



Minimum Development Standards

| Required Project Information | | <i>(Applicant: complete this section)</i> | |
|--|--------------------------|---|---|
| Applicant Name: | | Phone: | |
| Company: | | Fax: | |
| Address: | | | |
| Applicant's Rep.: | | Phone: | |
| Company: | | Fax: | |
| Address: | | | |
| Property Owner: | | Phone: | |
| Company: | | Fax: | |
| Address: | | | |
| ASSESSOR'S MAP NO: | | TAX LOT NO(S): | |
| Property Address: | | | |
| Size of Property: | | Acres <input type="checkbox"/> | Square Feet <input type="checkbox"/> |
| Description of Proposal: <small>If you are filling in this form by hand, please attach your proposal description to this application.</small> | | | |
| Existing Use: | | | |
| Signatures: Please sign and print your name and date in the appropriate box on the next page. | | | |
| Required Property Information | | <i>(City Intake Staff: complete this section)</i> | |
| Associated Cases: | | | |
| Case No.: | | Date: | Reviewed by: |
| Application Fee: \$ | Technical Fee: \$ | Postage Fee: \$0 | |
| TOTAL FEES: \$ | | PROJECT NUMBER: | |

Signatures

The undersigned acknowledges that the information in this application is correct and accurate.

Applicant:

_____ **Date:** _____

Signature

Print

If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.

Owner:

_____ **Date:** _____

Signature

Print

I certify that I prepared the attached plot plan and that it contains the information specified in the submittal requirements checklist. I certify that the plot plan is accurate based upon field locates and the best available information. I understand that City staff will rely upon the plot plan in making any decisions regarding the Minimum Development Standards application. I accept full responsibility and liability in the event that there are any omissions, mistakes, or inaccuracies in the plot plan.

Plot Plan Preparation:

_____ **Date:** _____

Plot Plan Preparer Signature

Print

Minimum Development Standards Application Process

As stated in SDC 5.15-100, the minimum development standards (MDS) process is intended to support economic development by minimizing City review for minor additions, expansions, or changes in use as specified in SDC 5.15-100. MDS ensures that such development, however, complies with specific appearance, transportation, safety and efficiency, and stormwater management standards specified in the SDC and otherwise protects the public health, safety and welfare.

1. Applicant Submits a Minimum Development Standards Application to the Development Services Department

- The application must conform to the *Minimum Development Standards Submittal Requirements Checklist* on pages 4-5 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed in the *Minimum Development Standards Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

2. City Staff Conduct Detailed Completeness Check

- Planning Division staff conducts a detailed completeness check within 30 days of submittal.
- The assigned Planner notifies the applicant in writing regarding the completeness of the application.
- An application is not be deemed technically complete until all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes have been provided.
- Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

3. City Staff Review the Application and Issue a Decision

- This is a Type I decision and thus is made without public notice and without a public hearing since there are clear and objective approval criteria and/or development standards that do not require the use of discretion.
- Decisions address all the applicable approval criteria and/or development standards.
- Applications may be approved, approved with conditions, or denied.
- The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City and may not be appealed.

Minimum Development Standards Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

- Application Fee** – refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development Services Department. Any applicable application, technology, and postage fees are collected at the pre-submittal and submittal stages.
- Minimum Development Standards Application Form**
- Copy of the Deed**
- Copy of a Preliminary Title Report** issued within the past 30 days documenting ownership and listing all encumbrances.
- Right-of-Way Approach Permit Application** provided where the property has frontage on an Oregon Department of Transportation (ODOT) facility.
- Detailed Written Explanation of the Proposal to Include:**
 - Project name
 - Size and location of property
 - Zoning and plan designation of the site and adjacent properties
 - Proposed use of the development area and scope of proposed development
 - Access
 - Proposed off-site improvements (i.e. installation of sidewalks, fire hydrants, sewer main, etc.)
 - Current use of the site and any existing improvements
 - Special site features (i.e. wetlands, watercourses, steep slopes, etc.); a general statement addressing soil type and drainage conditions
 - Estimated quantities and type of materials involved if any fill or excavation is proposed
 - Number, type, and size of any trees to be removed
 - Explanation of any land to be dedicated to the City
 - Proposed modifications being requested
 - Additional planning applications required for proposed project
 - Justification for proposed MDS exceptions
 - Time line extensions being requested
- Five (5) Copies of a Plot Plan Including the Following Information:**
 - Proposed buildings and/or additions: location, dimensions, size (gross floor area), setbacks from property lines, distance between buildings, and height
 - The scale appropriate to the area involved and sufficient to show detail of the plan and related data, such as 1" = 30', 1" = 50' or 1" = 100'
 - North arrow
 - Date of preparation
 - All existing and proposed easements

- Location of proposed or existing fences, outdoor equipment, storage, trash receptacles, and signs
- Location, dimensions and number of typical, compact and disabled parking spaces; including aisles, landscaped areas, wheel bumpers, directional signs and striping
- On-site loading areas and vehicular and pedestrian circulation
- Access to streets, alleys and properties to be served, including the location and dimensions of existing and proposed curb cuts and curb cuts proposed to be closed
- Location of street lighting
- Location, type and number of bicycle parking spaces
- Existing and proposed landscaping
- Connections to public utilities
- Copy of the Plot Plan** reduced to 8½" by 11" when full-sized plans are submitted above

