



**City of Silverton**  
306 South Water Street  
Silverton, OR 97381  
(503) 874-2207 fax: (503) 873-3210

*FOR OFFICE USE ONLY:*

Planning File No. : \_\_\_\_\_

Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_

Land Use Type: III

Received by: \_\_\_\_\_

**PLANNED DEVELOPMENT APPLICATION**

**Project Name:** \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Property Owner: _____	Email Address: _____
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**Applicant's Representative:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Property Owner: _____	Email Address: _____
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**Property Owner(s):**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Site Information:**

Address: \_\_\_\_\_

Assessors \_\_\_\_\_

Map/Taxlot #: \_\_\_\_\_

Current Use of Site: _____	Zoning Designation: _____
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## Concept Plan Submission:

- Conceptual Plan.** The concept plan shall contain the following exhibits and information:
1. Existing Conditions map, as defined in Section 4.2.500 - Design Review Application Submission Requirements;
  2. Conceptual site plan (e.g., general land use, building envelopes, circulation, open space, utility connections, and other information necessary to convey the concept plan);
    - o The topography in sufficient detail to determine the grades and character of the site as they related to the improvements and to the adjacent area;
    - o The location of all thoroughfares and walks, their widths and the nature of their improvement and whether they are to be public or private;
    - o The location, layout, and surfacing of all off-street parking areas;
    - o The property boundary lines;
    - o The individual lot line of each parcel that is to be created for separate ownership;
    - o The location of easements for the water lines, fire hydrants, sewer and storm sewer lines, electric, gas and telephone lines, television cable, and the lighting plan;
    - o The common open areas and spaces and the particular uses which are intended for them;
    - o The area proposed to be conveyed, dedicated, reserved or used for parks, scenic ways, playgrounds, schools, public buildings and similar public and semi-public uses and whether such areas are to be public or private;
    - o If the planned development is to be constructed in phases, indicate the area of each phase on the map; and
    - o A plan showing the following for each existing or proposed building or structure for all sites:
      - Its location on the lot within the planned development,
      - The intended use,
      - The number of dwelling units in each residential building
  3. Grading concept (for hillside or sloping properties, or where extensive grading is anticipated), consistent with the Hillside Protection Overlay, as applicable;
  4. Landscape concept (e.g., shows retention of existing vegetation and general planting areas);
  5. Architectural concept (e.g., information sufficient to describe architectural styles, building heights, and general materials);
  6. Sign concept plan (e.g., locations, general size, style and materials of signs); and
  7. Copy of all existing covenants and restrictions, and general description of proposed restrictions or covenants (e.g., for common areas, access, parking, etc.).
- Special Studies.** Special studies prepared by qualified professionals (e.g., engineers or scientists) may be required by the Community Development Director, Planning Commission or City Council to determine potential traffic, geologic, stormwater, environmental, natural resource and other impacts, and required mitigation.
- Required Narrative.** Provide a statement of planning objectives to be achieved by the Planned Development through the particular approach proposed by the applicant. This statement should include a description of the character of the proposed development and the rationale behind the assumptions and choices made by the applicant. In addition, explain how the proposed planned development meets **each and all** of the following review criteria and standards in sufficient detail for review and decision-making:

- A. Comprehensive Plan. All relevant provisions of the Comprehensive Plan are met;
- B. Land Division Chapter. All the requirements for land divisions, including requirements for pre-planning large sites under section 4.3.112;
- C. Article 2 and Article 3 Standards, All of the land use, development, and design standards contained in Articles 2 and 3 are met, except as may be modified in Section 4.5.130;
- D. Open Space. Master plans shall contain a minimum of 15 percent usable common area space. Common open space shall be integral to the master plan. Plans shall emphasize public gathering places such as plazas, neighborhood parks, trails, and other publicly accessible spaces that integrate land use and transportation and contribute toward a sense of place. Where public and common private open space is designated, the following standards apply.
  - 1. The open space area shall be shown on and recorded with the final plat; and
  - 2. The open space shall be conveyed in accordance with one of the following methods:
    - a. By dedication to the City as publicly owned and maintained open space. Open space proposed for dedication must be acceptable to the Community Development Director with regard to the size, shape, location, improvement, environmental condition (i.e., the applicant may be required to provide a level one environmental assessment), and budgetary and maintenance abilities;
    - b. By leasing or conveying title (including beneficial ownership) to a corporation, home association or other legal entity, with the City retaining the development rights to the property. The terms of such lease or other conveyance must include provisions (e.g., maintenance, property tax payment, etc.) suitable to the City.

**Narrative for Modification of District Standards (Article 2) and Design Standards (Article 3).**

The Planning Commission may approve modifications or adjustments to the standards in Article 2 and/or Article 3 through the Planned Development approval without the need for variances upon finding that **each and all** of the following criteria are met:

- A. Comprehensive Plan. The modification or adjustment equally or better meets the intent of the Comprehensive Plan and Development Code section(s) to be modified, as compared to a project that strictly conforms to code standards.
- B. Public Benefit. The modification or adjustment results in an overall net benefit to the public; e.g., clustering of smaller lots results in a greater variety of housing, greater affordability in housing, more open space or more usable open space, greater protection of natural features, avoidance of natural hazards (e.g., geological hazards or drainage ways), superior architecture, and/or improved transportation planning in new development.
- C. Public improvement standards and engineering design criteria shall not be modified without variance to such standards approved by the City Engineer. The City may grant such variances concurrently with the planned development;
- D. Residential densities shall not exceed those allowed under the Comprehensive Plan and where steep slopes exist, shall follow the procedures found in Chapter 2.6; and
- E. Commercial and Mixed-Use Developments may be approved in a Residential District Planned Development, provided the commercial component of the project, including building area, parking and landscape/commercial common area, does not exceed 20 percent of the subject Planned Development land area.
- F. Industrial uses shall not be allowed in a Residential District Planned Development.

