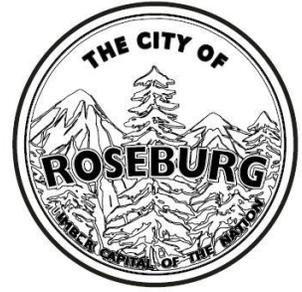


SITE PLAN REVIEW
COMMUNITY DEVELOPMENT
900 SE DOUGLAS AVENUE, THIRD FLOOR
ROSEBURG OR 97470
541-492-6750



INTERIOR IMPROVEMENTS ONLY

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

<p>Job Address: _____</p> <p>Applicant Name: _____</p> <p>Address: _____</p> <p>Phone Number/Contact Number: _____</p> <p>E-mail: _____</p>
<p>Property Owner Name: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p> <p>E-mail: _____</p>
<p>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.):</p> <p>Square Footage: _____</p>

This form is for projects that are exclusively interior. If there is any type of alteration proposed to the exterior refer to the appropriate site plan review checklist.

SUBMITTAL REQUIREMENTS – Interior improvements exclusively

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

- Accurate representation of the subject property such as a copy of the Douglas County Assessor's Map
- A general indication of the existing building outline/site placement

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

Floor Plan that includes

- Dimensioned outline of each floor level
- Indicate all walls that are existing, are to be removed and/or are to be added
- Layout and use of all existing and proposed areas
- All entrance and exit points
- All enclosed and/or covered parking areas

- Any other relevant and required Special Studies and/or Reports such as Traffic Impact Study, Wetland Delineation Study, Riparian Habitat Protection information, Flood Plan Certification, Geo-Technical Report, etc.

I hereby certify that I have reviewed the above checklist and have provided all applicable Submittal Requirements for this project.

Applicant's Signature

Date