



# CITY OF UMATILLA

Planning Department (541) 922-3226 x110  
700 Sixth Street, Umatilla, OR 97882

File No. \_\_\_\_\_

## SITE PLAN REVIEW APPLICATION

**NOTICE TO APPLICANT:** On original application form, please print legibly using blue or black ink, or type. Applicants are advised to review the list of submittal requirements indicated on each application form prior to submitting an application. **Incomplete applications will not be acted upon until the Planning Department receives all required submittal materials and fees.**  
**Failure to provide complete and/or accurate information may result in delay or denial of your request.**

### SITE LOCATION AND DESCRIPTION

Tax Map #(S) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_  
Tax Map #(S) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_  
Frontage street or address \_\_\_\_\_  
Nearest cross street \_\_\_\_\_  
Current zoning City of Umatilla \_\_\_\_\_ County \_\_\_\_\_  
Site size (acres or square feet) \_\_\_\_\_ Dimensions \_\_\_\_\_

**SPECIFIC REQUEST** (Briefly state the nature of the request) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT** \_\_\_\_\_  
Mailing address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Applicant's interest in property \_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_  
Mailing address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Adjacent property under same ownership (list tax lot ID) \_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*If same as applicant, mark SAME. If there is more than one property owner, please attach additional sheets as necessary.*

### OFFICE USE ONLY

120 day time limit	Accepted as complete _____	Final decision by _____
DLCD 45-day notice required	Y/N Date mailed _____	Date of first hearing _____
Planning Commission hearing date	_____	Notice mailed _____
Notice to media	Publication date _____	Emailed _____
Notice of Decision	Date mailed _____	Appeal deadline _____
Associated applications	_____	_____

**STRUCTURES** Please indicate the type and number of structures currently on the site, and proposed for construction

Single Family Residence(s) \_\_\_\_\_ Multi Family Residence(s) \_\_\_\_\_  
Manufactured Home(s) \_\_\_\_\_ Travel Trailer(s) \_\_\_\_\_  
Other residential structure(s) \_\_\_\_\_ Barn/other ag building(s) \_\_\_\_\_  
Commercial building(s) \_\_\_\_\_ Industrial Building(s) \_\_\_\_\_  
Accessory buildings/structures \_\_\_\_\_ Other \_\_\_\_\_

**SERVICE PROVIDERS** Please indicate which of the following services are provided on the property

**Water** City of Umatilla \_\_\_\_\_ Well \_\_\_\_\_ Other/None \_\_\_\_\_

**Sewer** City of Umatilla \_\_\_\_\_ Septic \_\_\_\_\_ Other/None \_\_\_\_\_

Does the property have access to **City streets**? (Y/N, please explain what and where) \_\_\_\_\_

Does the property have access to **County Roads**? (Y/N, please explain what and where) \_\_\_\_\_

If the property is subject to special assessment or debt from any special districts (fire, road, etc), please provide details.

**LIVESTOCK** Please list the number and type of all livestock currently present on the property (*horses, cattle, sheep, goats, chickens, etc.* Do not include domestic pets such as cats and dogs) \_\_\_\_\_

**BUSINESSES** Are any businesses operating on the property? If yes, please describe. \_\_\_\_\_

*All businesses operating within the City of Umatilla must obtain a Business License.*

**10-13-2: SITE REVIEW:**

The purpose of site review is to provide a process to review proposals to verify compliance with requirements of this Title, including requirements of this Section, and any other applicable provisions of this Code.

**A. General Provisions:**

**1. Applicability:** Site review is required for multi-family residential, commercial, and industrial developments as specified in each zoning district.

**2. Procedure:** Site review is a Type II permit, unless incorporated into a Type III review such as a Community Services or conditional use permit.

**3. Exemptions:** The following developments are exempt from site review:

- a. Single-family residences, manufactured homes on individual lots, and two-family attached residences.
- b. A development that adds less than twenty five percent (25%) to existing floor area or outdoor use area when the primary use on the site remains unchanged and required parking does not increase.
- c. An addition to an existing development when the primary use on the site remains unchanged.

**B. Application:**

**1. Submission:** The applicant shall submit at least six (6) copies of a narrative, plans, and drawings that describe the proposed development. Information specified by Chapter 14 of this Title and this Section may be combined and provided in narrative form or on plans and maps so long as required information is clear and understandable. Additional copies of documents and plans will be required for a Type III review.

