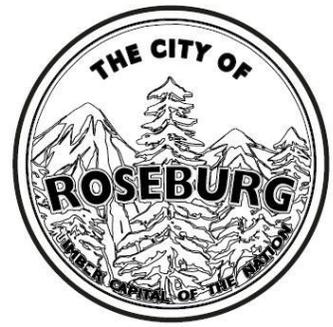


SITE PLAN REVIEW
COMMUNITY DEVELOPMENT
900 SE DOUGLAS AVENUE, THIRD FLOOR
ROSEBURG OR 97470
541-492-6750



**THREE OR MORE DWELLINGS
AND/OR COMMERCIAL-INDUSTRIAL**

All application and materials are to be submitted to the City of Roseburg Community Development Department. Incomplete or poorly prepared materials will not be accepted. A **pre-application conference** with City Staff is provided for in the Land Use and Development Ordinance (LUDO) and is recommended for large projects. If further clarification or information is needed, contact the Community Development staff Monday through Friday from 8:00 a.m. to 5:00 p.m. (Closed during the noon hour.)

APPLICATION

Job Address: _____
Applicant Name: _____
Address: _____
Phone Number/Contact Number: _____
E-mail: _____
Property Owner Name: _____
Address: _____
Phone Number: _____
E-mail: _____
Provide a brief description of project, including date of any pre-application conference , occupancy classification, type of construction, and permits needed (e.g. building, plumbing, electrical, grading, foundation, demolition, etc.):
Square Footage: _____

SUBMITTAL REQUIREMENTS – Three or more dwellings and/or commercial-industrial

Following is a list of items that need to be provided on a plan submitted for Site Plan Review. This information is needed to complete the Site Plan Review approval process. If a particular feature is not part of your project the item may not be applicable; however, it is necessary to submit each type of plan. For those items that do not apply please note N/A. This list will be used to determine if the submittal is complete and can be accepted. Once the Site Plan Review has been completed, two sets of plans will be stamped and returned for submittal to the Douglas County Building Department for the required structural/life safety plan check.

6 copies if larger than 11" X 17" – 1 copy if 11" X 17" or smaller

Site Plan that includes:

- Title block with name and address of preparer and applicant
- North arrow and scale of drawing
- Date drawing prepared and/or revised
- Adjacent existing and proposed streets, their name, dimensioned to show width and distance from centerlines, existing curbs, sidewalks and driveways
- Points of access (vehicular and pedestrian from each street)
- All property lines and their dimensions and total lot area
- All existing and proposed structure(s), their dimensions, areas, and setback from property line including covered and/or uncovered porches and decks
- All existing and proposed paved or impervious surfaces, including walkways, driveways, etc.
- All existing and proposed parking spaces, accessible parking, loading spaces, and bicycle parking, and their dimensions
- Direction of surface drainage, locations of storm drains, any private collection systems and end treatment, sanitary sewer, and water service connection
- All existing and proposed landscaped areas
- All trash enclosures and/or recycling facilities
- All existing and proposed freestanding signs and their dimensions (separate permit required)
- All existing and proposed pad, ground or wall mounted equipments, utility vaults, transformers, of existing and/or new nearest fire hydrant(s) indicating distance from property line
- All existing and proposed fences including height and types
- All existing and proposed easements and their purpose
- Existing and finished elevations or contour lines at two-foot intervals
- If slope of driveway exceeds 10% provide centerline profile at 10-foot intervals (Hillside/Geologic Review areas limit slope in right-of-way to 5% all other areas slope in right-of-way limited to 2% - the area between end of public improvements and property line – see LUDO for illustration)

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Building Elevations of new construction that includes

- Elevations labeled appropriately north, south, east and west
- Vertical distance (height) from the average finished grade at the center of the wall to the highest point of the structure
- General architectural features (windows, door, trim, roof pitch, etc.)

