



Community Development Department
PO Box 2460
16345 Sixth Street
La Pine, Oregon 97739
Phone: (541) 536-1432, Fax: (541) 536-1462
Email: info@ci.la-pine.or.us

Site Plan Application

File Number # _____

Fee: Less than 1,000 sq ft	Fee: \$ 1,100.00
Fee: 1,001 to 5,000 sq ft	Fee: \$ 2,000.00
Fee: 5,001 to 10,000 sq ft	Fee: \$ 3,500.00
Fee: More than 10,000 sq ft	Fee: \$ 4,000.00

PROPERTY OWNER AND APPLICANT INFORMATION

Applicant Name _____ Phone _____ Fax _____
Address _____ City _____ State _____ Zip Code _____
Email _____
Property Owner _____ Phone _____ Fax _____
Address _____ City _____ State _____ Zip Code _____
Email _____

PROPERTY DESCRIPTION

Property Location (address, intersection of cross street, general area) _____

Tax lot number: T-15 R-13 Section _____ Tax Lot(s) _____
Zoning _____ Total Land Area _____ (Square Ft.) _____ (Acres)
Present Land Use _____
Describe Project (i.e. type of use, hours of operation, other project characteristics):

PROJECT DESCRIPTION

Please give a brief description of the project: _____



Community Development Department
 PO Box 2460
 16345 Sixth Street
 La Pine, Oregon 97739
 Phone: (541) 536-1432, Fax: (541) 536-1462
 Email: info@ci.la-pine.or.us

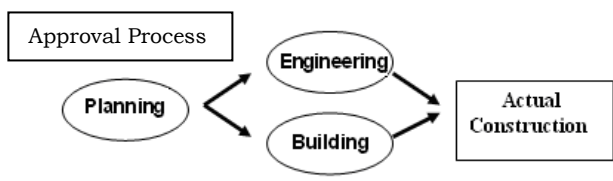
PROFESSIONAL SERVICES

Architect/Designer/Engineer _____ Phone ____/____/____ Fax ____/____
 Address _____ City _____ State ____ Zip Code _____
 Email _____

FOR OFFICE USE ONLY

Date Received: _____

Rec'd By: _____



CHECKLIST

REQUIRED ITEMS TO BE SUBMITTED FOR SITE AND DESIGN REVIEW.

Note: additional information may be required depending on the actual project.

- Complete Application. The application *must be signed by the property owner and the applicant.*
- Burden of proof statement, three (3) copies addressing approval criteria.
- Title Report or Subdivision Guarantee verifying ownership, *including legal description of land.*
- Fee Schedule (please see attached).
- Site and Landscape plan; Building Elevations; seven (7) full sized copies of each which must be folded individually, or in sets to 8 ½" X 11" in size and 1 reduced (8 ½ by 11 or 11 by 17) copy.
- Floor plans, three copies for each building which must be folded individually, or in sets to 8 ½" X 11" in size, plus 1 reduced (8 ½ by 11 or 11 by 17). Include the class of construction.
- Vicinity map.
- Trip Generation statement prepared by a professional transportation planner or equivalent. 5 copies, Note: if more than 200 ADT result (or at the discretion of the City Engineer), a Traffic Impact Study may be required.
- Preliminary Grading and Storm Drainage Plan. 3 copies (11" x 17")
- Fire Flow Analysis
- CD or electronic version of submittal items (Word, Jpeg or PDF)



Community Development Department
PO Box 2460
16345 Sixth Street
La Pine, Oregon 97739
Phone: (541) 536-1432, Fax: (541) 536-1462
Email: info@ci.la-pine.or.us

SITE PLAN

- Project name, scale (not to exceed 1" = 50'), north arrow.
- Date the site plan is prepared.
- Street names and locations of all existing and proposed streets, curbs, and sidewalks within or adjacent to the proposed development. Show distance to centerline of street.
- Zoning of each adjacent property.
- Square footages by use – existing and proposed (storage, office, meeting, etc.)
- Percentage of lot coverage and square footage by;
 - a) structures
 - b) recreation areas
 - c) landscaping
 - d) non-permeable surfaces (including parking areas, access aisles)
- Total number of parking spaces (existing and proposed).
- Total landscaped area square footage (existing and proposed).
- All vehicle and pedestrian access points and paths.
- Location of all proposed and existing buildings, fences and structures within the project area. Indicate which ones are to remain and which are to be removed.
- Location and size of all public utilities in and adjacent to the site, including:
 - a) Water lines and meter sizes.
 - b) Sewers, manholes and cleanouts.
 - c) Storm drains and catch basins.
- The proposed location of:
 - a) Connection to the City water system.
 - b) Connection to the City sewer system.
 - c) The proposed method of drainage of the site.
 - d) Postal box locations, if more than 7 units are proposed.
- Location of existing canals and laterals.
- Retention of on-site drainage.
- Existing easements on the property.
- Location and size of any public areas within the development.
- All fire hydrants, existing and proposed, within 500 feet of the site.
- A topographic map of the site if the slope of the site exceeds 5%.
- Locations of all existing natural features including trees, natural drainage ways, rock outcroppings, et cetera.

BUILDING ELEVATIONS

- Drawings or sketches of all four views of each new structure.
- Building materials, colors (fascia, doors, trim, etc.), pitch of roof, shape and other design features of the building(s).
- All exterior mechanical devices.

LANDSCAPE PLAN (may be included on the site plan for smaller projects)

- Tree and plant species.



Community Development Department
PO Box 2460
16345 Sixth Street
La Pine, Oregon 97739
Phone: (541) 536-1432, Fax: (541) 536-1462
Email: info@ci.la-pine.or.us

- Tree and plant sizes (new only).
- All trees having a six-inch trunk diameter 3' above grade or greater shall be shown on the landscape plan.
- Location/placement of existing and proposed vegetation to be retained, planted or removed.
- Approximate location of irrigation lines, and type of irrigation system to be used.

FLOOR PLAN

- All significant rooms within each structure; label or number rooms, including square footage for each room.
- Electrical / mechanical equipment areas.

LIGHTING PLAN

- All exterior light locations.
- Brochure, illustration, cut sheet or photo for each light fixture type to be used.

By signing this application, the undersigned certifies that he / she has read and understands the submittal requirements stated above. Note: if the applicant makes a misstatement of fact on the application regarding ownership, authority to submit the application, acreage, or any other fact material relied upon in making a decision, the City may upon notice to the applicant and subject to an applicant's right to a hearing declare the application void.

Owner: _____ Date: _____
Signature

Applicant: _____ Date: _____
Signature