

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

SITE PLAN REVIEW APPLICATION

Type I Administrative Process

FOR OFFICE USE ONLY

FILE # _____ RECEIVED BY _____ on DATE _____
FEE _____ DATE PAID _____ by CASH / CHECK / CARD # _____

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: _____

- ① 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.
- ② All property owners understand that they must meet all applicable Canby Municipal Code (CMC) regulations.
- ③ 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.

Describe the Proposed Development or Use of Subject Property

Property Information:

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

Construction Type:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> New Single Family Residential | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> New Multi-Family Residential (# of units _____) | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Residential Remodel or Addition | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Residential Duplex / Accessory Dwelling Unit (circle one) | <input type="checkbox"/> Other _____ |

Type 1 Site Plan Submittal Checklist

- ☐ Site Plan Application Form
- ☐ Application for Erosion Control including erosion control plan:
http://canbyoregon.gov/Departments/develop_services/plan_forms/
- ☐ Written Statement: *Not required for new single family homes.* A detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use. Please include a description of the location of the proposed modifications, materials to be used, sizes, colors, and square footage as appropriate to the situation. You may include copies of illustrations from catalogs to supplement the narrative.
- ☐ Review Fee: As established by City Council. Make checks payable to The City of Canby. Master Fee Schedule available at https://canbyoregon.gov/updated_docs/MasterFeeSchedule.pdf
- ☐ Graphic Requirements:
 - ☐ Site Plan: A site plan of the entire property. The site plan should clearly label all of the proposed changes. The site plan must be to scale. The site plan should show, at a minimum: Lot area, Building area/footprint, Lot Coverage, Total Impervious Surface, Parking, Easements, Streets, Setbacks, Landscaping, Screening and Fencing, Lighting.
 - ☐ Architectural Plans: Floor plan, elevation plans, demolition plans. Must be consistent with plans submitted to Clackamas County Building Department, if applicable.
- ☐ Additional materials or documentation as applicable to the project, determined by the Planning Department.

Below are sections of the Canby Municipal Code that frequently apply to site plan review.

This is not an all-inclusive list, and is provided for applicant reference. It is the applicants' responsibility to respond to all Sections of the CMC as applicable to the specific project and are welcome to contact Planning Staff for assistance.

- ☐ 16.10 Off Street Parking and Loading
- ☐ 16.16 through 16.34 Zoning Districts (as applicable to subject property)
- ☐ 16.21 Residential Design Standards
- ☐ 16.35 Canby Industrial Area Overlay (I-O) Zone
- ☐ 16.38 Historical Protection Overlay Zone (A)
- ☐ 16.41 Downtown Canby Overlay Zone (DCO)
- ☐ 16.43 Outdoor Lighting Standards
- ☐ 16.49 Site and Design Review

Chapter 16 of the Canby Municipal Code can be found at: <HTTP://CANBYOREGON.GOV/CHAP16/CHAP16.HTM>
Submit Applications 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			
<input type="checkbox"/> New Construction		<input type="checkbox"/> Demolition	
<input type="checkbox"/> Addition/Alteration/replacement		<input type="checkbox"/> Other	
<input type="checkbox"/> Commercial		<input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> No			
Site Information			
Name of nearest stream, creek, or river			
Exporting Soil <input type="checkbox"/> No <input type="checkbox"/> 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 than 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

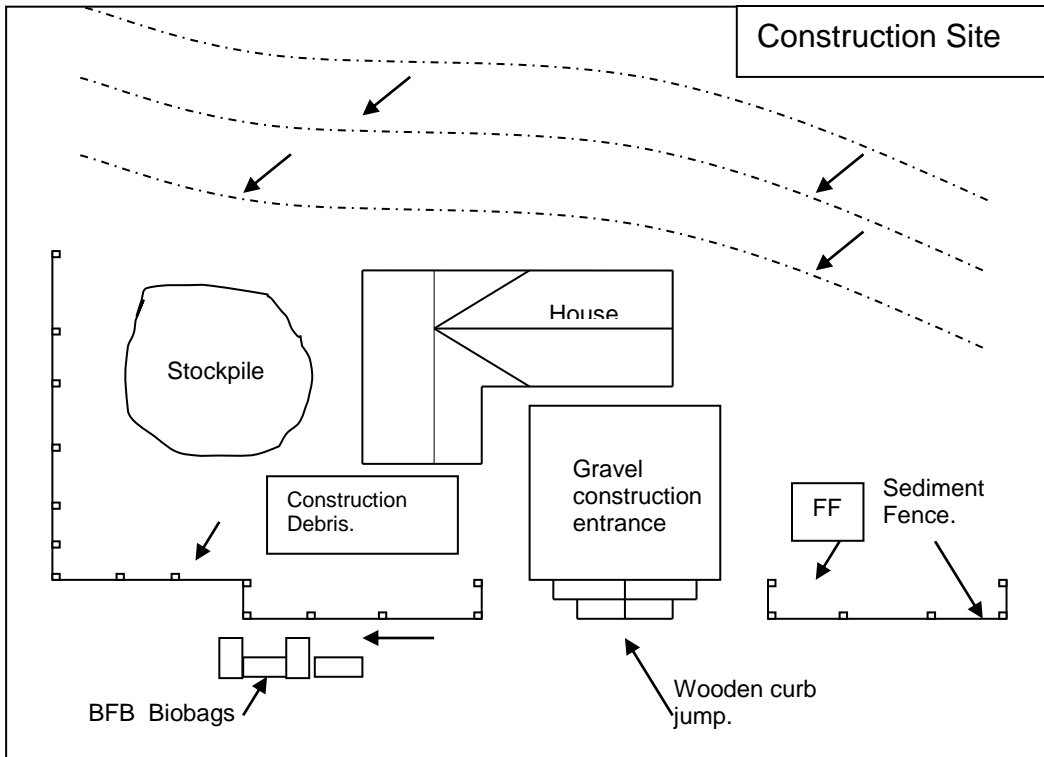
Showing Erosion/Sedimentation Control Information