**Development Schedule.** A development schedule indicating the approximate dates when construction of the planned development and its various phases are expected to be initiated and completed.

- **Ownership Intentions.** A statement of the applicant's intentions with regard to the future selling or leasing of all or portions of the planned development.

### **Detailed Development Plan Submission:**

- **Detailed Plan.** The contents of the detailed development plan shall follow the requirements specified for a Conceptual Plan incorporating any conditions of approval for the Conceptual Plan as well as contain the following:
  - A. Location and floor area of existing and proposed structures and other improvements, including maximum heights, building types, and gross density per acre (for residential developments) and location of fire hydrants, overhead lines in the abutting right-of-way, easements and walkways;
  - B. Typical elevations of buildings and structures (which may be submitted on additional sheets) sufficient to indicate the architectural intent and character of the proposed development;
  - C. Landscape plan drawn to scale showing location of existing trees and vegetation proposed to be removed from or to be retained on the site, location and design of landscape areas, varieties and sizes of trees and plant materials to be planted, other landscape features including walls and fences, and irrigation systems required to maintain plant materials;
  - D. Detailed utilities plan indicating how sanitary sewer, storm sewer, drainage, and water systems will function;
  - E. Circulation plan showing street, driveway, parking area, service area, loading area, pedestrian way, and bikeway improvements and their dimensions;
  - F. Location and dimensions of all areas to be conveyed, dedicated, or reserved as common open spaces, public parks, recreational areas, school sites, and similar public and semipublic areas;
  - G. Exterior lighting plan indicating the location, size, height, typical design, material, color, and method and direction of illumination.

The detailed development plan may combine land division, development review, Design Review, and/or other applications for concurrent review and approval. The detailed development plan shall be reviewed using a Type III procedure.

- **Required Narrative.** The City shall approve the detailed development plan upon finding that the final plan conforms to the concept plan and required conditions of approval. If the detailed plan request combines other land use and development applications, as provided in Section 4.5.180, those applications shall additionally be subject to the applicable review criteria in Article 4. Minor changes to the approved concept plan may be approved with the detailed plan, when the review body finds that the modification(s) is/are consistent with the criteria in A-H, below. Changes exceeding those in subsections A-H, below, must be reviewed as major modifications under Chapter 4.6.
  - A. Increased residential densities (overall or reallocated between development phases) by no more than 10 percent from the concept plan, provided such increase conforms to the Comprehensive Plan and underlying District;
  - B. Increase in lot coverage or impervious surface (overall or reallocated between development phases) by no more than 10 percent over that which is approved;
  - C. Reduction in open space or landscaping by no more than 10 percent;
  - D. Increase in overall automobile parking spaces by no more than 10 percent;
  - E. Land use. No change in land use shall be permitted without a major modification to the concept plan;

- F. Proposals to add or increase lot coverage within areas subject to a potential hazard or requiring protection under the Comprehensive Plan shall require a major modification to the concept plan;
  - G. Major changes in the location of buildings, proposed streets, parking lot configuration, utility easements, landscaping or other site improvements shall require a Major Modification pursuant to Chapter 4.6. "Major" in this subsection means by more than 100 feet, or 10 percent, relative to setbacks; and
  - H. Other substantial modifications not listed in A-G, above, shall require approval of a major modification, in conformance with Chapter 4.6.
- Deeds.** A copy of the deed(s) and legal description of the property.
  - Posting Requirements.** At least ten (10) days prior to a public hearing the applicant shall post a sign supplied by the Community Development Department on the site where it is clearly visible to pedestrians and motorists. The sign must be returned within fourteen (14) days after the public hearing or the applicant will be billed \$300 dollars to replace the sign.
  - Neighborhood Meeting.** A neighborhood meeting is encouraged for all Planned Development applications. Following any neighborhood meeting the applicant shall complete and submit the required documents to the City (meeting minutes, summary of public comments, attendance sheets, etc).
  - Mailing List.** A certified list prepared by a title company or certified by the Marion County Tax Assessor's office with the names and addresses of all property owners within 500 feet of the subject site. The list shall be formatted to Avery 5160 (1"x 2 5/8") labels for reproducing by the City.
  - Submittal Requirements.** For initial staff review, five (5) printed copies of the application shall be submitted. Once the application has been deemed complete an additional seven (7) printed copies of all application materials shall be submitted. In addition, to the printed copies an electronic copy of the Narrative shall be submitted to the City.

**Authorizing Signatures:**

**I hereby certify that the information on this application and attachments are correct and that the property affected by this application is in the exclusive ownership or control of the applicant, or that the applicant has the consent of all partners in ownership of the affected property. An authorization letter from the property owner has been attached in the event that the owner's signature has not been provided below.**

**Property Owner(s):**

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Print or Type	Signature
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Print or Type	Signature
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**Applicant(s) or Authorized Agent:**

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Print or Type	Signature
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Print or Type	Signature
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