

## **SITE PLAN REVIEW INFORMATION**

### **What is a Site Plan Review?**

The City's site plan review is required for most types of development, pursuant to Chapter 12.06 of the Roseburg Municipal Code. Development includes but is not limited to: site grading/paving, new construction, additions, remodeling, demolition, placement of pre-manufactured structures, new signage, etc. During the site plan review, City staff and other reviewing agencies evaluate the construction plans in order to establish compliance with the City's Land Use and Development Regulations (LUDR), as well as other applicable requirements from reviewing agencies.

### **What is the review process?**

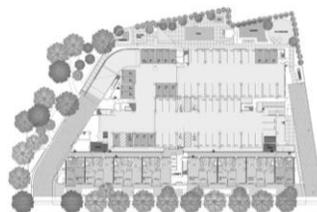
The site plan review is generally a two-week process, but timeframes can vary based on the nature of the project and what type of information is necessary to complete the review. Initially, the application is reviewed by a City Planner to ensure all necessary information and plans accompany the application form. Once the application is complete, it is entered into our permitting software and assigned an application number. The application is then routed to other departments and agencies for review over the next two weeks. Once all departments/agencies have completed their review, City Staff will indicate what conditions are required for the development and whether any revisions to the submitted plans need to be resubmitted prior to issuing the City's approval. After all resubmittal requirements have been met and outstanding fees have been paid, the City will issue an approval. The applicant is then responsible to take the Site Plan Approval to the Douglas County Building Department in order to obtain all applicable building permits for construction.

In some instances, for more complex projects, staff may direct you to schedule a pre-application conference ("Pre-App") prior to applying for the site plan review. "Pre-Apps" provide the applicant the convenience of a precursory review. This will provide general up-front feedback of the City's requirements for the proposal that is critical to designing and financing the project. Pre-Apps are generally not required for residential development and/or minor remodeling prior to submitting for a Site Plan Review.

A copy of our application forms can be pick up at our office or online at the following webpage:  
<http://www.cityofroseburg.org/departments/community-development/permits-forms/>



Pre-Application  
Conference



Site Plan Review



Building Permits

## What are the submittal requirements?

Depending on the nature and location, certain projects may require supplemental information/plans to be submitted. At a minimum, you will need to provide:

### Residential Development:

1. Site Plan Review Application Form
2. Site Plan

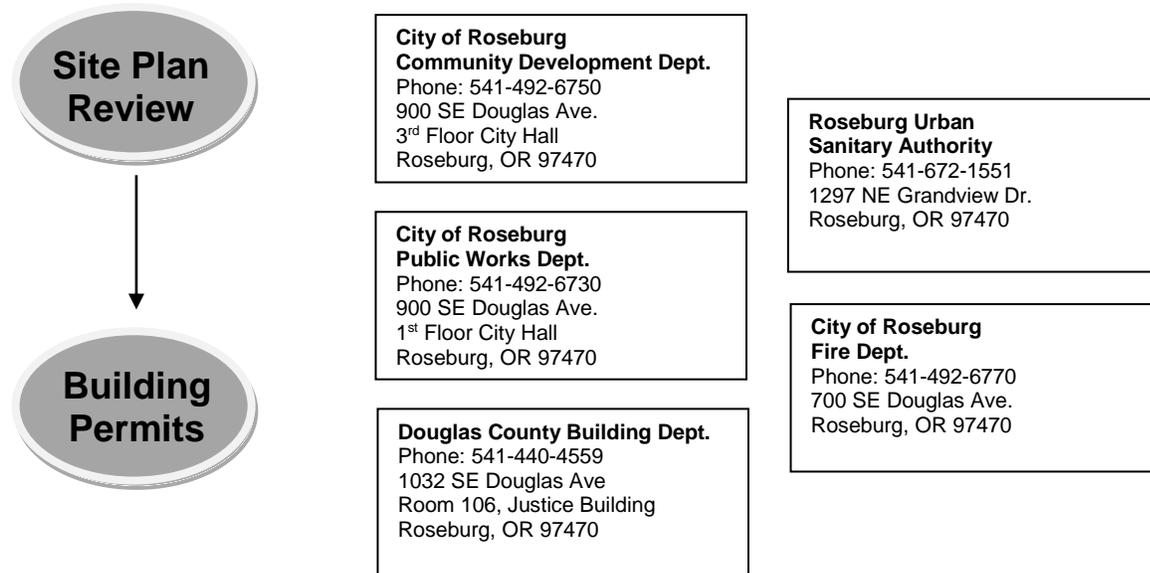
### Multi-Family/Commercial/Industrial Development:

