



**City of Monmouth
Site Plan Review
Application**

For official use only:

Date: _____

Fee: \$ 250.00

Receipt No.: _____

Application No.: _____

Applicant:

Name

Mailing Address

Phone #

E-Mail

City

State

Zip

Title Holder:

Name

Mailing Address

E-Mail

City

State

Zip

Location:

Street Address

Tax Lot Number

Assessor Map

Description:

Comprehensive Plan Map Designation:

Current Zoning

Size (acres)

Application Procedure

Site Plan Review applications are processed in accordance with Monmouth City Code (MCC) Sections 18.10.010 and 18.10.110. Site Plan Review applications are conducted as a Type I procedure. Written notice of the application is provided to all property owners within 250 feet of the property.

Applicant submittal requirements: To request approval of a site plan review application, submit on electronic copy (pdf format) and five (5) paper copies (8 ½ x 11 or 11 x 17) of the following information:

- A detailed description of the proposed development.
- Site maps describing the following:
 - 1. Existing site topography;
 - 2. Identification of areas exceeding 10% slopes;
 - 3. Site drainage, areas of potential flooding;
 - 4. Areas with significant natural vegetation;
 - 5. Existing structures, roadway access and utilities;
 - 6. Existing and proposed streets, bikeways, and pedestrian facilities within 300 feet.
- Site plans, minimum size 11 by 17 inches in size, illustrating the following information:
 - 1. Proposed grading and topographical changes;
 - 2. All proposed structures including finished floor elevations, setbacks, exterior elevations, and exterior finishing.
 - 3. Vehicular and pedestrian circulation patterns, parking, loading and service areas;
 - 4. Proposed access to public roads and highways, railroads or transportation systems;
 - 5. Site drainage plan including methods of storm drainage, sanitary sewer system, water supply system and electrical services. Invert elevations may be required for all underground transmission lines;
 - 6. Proposed landscape plan, to include appropriate visual screening and noise buffering, where necessary, to ensure compatibility with surrounding properties and uses;

- 7. Proposed on premise signs, fencing or other fabricated barriers, together with their heights and setbacks;
- 8. Proof of ownership and signed authorization for the proposed development if applicant is not the owner of the site; and
- 9. A schedule of expected development.
- 10. A traffic impact analysis if required by the Public Works Director.
- 11. Other appropriate studies and information that may be required by the City Planner to adequately evaluate the project.

18.10.110 Site Plan Review.

- (1) Applicability of Provisions. Site plan review shall be applicable to all new developments and major remodeling of existing developments except as provided in MCC 18.10.120 and as follows:
 - (a) Single-family detached dwellings;
 - (b) A duplex; or
 - (c) Any commercial site alteration or building remodel that does not exceed 25 percent of the total square footage of the site or structure.No building permit shall be issued for any new developments and major remodeling of existing developments except for those listed above unless plans therefor, including plot plan with sidewalk specifications if required, are submitted to the Monmouth Site Plan Review Committee and approved for conformity to the City Zoning and Development Code and the Comprehensive Plan.
- (2) The Site Plan Review Committee, a committee of the Planning Commission, is hereby established. The Committee shall consist of the Public Works Director, City Planner, one member of the Planning Commission to serve as a regular member of the Committee, and one member of the Planning Commission to serve as an alternate member of the Committee in the absence of the Planning Commission member who is a regular member of the Committee. The regular member and alternate member of the Committee, who are members of the Planning Commission, shall be appointed by the chairman of the Planning Commission.
- (3) Site plans which the committee reviews pursuant to subsection (1) of this section shall be submitted to the City Building Official. The Building Official may require from the applicant sufficient copies of the plans and such other information as deemed necessary to enable the Committee to perform its review, following the City's Building Department review procedures.
- (4) Within 20 days of receipt of a site plan from an applicant, the City shall hold a meeting of the Site Plan Review Committee to review the site plan. The Site Plan Review Committee shall meet and review the site plan to determine if it conforms to the Zoning and Development Code and Comprehensive Plan.
 - (a) If the site plan conforms to the Zoning and Development Code and Comprehensive Plan, the Site Plan Review Committee shall approve it. The Building Official, in accordance with the Uniform Building Code, shall issue permits for the buildings shown in the approved plan.
 - (b) If the site plan does not conform to the Zoning and Development Code or Comprehensive Plan, the Site Plan Review Committee shall note the discrepancies between the site plan and the Zoning and Development Code or Comprehensive Plan and shall disapprove the plan. Notice of the disapproval, explaining how the site plan fails to conform to the Zoning and Development Code or Comprehensive Plan, shall be mailed to the applicant. The notice shall include an invitation to discuss with the Site Plan Review Committee how the plan might be revised so as to conform to the Zoning and Development Code and Comprehensive Plan.
 - (c) If the Site Plan Review Committee decides that a particular site plan raises public concerns that are best addressed by the whole Planning Commission or does not unanimously approve, the Committee shall neither approve nor disapprove the site plan but shall refer the site plan to the Planning Commission who shall review it in accordance with subsection (6) of this section. Notice of the referral shall be mailed to the applicant for site plan review within three days of the decision to refer.
- (5) Any decision by the Site Plan Review Committee may be appealed, in writing, to the Planning Commission within 12 days of the date of notice of decision. A decision by the Site Plan Review Committee becomes final after 12 days from the notice of decision unless appealed to the Planning Commission pursuant to this subsection.
- (6) Referral of a site plan to the Planning Commission under subsection (4)(c) of this section or appeal of a decision by the Site Plan Review Committee under subsection (5) of this section shall be treated by the

Planning Commission as a land use action. The Planning Commission shall act upon such referral or appeal in accordance with the provisions of this chapter.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature

Date

Applicant's Signature

Date

Title Holder's Signature

Date

Title Holder's Signature

Date

For more information please contact:
City of Monmouth Community Development Dept.
151 Main St. W.
Monmouth, OR 97361
503-751-0147
www.ci.monmouth.or.us