



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

# FOOD CART POD TYPE II PROCESS

## APPLICATION FORM

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

Building 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		

## FOOD CART POD – TYPE II PROCESS

All required application submittals detailed below must be submitted in digital format via email: [PlanningApps@canbyoregon.gov](mailto:PlanningApps@canbyoregon.gov).

The City may request further information at any time before deeming the application complete.

1. Payment of appropriate fees – cash, or check. Refer to the city’s Master Fee Schedule for current fees. Checks should be made out to the *City of Canby*.
2. A digital copy of mailing addresses in an **EXCEL SPREADSHEET** format for all property owners and all residents within 200 feet of the subject property. **If the address of a property owner is different from the address of a site, an address for each unit on the site must also be included and addressed to “Occupant.”** A list of property owners may be obtained from a title insurance company or from the County Assessor’s office.
3. A written narrative statement describing the proposed development and detailing how it conforms with the Municipal Code and to the approval criteria. Food Cart Pod Regulations can be found in **CMC 16.45**. Other criteria may apply.
4. A copy of the Pre-Application Meeting Minutes, if held. If recorded, please send us the Zoom link.
5. A copy of either the recorded plat or the recorded deeds or land sales contracts that demonstrates where, how and when legal property lines were established.

Copies of **recorded plats** may be obtained from the **Clackamas County Surveyor’s office**. Copies of **recorded deeds** may be obtained from the **Clackamas County Office of the Clerk**. A **title company** can also assist you in researching and obtaining deeds.

6. If the development is located in a Hazard (“H”) Overlay Zone, please submit a digital copy an affidavit signed by a licensed professional engineer stating the proposed development will not result in significant impacts to fish, wildlife and open space resources of the community.
7. A copy of a valid business license for the Pod from the City of Canby. Note: Individual food cart owners are required to obtain business licenses as well.
8. A copy of a valid Food Handler’s Card from Clackamas County Health, Housing and Human Services.
9. A copy of each of the following maps or plans – drawings must utilize a standard scale (i.e. 1’ = 10 feet or 1” = 20 feet, etc.):
  - Vicinity Map:
    - o Vicinity map at a scale of 1”=400’ showing the relationship of the project site to the existing street or road pattern.
  - Site Plan:
    - o Property lines (legal lot of record boundaries);
    - o Location of all existing and proposed hardscape, including driveways, parking lots, compact cars and handicapped spaces, loading areas, bicycle paths, bicycle parking, sidewalks, and pedestrian ways;
    - o Location of vision clearance areas at all existing and proposed driveways and streets;

- Location and description of all existing structures (i.e., buildings, signs, fences, mechanical or utility structures, etc.) on the property, including those under construction or pending under an issued building permit. Indicate which structures are to remain and which are to be removed.
- 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 and proposed disposition of all existing: wells, septic tanks, drain fields, easements, drainage ways, and jurisdictional watercourses or wetlands on or abutting the property;
- Identify the classification of all streets in accordance with the Canby Transportation System Plan. Show typical cross-sections of proposed street improvements, including identification of proposed street trees;
- Location of all proposed utilities, including sewer, water, storm water, electric, telephone, and natural gas; including utility sizes and grades.
- If lighting is proposed then submit a lighting plan showing compliance with the LZ2 lighting standards found in CMC 16.43.

Landscape Plan:

- If site grading is proposed then submit a grading plan;
- Layout and dimensions of all proposed 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, 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, identification of each street tree proposed for preservation and each tree proposed for removal.

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, including entrance and exit point details.

**Required Site Landscaping (Code 16.49.080)**

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
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

**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

9	Zone		<b>Fill in the Appropriate Zone and Percentage:</b> C-1 Zone: 5%;
10	Percent of required landscaping		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	Area of parking lot & hardscape		Fill in area of parking and maneuvering areas plus all paved surface within ten (10) feet of those areas.
12	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.
13	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.
14	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**

15	Number of parking spaces		Total number of vehicle parking spaces
16	Area of parking lot & hardscape		Area from line 12
17	Number of parking spaces (line 15) divided by 8		Round up to the nearest whole number
18	Area of parking lot area (line 16) divided by 2,800		Round up to the nearest whole number
19	Number of required trees in parking lot		Fill in the larger of row 18 and row 19
20	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

## Food Cart Pod – Type II: Application Process

1. Prior to submitting an application, all applicants are encouraged but not required to request a Pre-Application meeting with the City - Planning Director may determine that a Pre-Application meeting is required prior to submitting an application. To schedule a Pre-Application meeting, an applicant must submit a completed Pre-Application form and set of preliminary plans and Pre-Application materials to [PlanningApps@canbyoregon.gov](mailto:PlanningApps@canbyoregon.gov).
2. The amount of the fee for a Pre-Application meeting is based on whether the application involves a public hearing or not. Applicants will be notified by email or mail of their scheduled hearing date.
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. Refer to the city's Master Fee Schedule online or ask Staff for current fees. Checks should be made out to the *City of Canby*.
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. 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. Staff investigates the application, writes a staff report, issues public notice, notifies surrounding property owners, and makes all facts relating to the request available to interested parties.
6. The Applicant will post a Public Notice Sign (Land Use Action) on the subject property at least ten (10) days before staff issues findings of fact which support approval, modification, or denial of the application. This decision may be appealed to the Planning Commission.
7. If an approval or a denial is appealed, the Planning Commission holds a public hearing. The staff report is presented, and testimony taken. 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 decision in all or in part.
8. Prior to construction of the project, a Pre-Construction meeting is held with City staff and all applicable utility and service providers. If required, this meeting must be held, and approval of the plan set signed off by all agencies. Payment of applicable fees including but not limited to Canby System Development Charges (SDCs), construction excise tax, Canby Utility fees and Clackamas County building permit fees are required before release of permits.