**2. Site Design Criteria And Standards For Residential Developments:** The following requirements are in addition to any requirements specified in the applicable zoning district:

- a. Landscaping shall be provided as specified in the zoning district. Landscaped areas shall be provided with automatic irrigation unless a qualified landscape professional certifies that plants will survive without irrigation.
- b. Front facades and points of entry shall generally be oriented to the fronting street, not to a parking lot.
- c. Front facades facing the street shall contain windows for primary living areas.
- d. Front facades of structures shall include horizontal offsets or design features, such as porches, gables, columns, and similar architectural features, at intervals of no less than one hundred feet (100') to visually enhance long walls.
- e. On-site parking shall not be located between street frontage dwellings and an abutting right of way. Required parking shall be located beside or behind dwelling structures.
- f. Attached garages shall be located at least four feet (4') behind the front facade and at least eighteen feet (18') from a public right of way.
- g. Private outdoor space shall be provided for all dwellings as either a deck, porch, patio or similar space, at least eighty (80) square feet in area and enclosed, screened, or otherwise designed to provide privacy. Second floor residential uses in the Downtown Commercial District are exempt from this requirement.
- h. Exterior garbage collection areas shall be screened with a six foot (6') high sight-obscuring fence or wall or comparable vegetation.
- i. Based on anticipated vehicle and pedestrian traffic and the condition of adjacent streets and rights of way, the City may require right-of-way improvements including, but not limited to, paving, curbs, sidewalks, bikeways, lighting, turn lanes, and other facilities needed because of anticipated vehicle and pedestrian traffic generation.
- j. Outdoor storage facilities with an area of at least twenty four (24) square feet, at least six feet (6') high, fully enclosed, and capable of being locked, shall be provided for each dwelling unit. Residential uses in the Downtown Commercial District are exempt from this requirement.
- k. Private on-site driveways shall be constructed with sufficient width and suitable paving to support anticipated traffic volume and loads.
- l. A continuous, on-site pedestrian system shall be provided that links the front doors of all dwellings with the abutting street, the parking area, and any on-site features such as a swimming pool, laundry, on-site open space, etc. Walkways shall maintain a clear width of at least five feet (5') and shall be separated from vehicles by curbs, planter strips, or similar barriers. Walkways through parking areas or crossing driveways shall be clearly identified by a different material or pavement markings or both. Walkways shall also provide direct and convenient connections to schools, parks, shopping areas, or other destinations within the vicinity as possible. Walkways shall be in clearly visible locations to promote safety. Walkways shall be hard surfaced.

**3. Site Design Criteria And Standards For Nonresidential Developments:** The following requirements are in addition to any requirements specified in the applicable zoning district:

- a. Landscaped areas shall be provided with automatic irrigation unless a landscape architect certifies that plants will survive without irrigation.
- b. Landscaping shall be located along street frontages and building fronts to enhance the street appearance of a development.
- c. Outdoor storage and garbage collection areas shall be entirely screened with vegetation, fence, or wall. (Ord. 688, 6-15-1999)
- d. Based on anticipated vehicle and pedestrian traffic and the condition of adjacent streets and rights of way, the city may require right of way improvements including, but not limited to, paving, curbs, sidewalks, bikeways, lighting, turn lanes, and other facilities needed because of anticipated vehicle and pedestrian traffic generation. Minimum requirements shall conform to the standards of subsection 11-4-2C of this code, minimum street standards and the public works standards. (Ord. 710, 5-7-2002)
- e. Access shall generally be taken from the higher classification street when a development fronts more than one street, except in the case of developments along Highway 730, which shall take access from an alley or a side street unless there is no alternative.
- f. Developments shall provide an on site pedestrian circulation system that connects building entrances, public sidewalks, bicycle and automobile parking areas, and parts of the site or abutting properties that may attract pedestrians. Walkways shall maintain a clear width of at least five feet (5') and shall be separated from vehicles by curbs, raised bumpers, planter strips, or similar barriers. Walkways through parking areas or crossing driveways shall be clearly identified by a different material or pavement markings or both. Walkways shall be in clearly visible locations to promote safety. Walkways shall be hard surfaced.
- g. The primary building and entry orientation shall be to the fronting street rather than a parking lot.
- h. All buildings shall incorporate ground floor windows along street facades, with at least twenty percent (20%) of any wall within thirty feet (30') of a street consisting of display areas, windows, or doorways.
- i. Building facades facing a street shall include changes in relief such as cornices, columns, gables, bay windows, recessed entries, or similar architectural or decorative elements.
- j. A drive through use shall be oriented to the side or rear of a building and shall be designed to minimize

conflicts with pedestrians and vehicles.