1. Site Plan Review Application Form
2. Site Plan
3. Floor Plans
4. Building Elevations

**\*\*UNLESS DIRECTED OTHERWISE, ALL PLANS SHOULD BE SCALABLE DRAWINGS SUBMITTED EITHER AS HARD COPIES AT 11" X 17" SIZE OR SMALLER OR SUBMITTED ELECTRONICALLY AT FULL SIZE. IN ADDITION TO THE COPY SUBMITTED TO THE COMMUNITY DEVELOPMENT DEPARTMENT, FOR COMMERCIAL PROJECTS, A 24" X 36" HARD COPY SHALL BE SUBMITTED TO THE PUBLIC WORKS DEPARTMENT.\*\***

In order to ensure that your submittal includes all necessary information and plan documents, please contact our office and discuss your project with one of the City Planners. The requirements for plan submittal can be found on pages 3-7 of this handout. Please reference this section in order to determine the specific information, size and other submittal requirements. If the plan type is required, please ensure that the plans include all the necessary information listed in the descriptions on pages 3-7, as this information is needed to complete the Site Plan Review approval process.

## What departments/agencies will I be working with?



## Other Helpful Contacts:

**Avista Utilities**  
800-227-9187  
[www.myavista.com](http://www.myavista.com)

**Pacific Power**  
Residential: 1-888-221-7070  
Business: 1-866-870-3419  
[www.pacificpower.net](http://www.pacificpower.net)

**Energy Trust of Oregon**  
Toll free number: 1.866.368.7878  
Email: [info@energytrust.org](mailto:info@energytrust.org)  
<https://www.energytrust.org/>