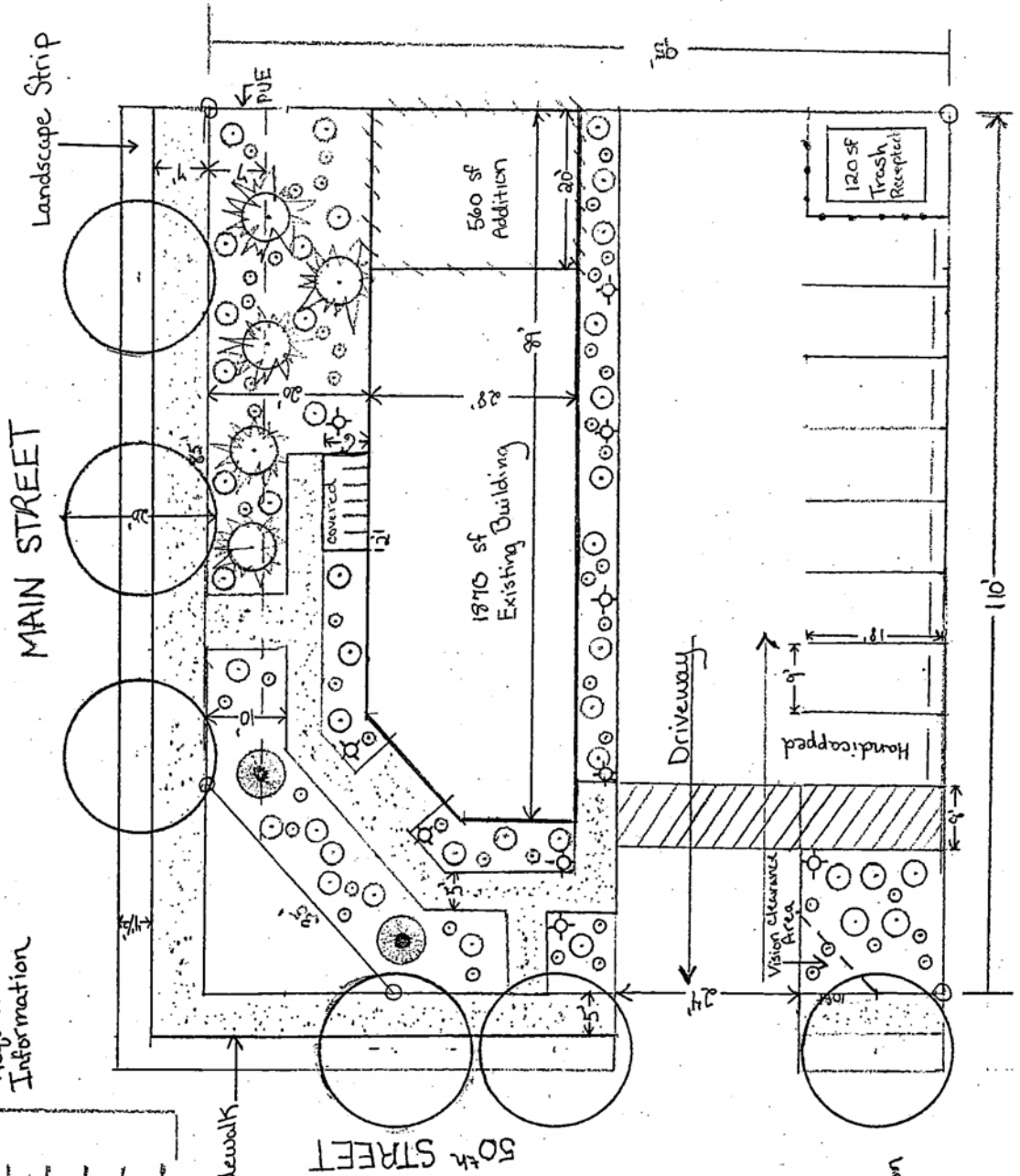
Minimum Development Standards

SAMPLE PLOT PLAN

↑ N
Scale 1" = 20'

Address: 5xxx Main St.
 Map #: 17-02-33-32
 Tax Lot #: 5xxx
 Zoning: Community Commercial (CC)
 Proposal: 5100 sf addition
 Lot Size: 10,455 sf
 Lot Coverage: Building Coverage = 25%
 Landscape Coverage = 34%
 Impervious Surface = 41%
 Owner: John Jones
 2xx Mayberry Rd.
 Pleasantville, IA 8xxxx

Example of
Required
Information



- Legend**
- - 2' shrub
 - - 4' shrub
 - ⊙ - Deciduous tree
 - ⊙ - Coniferous tree
 - ⊙ - Lighting
 - - 6' wood sight-obscuring fence
 - ▨ - Sidewalk
 - ▨ - Crosswalk
 - ▨ - Proposed Construction