



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: _____

- 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.

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