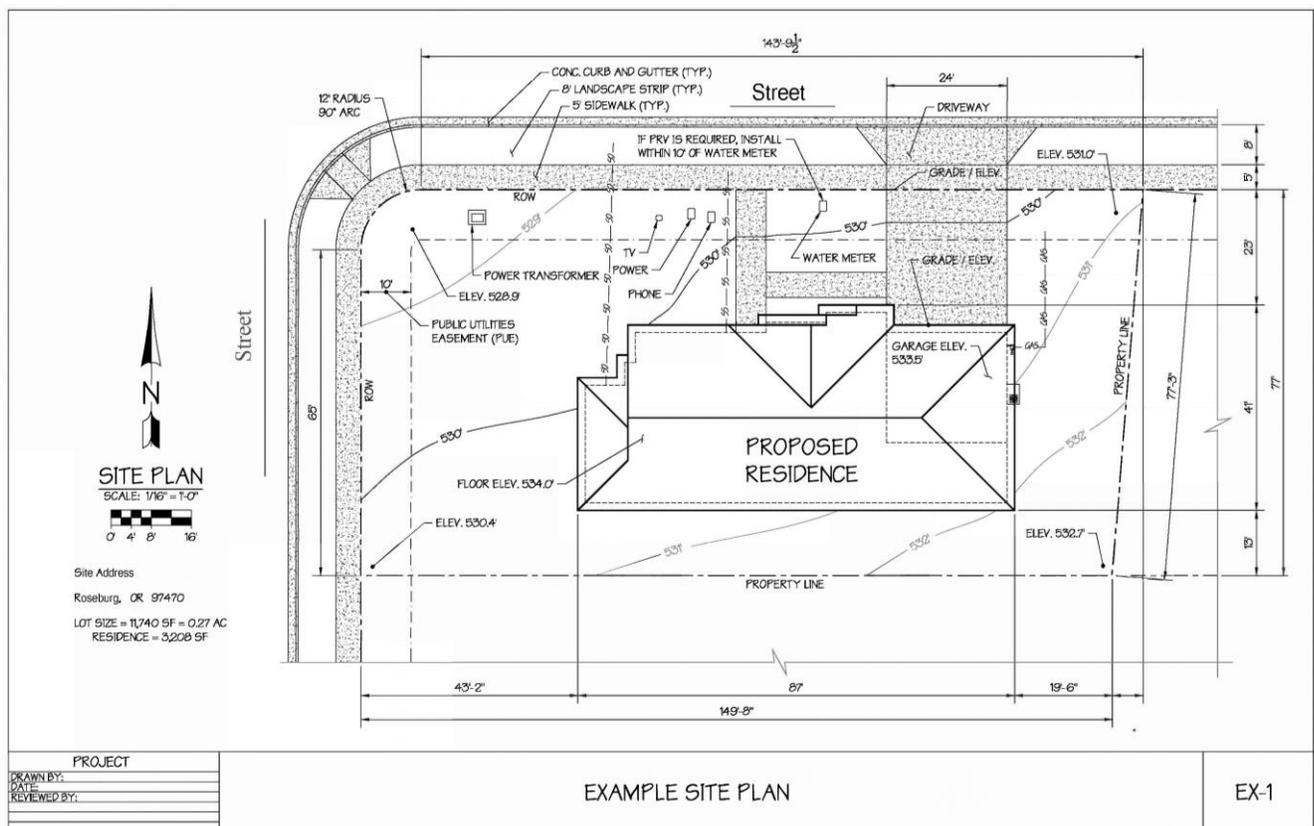


# Plan/Report Specific Requirements

➤ **Site Plan** includes:

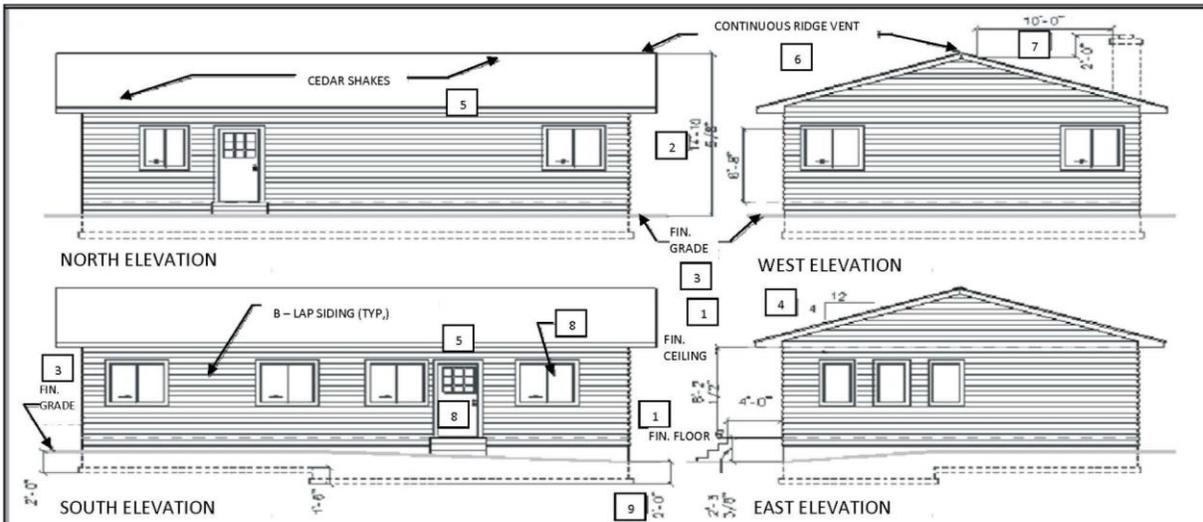
- Name and address of applicant.
- North arrow and scale of drawing.
- Adjacent streets, their name.
- Points of access (vehicular and pedestrian from each street).
- All property lines, their dimensions and total lot area.
- All existing and proposed structure(s), their dimensions, areas, and setback from property line including covered and/or uncovered porches and decks.
- All existing and proposed paved or impervious surfaces, including walkways, driveways, etc.
- Direction of surface drainage, locations of storm drains, any private collection systems and end treatment, sanitary sewer, water service connection, and location of fire hydrants.
- All existing and proposed pad, ground or wall mounted equipment, utility vaults, transformers, of existing 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 LUDR Section 12.06.030(Q) – Figure 3-3 for illustration).
- All existing and proposed parking spaces, accessible parking, loading spaces, and bicycle parking, and their dimensions. \*\*
- All existing and proposed landscaped areas. \*\*
- All trash enclosures and/or recycling facilities. \*\*