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



City of Canby

Public Works

PO Box 930
1470 NE Territorial Road
Canby, OR 97013

Phone: 503.266.4021
Fax: 503.266.7961
www.canbyoregon.gov

PUBLIC WORKS REQUIREMENTS FOR RESIDENTIAL LOTS EFFECTIVE 1/1/2021

All construction shall comply with the current version of Canby's Public Works Design Standards and Details and Canby's Planning Department's permits and approved development plans.

WEEP HOLES

(If Applicable to Subdivision)

Contractor shall utilize all existing weep holes provided as part of the original subdivision construction. Additional weep holes shall require approval from the city engineer's authorized representative and shall be core drilled. Saw cut and knock out is strictly prohibited and shall constitute removal and replacement of curb and gutter section to width satisfactory to the city.

SIDEWALKS OUTSIDE OF DRIVEWAY AREA

All public sidewalks (outside of the driveway area) shall comply with attached detail drawing. A minimum of ½" spacing from top of base rock shall be provided when using 2x4 forms. Rain drain piping from homes shall be placed below the bottom of the sidewalk or at a location to accommodate a cut joint in a sidewalk panel no less than 5' by 4' and no greater than 5' by 6'. Base rock shall consist of clean ¾"-0 and be placed on firm subgrade and compacted prior to inspection request. Scrap concrete and waste shall not be used for base material. No concrete shall be installed when temperatures are expected to drop below 35°F during any 24-hour period. Sidewalk edges shall be backfilled and sidewalks shall be free of defects during final inspection. Planter strip will have clean dirt, free of rocks, concrete and construction debris.

DRIVEWAY APRONS & SIDEWALKS WITHIN DRIVEWAY AREA

All driveways and sidewalks within driveway shall comply with attached detail. Driveways and sidewalks shall be protected from traffic loading for a minimum of 7 days during temperatures above 50°F and a minimum of 14 days during temperatures between 35°F and 50°F. No concrete shall be installed when temperatures are expected to drop below 35°F during any 24-hour period. Base rock shall consist of clean ¾"-0 and be placed on firm subgrade and compacted prior to inspection request. Scrap concrete and waste shall not be used for base material. Sidewalk and driveway edges shall be backfilled and sidewalk and driveways shall be free of defects during final inspection.

SANITARY SEWER AND STORMWATER CLEAN-OUTS

All cleanouts shall comply with current versions of Canby's Public Works Design Standards and Details. Brook's box lids shall be clean of debris and shall be set to finish grade of driveway or sidewalk. Inside of the boxes shall be clear of debris to a minimum of 3" below clean-out cap. Locate wire shall be accessible to the Public Works crew.

FINAL INSPECTIONS

All items must be completed prior to the requests for Public Works final inspections. Items not meeting city standards will delay the Public Works final of the home. These include removal of all construction debris, silt fences, appropriate ground cover and proper grading to avoid any stormwater run-off to adjacent properties.

Contractors Final Inspection Checklist:

- _____ Curb and gutter free of damage and clean.
- _____ Driveway and sidewalks damage free, clean and edges backfilled.
- _____ Sanitary clean-out box set to finished grade, damage free and clean inside.
- _____ Stormwater clean-out box set to finished grade, damage free and clean inside.
- _____ Stormwater weep holes damage free and clean inside. (If applicable to subdivision).
- _____ Final erosion control inspection.
- _____ City will TV sewer lateral and contractor to verify completed.
- _____ Catch basins cleaned and bio-bags and witch hats removed.

Questions may be addressed to the Public Works Department (503) 266-0798

Driveway Approaches, 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: _____

Zip: _____

City: _____

State: _____

Zip: _____

City: _____

State: _____

Phone: _____

Email: _____

Phone: _____

Email: _____

OWNERS SIGNATURE _____

Date: _____

PLEASE SUBMIT THIS FORM WITH YOUR SITE PLAN APPLICATION

RESIDENTIAL DESIGN MENU STANDARDS	
ADDRESS:	LOT #:
SUBDIVISION:	

We meet the following Residential Design Menu Standards according to the City of Canby Code Chapter 16.21. Please check the ones that apply:

- 1) Dormers
- 2) Gables, hip roof, or gambrel roof form.
- 3) Recessed entries (minimum 2 foot recess)
- 4) Covered porch entries (minimum 48 square feet, minimum 4 feet deep)
- 5) Bay windows
- 6) Any eaves of 12 inches or greater
- 7) Off-set of 16 inches or greater on building face or roof
- 8) Windows and main entrance doors occupy a minimum of 15% of the facade, not including the roof.
- 9) Window trim (minimum 4-inch) or shutters (minimum 8-inch)
- 10) Balconies or porch rail
- 11) Shakes, shingles, brick or other similar decorative materials occupy at least 60 square feet of the street facade. (Ord. 1107, 2002; Ord 1237, 2007)