



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

**SITE & DESIGN REVIEW  
 GENERAL - TYPE III**

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

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      Acres      Tax Lot Numbers

\_\_\_\_\_  
 Existing Use, Structures, Other Improvements on Site      Zoning      Comp Plan Designation

\_\_\_\_\_  
 Describe the Proposed Development or Use of Subject Property

\_\_\_\_\_  
 Estimated Total Project Cost (see instructions in Submittal Checklist Item 3)



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#### SUBMITTAL CHECKLIST

**All required application submittals detailed below must be submitted in DIGITAL FORMAT via email to [PlanningApps@canbyoregon.gov](mailto:PlanningApps@canbyoregon.gov)**

1. **Electronic copy of this application packet.** The City may request further information at any time before deeming the application complete.
2. 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*.
3. A breakdown of the estimated total project cost, including all construction costs excluding design and permitting costs.
4. A written narrative statement describing the proposed development and detailing how it conforms with the Canby Municipal Code (CMC) and to the approval criteria, including the applicable Design Review Matrix, and availability and adequacy of public facilities and services. The Site and Design Review approval criteria are found in CMC 16.49.040.  
**Ask staff for applicable Municipal Code chapters and approval criteria.**
  - a. Completed landscaping calculation form (see page 4-5).
  - b. Completed Design Review Matrix (see page 6-8).
5. Copy of mailing addresses in an EXCEL SPREADSHEET for all property owners and all residents within 500 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.
6. 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.
7. Pre-application meeting minutes (if available).
8. Neighborhood meeting minutes as required by CMC 16.89.020 and 16.89.070. The minutes shall include the date of the meeting and a list of attendees.
9. A 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.
10. 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.



11. Plan Set

- a. **Vicinity Map** at a scale of 1"=400' showing the relationship of the project site to the existing street or road pattern.
- b. **Site Plan**, with following information:
  - 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 and 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.
- c. **Grading Plan** showing existing and proposed topographical information.
- d. **Tree Cutting Plan** is required if any trees having trunks greater than six inches in diameter are proposed to be cut down.
- e. **Landscape Plan** with the following information:
  - 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.
- f. **Elevations Plan** with the following information:
  - Profile elevations of all buildings and other proposed structures;
  - Profile of proposed screening for garbage containers and exterior storage areas;
  - Profile of proposed fencing.
- g. **Sign Plan** with location and profile drawings of all proposed exterior signage.
- h. **Color and Materials Plan** with colors and materials proposed for all buildings and other significant structures.



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**APPLICATION FORM**

**LANDSCAPING CALCULATION FORM**

*Site Areas*

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

**Required Site Landscaping (Code 16.49.080)**

<b>7. Percent of landscaping required in Zoning District</b>		- <b>Fill in the Appropriate Percentage:</b> 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%
<b>8. Required minimum square footage of landscaping</b>		- <b>Multiply line 4 and line 7</b>
<b>9. Proposed square footage of landscaping</b>		- <b>Fill in value from line 3</b>

**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.

<b>10. Zone</b>		- <b>Fill in the Appropriate Zone and Percentage:</b> 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%.
<b>11. Percent of required landscaping</b>		
<b>12. Area of parking lot &amp; hardscape</b>		- Fill in area of parking and maneuvering areas plus all paved surface within ten (10) feet of those areas.
<b>13. Number of vehicle parking spaces</b>		- For Core Commercial sub-area in the Downtown Canby Overlay (DCO) only, fill in the total # of parking spaces on-site.
<b>14. Required square footage of landscaping within 10 feet of parking lot</b>		- 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.
<b>15. Proposed square footage of Landscaping within 10 feet of parking lot</b>		- Calculate the amount of landscaping proposed within 10 feet of all parking and maneuvering areas.



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**APPLICATION FORM**

**LANDSCAPING CALCULATION FORM (continued)**

***Parking Lot Tree Calculation***

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



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**DESIGN REVIEW MATRIX - Table 16.49.040**

**Instructions:** 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. **Please note the applicable points in the “Points Scored” column and compute the total and percentages at the end of the table.**

Design Criteria	Possible Points					Points Scored
	0	1	2	3	4	
<b>Parking</b>						
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%	-	-	
<b>Screening of Storage Areas and Utility Boxes</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
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	-	-	
<b>Access</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
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	-	-	





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	0	1	2	3	4	
<b>Tree Retention</b>						
Percentage of trees retained	<10%	10-50%	51-75%	>75%	-	
Replacement of trees removed	<50%	≥50%	-	-	-	
<b>Signs</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
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	-	-	-	
<b>Building Appearance</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
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	
<b>Landscaping</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
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%	-	-	
<b>Low Impact Development (LID)</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
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)	



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Design Criteria	Possible Points					Points Scored
	0	1	2	3	4	
<b>Low Impact Development (LID) (cont.)</b>						
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%	
<b>Total LID Points</b>						
<b>Total Possible Points = 71, 60%=42.6 points, 10%=7.1 points</b>						

**Total Points Earned:** \_\_\_\_\_ (42.6 points required for 60%)

**Total LID Points Earned:** \_\_\_\_\_ (7.1 points required for 10%)





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#### APPLICATION PROCESS

1. Prior to submitting an application, all applicants are encouraged 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 to the Canby Planning Department. Applicant will be notified by email of their scheduled date.
2. Prior to submitting an application, applicants may be required to 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.
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. The application is reviewed for completeness; the 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 the Planning Commission and all interested parties.
6. Prior to the public hearing, the applicant must post a Public Notice Sign (Land Use Action) on the subject property. The sign must be posted at least ten (10) days before the public hearing.
7. The staff report will be available to all interested parties ten (10) days prior to the hearing.
8. The Planning Commission holds a public hearing. The staff report is presented to the Commission. Testimony is presented by the applicant, proponents and opponents, followed by rebuttal from the applicant.
9. The Commission then issues findings of fact which support approval, modification, or denial of the application. This decision may be appealed to the City Council.
10. If an approval or a denial is appealed, City Council holds a public hearing. The staff report is presented, and testimony taken at the original hearing(s). Unless the City Council 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 Council may affirm, revise or reverse the action of the Planning Commission in all or in part. The Council may also remand the matter back to the hearing body for further consideration.
11. 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 and approval of the plan set signed off by all agencies. Payment of Canby System Development Charges (SDCs) construction excise tax, other applicable fees to the City, Canby Utility fees as well as building permit fees to Clackamas County before issuance of any building permits for the project(s) by Clackamas County.