*\*\*Generally only for commercial development*



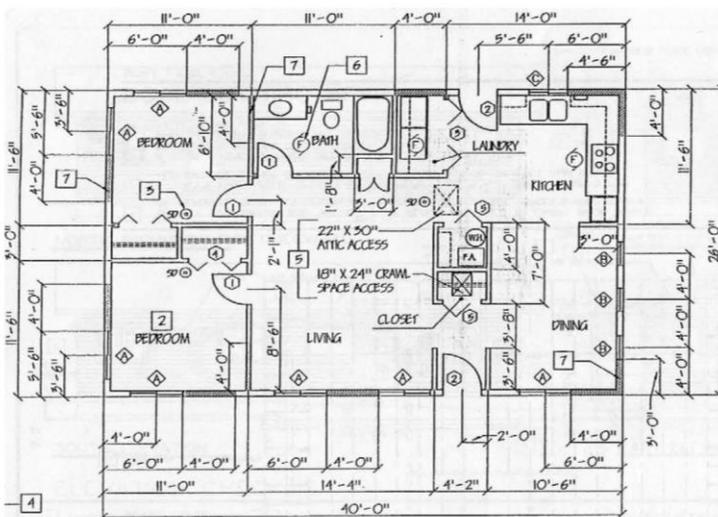
- **Building Elevations** of new construction that includes:
  - Elevations labeled appropriately north, south, east and west.
  - Height from the average finished grade at the center of the wall to the highest point of the structure.

## Sample Plans - Elevation



- **Floor Plan** 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.

## Sample Plans - Floor Plan



### FLOOR PLAN CHECKLIST

- 1 COMPLETELY DIMENSION PLAN LOCATE ALL WALLS AND OPENINGS
- 2 SPECIFY USE OF ALL ROOMS
- 3 PROVIDE SMOKE DETECTORS
- 4 SPECIFY SIZES OF ALL DOORS AND WINDOWS
- 5 PROVIDE CRAWL SPACE AND ATTIC ACCESS PANEL
- 6 PROVIDE MECHANICAL VENTILATION
- 7 BRACED WALL PANELS
- 8 LOCATION OF CO2 DETECTOR

### DOORS & WINDOWS

- |   |                             |
|---|-----------------------------|
| ① 2' - 8" X 6' - 8" WOOD DOOR (HOLLOW CORE) | ⑥ 3' - 0" X 6' - 8" BI-FOLD |
| ② 3' - 0" X 6' - 8" WOOD DOOR (SOLID CORE)  | ⑦ 4' - 0" X 3' - 6" SLIDER  |
| ③ 6' - 0" X 6' - 8" DOUBLE BI-FOLD          | ⑧ 2' - 0" X 3' - 6" FIXED   |
| ④ 4' - 0" X 6' - 8" DOUBLE BI-FOLD          | ⑨ 3' - 0" X 3' - 6" SLIDER  |