#### 4. Access Standards For All Uses:

- a. New Connections: New connections shall not be permitted within the functional area of an intersection or interchange as defined by the connection spacing standards of this title and public works standards<sup>1</sup>, unless no other reasonable access to the property is available.
- b. Access Connections: Where no other alternative exists, the city administrator may allow construction of an access connection along the property line farthest from the intersection. In such cases, directional connections (i.e., right in/out, right in only, or right out only) may be required.
- c. Cross Access Drives, Pedestrian Access: Adjacent commercial or office properties such as shopping plazas and office parks that are major traffic generators shall provide a cross access drive and pedestrian access to allow circulation between sites.
- d. Separation Distance: The city may reduce the required separation distance of access points where they prove impractical, provided all of the following requirements are met:
  - (1) Joint access driveways and cross access easements are provided.
  - (2) The site plan incorporates a unified access and circulation system.
  - (3) The property owner enters into a written agreement with the City, recorded with the deed, that preexisting connections on the site will be closed and eliminated after construction of each side of a joint use driveway.
  - (4) The City may modify or waive the requirements of this Section where the characteristics or layout of abutting properties would make a development of a unified or shared access and circulation system impractical.
- e. Driveway Standards: Driveways shall meet the following standards:
  - (1) If the driveway is one way in or out, the minimum width shall be ten feet (10') and appropriate sign(s) designating the driveway as a one-way connection shall be provided.
  - (2) For two-way access, each lane shall have a minimum width of ten feet (10').
  - (3) The length of a driveway shall be designed in accordance with the anticipated storage length of entering and exiting vehicles to prevent vehicles from backing into the flow of traffic on the public street or causing unsafe conflicts with on-site circulation.
- f. Phased Developments: Development sites under the same ownership or consolidated for the purpose of development and comprising more than one building site, shall be reviewed as a single property for the purposes of complying with access standards. The number of access points permitted shall be the minimum number necessary to provide reasonable access to the site, not the minimum for that frontage.
- g. Nonconforming Access Features: Legal access connections in place when this Title was adopted that do not conform with the standards herein are considered nonconforming features and shall be brought into compliance with applicable standards when new access connection permits are requested or when there is a change in use or enlargement or improvement that will increase trip generation.
- h. Reverse Frontage: Lots that front on more than one street shall be required to locate motor vehicle accesses on the street with the lower functional classification. This requirement may be waived or modified when a commercial or industrial use would be required to take access from a street in a residential neighborhood.
- i. Review By The Oregon State Department Of Transportation: Any application that involves access to the State Highway System shall be reviewed by the Oregon Department of Transportation for conformance with State access management standards. (Ord. 688, 6-15-1999)

**The applicant bears the burden of proof to show that the application meets all standards and criteria contained in the Zoning and Subdivision Ordinances. Applicants should demonstrate compliance with all applicable criteria and standards as part of the application materials.**

Although not required, it is highly recommended that applicants have the property surveyed and the tentative plat prepared by a surveyor prior to making an application. A proper survey prepared as part of the tentative plat application can save many headaches later on. Please trust us on this.

#### **SUBMITTAL REQUIREMENTS**

The following items must be completed upon submittal of a variance application. If you need assistance completing the forms, please contact the Planning Department. If you do not have a copy of the deed to your property to verify ownership, contact the Umatilla County Office of County Records at (541) 278-6236 or [www.co.umatilla.or.us/records.htm](http://www.co.umatilla.or.us/records.htm).

1. Original, signed **Application form**. This information is public record and must be reproduced so please type or

write clearly using dark ink. **Electronic submittals of all materials are encouraged.**

2. **2 copies of the tentative plat** showing all lot lines, park lands, utility and/or other easements, water ways, flood plain, right-of-way dedications and other items outlined in the approval criteria above.
3. **Narrative** specifically addressing compliance with every section listed above.
4. Please **submit all plans to scale**; use 1"=20' or 1"=40' or 1"=100" unless plans are exceptionally large.
5. Any additional information you wish to supply to support your request.
6. The appropriate **fee**.