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Floor Plan that includes

- Dimensioned outline of each floor level
- Layout and use of all existing and proposed areas
- All entrance and exit points
- All enclosed and/or covered parking areas

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Parking Area Landscape Plan per Section 3.35.253 that includes

- Location and size of landscape areas
- Type of landscaping, fencing or other screening materials, including name of plant species and heights of materials
- Existing trees and plant materials to be preserved
- Details of underground irrigation system
- Calculation showing percentage of landscaped area based on gross land area
- Calculation showing percentage of parking area landscaped

2 copies - **Flood Plain Certificate** for all construction proposed in the Flood Plain (Buildings shall not be constructed within the floodway. Structures within the 100-year flood plain, including finished floor, all electrical and mechanical systems are to be no less than one (1) foot above Base Flood Elevation (BFE))

2 copies - **Geo-Technical Report** for any property located within the Hillside Development/Geologic Review Area or having slopes greater than 12% (see separate checklist for content)

2 copies - **Grading Plan** is required when the project includes the fill placement or excavation that exceed five (5) cubic yards for every 1,000 square feet of land area or the proposed excavation will clear 3,000 or more square feet

- Description of vegetation/soils including trees and ground cover
- Cut and fill areas
- Existing and finished grade, existing elevations and contours at two-foot intervals
- Schedule of excavation, clearing, fill placement, restoration, stabilization and erosion control measure both on-site and on abutting street system
- Arrows showing drainage direction
- Provision for compaction testing, including special inspections
- Location of all retaining structures, type of material to be used, height from bottom of footing to top of structure and height of exposed structure
- Proof of Department of Environmental Quality (DEQ) 1200C permit on sites one (1) acres or larger

- Other relevant and required Special Studies and/or Reports such as Traffic Impact Study, Wetland Delineation Study, Riparian Habitat Protection information, etc.

6 copies - **Improvement Plans** (Information may be shown on site plan or site plan sheet)

- Existing public Utilities (Storm, Sanitary, Water, Gas, Power, Telephone)
- Parking improvements
 - Paving section detail
 - Existing and proposed asphalt and/or concrete surface with total square footage of each
 - Striping plan showing parking space, accessible parking spaces, dimensions, layout and internal vehicle circulation
- Storm Drainage-Private
 - Drainage calculations – pre and post development peak discharge entering and leaving the site
 - Arrows indicating direction of flow
 - Inlet locations, grate elevations, and invert elevations
 - Pipe size and slope
 - Proposed treatment measures
 - Proposed detention/retention methods
 - Proposed connection point to public system (if applicable) or other outfall location
- Storm Drainage-Public – Plan & Profile Sheets Required
 - Map showing basin and/or sub-basin to be collected
 - Storm water calculations for the design event at full build out of the basin.
 - Existing natural streams and/or swales
 - Existing and proposed storm drainage lines, including size, slope, and material
 - Existing and proposed inlets, manholes, and outfalls including stationing and offset from centerline and finished grade and invert elevations
 - Typical details
 - Plan section of sheets shall show all right-of-way and property lines, utility easements, existing utilities including crossings, valves, manholes, hydrants, and vaults, curbs, sidewalks, utility poles, and other features (fences, retaining walls, trees, shrubs, etc.).
 - Profile section of sheets shall include street centerline profile, existing and proposed storm lines, and any utilities that must be crossed. For streets with unusual crown or shed sections, include both curb line profiles.
 - Both plan and profile sections – stationing from left to right.

Continued on next page

☐ Water Main Extensions

- Analysis of feasibility of water service
 - Size and capacity of existing facilities
 - Elevations to be served, pressure levels
 - Property location – in City Limits or Urban Growth Boundary
- Water plans shall be designed and stamped by a Professional Engineer registered in Oregon
- All work must conform to the City of Roseburg Public Works Department General Specifications – Materials and Installation of Water Mains” and Oregon State Health Division Requirements.
 - All mains shall be ductile iron pipe
 - All mains shall be located within street right-of-way where possible.
 - Mains not located in street right-of-way shall be centered in a 15-foot easement dedicated to the City on an approved form. A Professional Land Surveyor must stamp easement agreements.
- Provide engineered flow calculations and support data
- Include tie-in details
- Include all applicable standard drawings and details
- Show all other parallel and crossing utilities (storm, sanitary sewer, gas and all wire utilities)
- Project Closeout
 - One-year guarantee letter from developer
 - Affidavit of payment of debts and claims
 - As-built plans on reproducible Mylar and in digital format (NAD83 coordinates) stamped and signed by Professional Engineer
 - Easement documents
 - Engineer’s certification on City form
 - All fees for City services paid
- Fire Service – Details required for each
 - Show location of Indicating Valve for one of the following:
 - Post Indicator Valve (PIV)
 - Fire service vault
 - Riser room with exterior door
 - Show location of Fire Department Connection (FDC)
 - Show location of standpipe connection