### KEY

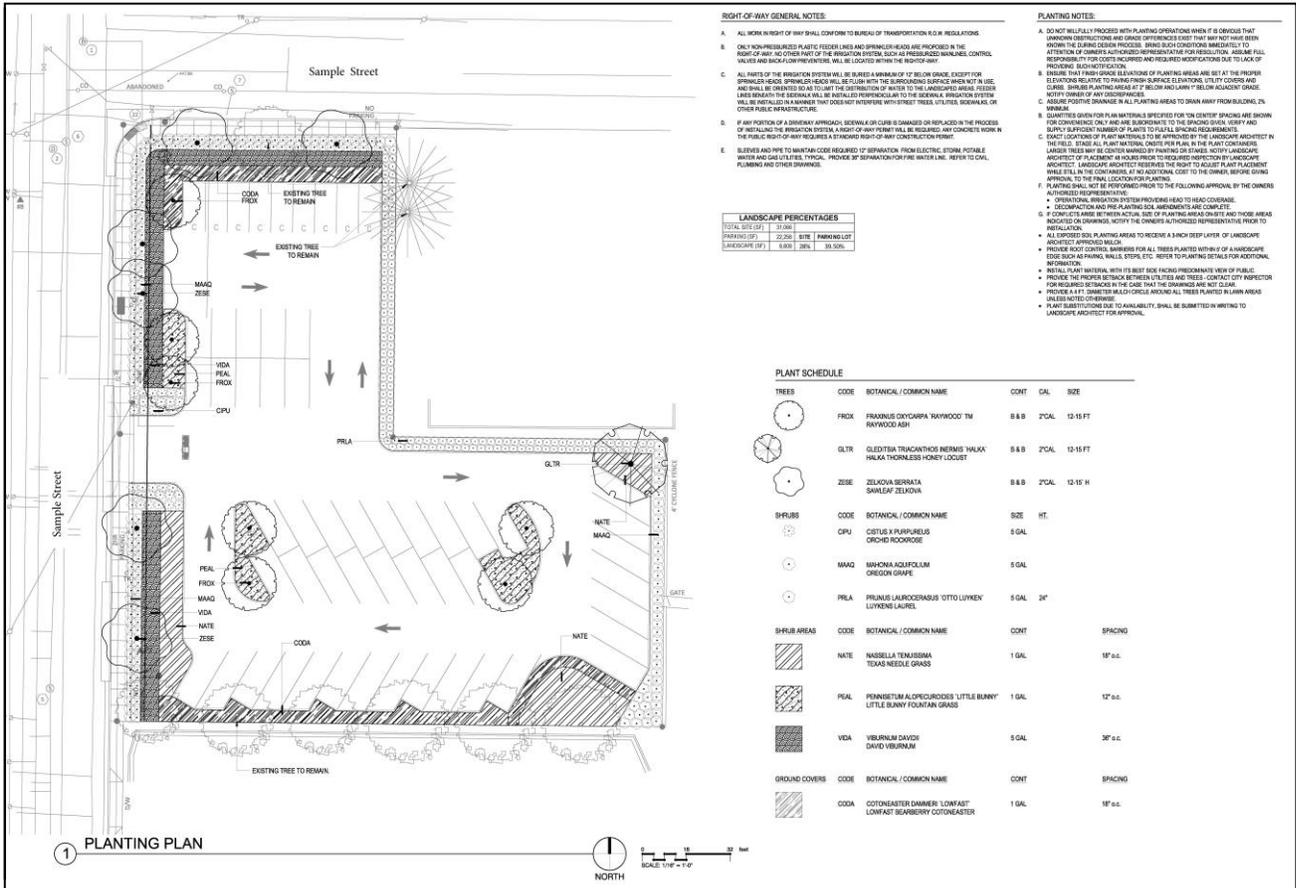
- |                               |
|-------------------------------|
| BRACED WALL PANELS            |
| 2 X 6 WALLS @ 16" O.C. (EXT.) |
| 2 X 4 STUDS @ 16" O.C. (INT.) |

## FLOOR PLAN



➤ **Parking Area Landscape Plan** per Section 12.06.030(T) 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.



➤ **Floodplain Certificate** for all construction proposed in the Floodplain (Buildings shall not be constructed within the floodway). Structures within the floodplain, including finished floor, all electrical and mechanical systems are to be no less than one (1) foot above Base Flood Elevation (BFE). Certificates shall be submitted by a professional land surveyor licensed in the state of Oregon. [1]

➤ **Geo-Technical Report** for any property located within the Hillside Development/Geologic Review Area or having slopes greater than 12% (see separate checklist for requirements). The report shall be submitted by a licensed geotechnical engineer or engineering geologist. [1]

➤ **Other Studies/Reports** In some instances development may require special Studies and/or Reports such as Traffic Impact Study, Wetland Delineation Study, Riparian Habitat Protection information, etc.

[1] – For documents that are required to be prepared by a licensed professional, please request a copy of our [Professional Consultants List](#).

- **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.

*\*\*Grading in excess of 1 acre requires a DEQ 1200-C storm water permit\*\**

➤ **Improvement Plans**

- 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/post development peak discharge entering/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 with typical details.
  - 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.
  - 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 – stationed from left to right.

*\*\*All public storm lines shall be located within the street right-of-way, where possible. Public storm lines not located in street right-of-way shall be centered in a 20-foot easement dedicated to the City on an approved dedication form.*

## Improvement Plans (Continued)

- 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 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.
  - 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.
  - 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.