact Development (LID)	0	1	2	3	4
Use of pervious paving materials (% of total paved area)	<10%	-	10-50%	51-75%	>75%
Provision of park or open space area	None	-	Open space (Generally not for public use)	-	Park (public or privately owned for public use)

Design Criteria	Possible Points				
Use of drought tolerant species in landscaping (% of total plants)	<25% drought tolerant	-	25-50% drought tolerant	51-75% drought tolerant	>75% drought tolerant
Provision of additional interior parking lot landscaping (% of minimum required)	100%	101-110%	111-120%	>120%	-
Provision of an eco-roof or rooftop garden (% of total roof area)	<10%	-	-	10-50%	>50%
Parking integrated within building footprint (below-grade, structured parking, or tuck-under parking) (% of total on-site parking)	<10%	-	-	10-50%	>50%
Disconnecting downspouts from city stormwater facilities	None	Some downspouts disconnected	All downspouts disconnected	-	-
Shared parking with adjacent uses or public parking structure (% of total required parking spaces)	None	<50%	≥50%	-	-
Provision of rain gardens/bioretention areas for stormwater runoff (% of total landscaped area)	None	-	10-50%	51-75%	>75%
	Total Possible Points = 71, 60%=42.6 points, 10%=7.1 points				

Total Points Earned: _____ (42.6 required for 60%)

Total LID Points Earned: _____(7.1 required for 10%)

SITE AND DESIGN REVIEW – DCO TYPE II – APPLICATION PROCESS

1. Prior to submitting an application, all applicants are encouraged to request a pre-application meeting with the City, or the City Planner may determine that a pre-application meeting is necessary after an application has been discussed or upon receipt of an application by the City. To schedule a pre-application meeting, an applicant must submit a completed pre-application form and set of preliminary plans to the City Planner, and after receiving the Planner's initials, must then make and take 3 copies of the pre-application materials to the Canby Public Works Department to schedule the pre-application meeting. The City does not charge a fee for a pre-application meeting.

2. Prior to submitting an application, all applicants must hold a neighborhood meeting with surrounding property owners and any recognized neighborhood association representative, pursuant to the procedures described in Canby Municipal Code Section 16.89.070. In certain situations, the Planning Director may waive the neighborhood meeting requirement.

3. At the time an application is submitted to the City, payment of all required application processing fees is required. An application will not be accepted without payment of fees. City Staff can provide you with information concerning application fees.

4. Staff will check the application, making sure that it is complete and all fees are paid. Copies of the application materials are routed to various City/State/County departments, as applicable, for their comments. Along with the comments received from others, the application is reviewed for completeness. The City Planner will accept or return the application with a written list of omissions within thirty (30) calendar days of the submittal.

5. Before making a decision on the application, City staff will prepare notice materials, which will be mailed to all property owners and residents within the prescribed notice radius, and to other interested parties. The public notice provides for a 10-day period in which the public has an opportunity to submit written comments to the City concerning the application.

6. Following the public comment period, City staff will investigate the application, and will prepare a written decision which approves, denies, or approves with conditions, the application, based on the required criteria. City staff will mail a notice of the decision to all property owners and residents within the prescribed notice radius, and to other interested parties. The notice of decision includes information explaining how an appeal of the decision may be filed.

7. An appeal request must be received by the City within 10 days of the date the notice of decision was mailed. If a decision is appealed, the Planning Commission holds a public hearing, and unless the Planning Commission decides to hear the appeal de novo, only testimony regarding items already in the record is permitted, and no new information may be entered. In the case of an appeal, the Commission may affirm, revise or reverse the original decision in all or in part.

8. Prior to construction of the project, a preconstruction meeting is held with the City and all applicable utility and service providers. If required, this meeting must be held before issuance of any building permits for the projects.

SITE AND DESIGN REVIEW – DCO TYPE II: STANDARDS AND CRITERIA

1. The Planning Director shall, in exercising his powers, duties or functions, determine whether there is compliance with the DCO site and design review standards set forth in 16.41.070.A through F; and

2. The (Planning Director) shall, in making its determination of compliance with the above requirements, be guided by the objectives and standards set forth in this section. If the site and design review plan includes utility facilities or public utility facility, then the City Planner shall determine whether those aspects of the proposed plan comply with applicable standards.

3. The (Planning Director) shall, in making its determination of compliance with the requirements set forth, consider the effect of its action on the availability and cost of needed housing. The Board shall not use the requirements of this section to exclude needed housing types. However, consideration of these factors shall not prevent the Board from imposing conditions of approval necessary to meet the requirements of this section. The costs of such conditions shall not unduly increase the cost of housing beyond the minimum necessary to achieve the purposes of this ordinance.

4. As part of the site and design review, the property owner may apply for approval to cut trees in addition to those allowed in Section 12.20.080 of the City Tree Ordinance. The granting or denial of said application will be based on the criteria in Chapter 12.20 of the City Tree Ordinance. The cutting of trees does not in and of itself constitute change in the appearance of the property which would necessitate application for site and design review.