

COMPREHENSIVE PLAN AMENDMENTS CHECKLIST



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1. **Signed Land Use Application Form** Exhibit A
 2. **All Required Application Fees**
 3. **Narrative**
 - A complete and detailed narrative description of the proposal describing how it conforms with applicable criteria in Banks Zoning Code Chapters 151.155 through 151.159.
 - A transportation study prepared by a qualified transportation engineer, licensed in the State of Oregon, must be included with the submittal addressing how the proposed change affects transportation facilities as outlined in Chapter 151.157. The study must assess the traffic impacts of the proposed change and analyze the adequacy of the transportation network to handle the anticipated traffic from the proposed change.
 4. **Legal Description and Deeds for the Parcel.** Exhibit R
 5. **A Current Preliminary Title Report for the Subject Property** Exhibit B
 6. **Mailing Labels for Owners within 300 Feet of the Subject Site** Exhibit T
 7. **Electronic Version of All Application Materials**

SUBDIVISION APPLICATION CHECKLIST



1. **Signed Land Use Application Form and Pre-Application Notes** Exhibit A and Exhibit P

2. **Narrative**

A complete and detailed narrative description of the proposed development describing:

- The proposed development that describes existing site conditions, existing buildings, public facilities and services, presence of wetlands, steep slopes and other natural features.
- A detailed description of the proposed development, including a description of any phasing (including the time, acreage, number of residential units, amount of area for nonresidential use, open space, and development of utilities and public facilities for each phase), proposed uses, number and type of residential units, allocation and ownership of all lots, tracts, streets, and public improvements and the structure of any homeowner's association.
- Timely Provision of Public Services and Facilities. The applicant shall explain in detail how and when each of the following public services or facilities is, or will be, adequate to serve the proposed development by the time construction begins:
 - Water
 - Sanitary sewer
 - Storm sewer and stormwater drainage
 - Parks and recreation
 - Traffic and transportation
 - Schools
 - Fire and police services
- Where adequate capacity for any of these public facilities and services is not demonstrated to be currently available, the applicant shall describe how adequate capacity in these services and facilities will be financed and constructed before recording of the plat.
- Overall density of the subdivision and the density by dwelling type for each.

3. **Review Criteria** Discussed in the narrative

A response addressing each section of Chapter 152 and any other applicable criteria.

4. **Site Plan** Exhibit D Sheets 8.1 & 8.2

A detailed site development plan showing:

- The location and dimensions of lots, streets, pedestrian ways, transit stops, common areas, building envelopes and setbacks.
- All existing and proposed utilities and improvements including sanitary sewer, storm water and water facilities.
- Total impervious surface created (including streets, sidewalks, etc.).
- An indication of existing and proposed land uses for the site.

5.  **A Subdivision Connectivity Analysis**

Discussed in the narrative

An analysis that describes the existing and proposed vehicular, bicycle and pedestrian connections between the proposed subdivision and existing or planned land uses on adjacent properties.

6.  **A Traffic/Transportation Plan**

Exhibit D Sheets 14.1 & 14.2

The applicant's traffic/transportation information shall include two elements:

- A detailed site circulation plan showing proposed vehicular, bicycle and pedestrian access points and connections to the existing system, circulation patterns and connectivity to existing rights-of-way or adjacent tracts, parking and loading areas and any other transportation facilities in relation to the features illustrated on the site plan.
- A traffic impact study prepared by a qualified professional transportation engineer, licensed in the State of Oregon, that assesses the traffic impacts of the proposed development on the existing transportation system and analyzes the adequacy of the proposed internal transportation network to handle the anticipated traffic and the adequacy of the existing system to accommodate the traffic from the proposed development. The city engineer may waive any of the foregoing requirements if the city engineer determines that the requirement is unnecessary in the particular case.

Exhibit G

7.  **Natural Features Plan, Topography and Preliminary Grading and Drainage Plan**

Exhibit D Existing Conditions Sheets 2.1-2.3, Preliminary Grading Sheets 10.1, 10.2

The applicant shall submit a map illustrating all of the natural features and hazards on the subject property and where practicable, within one hundred fifty feet of the property's boundary. The map shall also illustrate the approximate grade of the site before and after development. Illustrated features must include all proposed streets, the location and estimated volumes of all cuts and fills and all storm water management features. The plan shall identify the location of drainage patterns and courses on the site within 150 feet of the property boundary.

8.  **Tree Removal and Mitigation Plan** Exhibit D Sheets 16.1 & 16.2

9.  **Preliminary Storm Calculations** Exhibit J

10.  **Erosion and Sediment Control Plan** Exhibit D Preliminary Grading Sheets 10.1, 10.2

A plan submitted concurrently with the preliminary plat application, including the measure that will be implemented throughout construction of the subdivision to control erosion and sedimentation.

11. **CC&R's** Exhibit F
Drafts of the proposed covenants, conditions and restrictions (CC&Rs), maintenance agreements, homeowner association agreements, dedications, deeds easement, or reservations of open spaces not dedicated to the city.
12. **A Current Preliminary Title Report for the Subject Property** Exhibit B
13. **Mailing Labels for Owners within 300 Feet for the Subject Site** Exhibit T
The names and addresses of property owners within 300 feet of the subject site indicated on the most recent property tax rolls. This information can be provided by a title company.
14. **Copies**
Two (2) copies of all information, reports and drawings (full sized and 8.5" by 11") pertaining to this application.
15. **Electronic Version of All Application Materials**
16. **All Required Application Fees**

SITE DESIGN REVIEW
APPLICATION CHECKLIST



1. **Signed Land Use Application Form and Pre-Application Notes** Exhibit A and Exhibit P

2. **Narrative**
A complete and detailed narrative description of the proposed development describing:

- The proposed development that describes existing site conditions, existing buildings, public facilities and services, presence of wetlands, steep slopes and other natural features.
- A detailed description of the proposed development, including a description of any phasing (including the time, acreage, number of residential units, amount of area for nonresidential use, open space, and development of utilities and public facilities for each phase), proposed uses.
- Timely Provision of Public Services and Facilities. The applicant shall explain in detail how and when each of the following public services or facilities is, or will be, adequate to serve the proposed development by the time construction begins:
 - Water
 - Sanitary sewer
 - Storm sewer and stormwater drainage
 - Parks and recreation
 - Traffic and transportation
 - Schools
 - Fire and police services

3. **Review Criteria**
A response addressing applicable code sections. Speak with the City Planner to review applicable code sections.

4. **Site Plan** Exhibit D Sheets 8.1 & 8.2
A detailed site development plan showing:

- The location and dimensions of lots, streets, pedestrian ways, transit stops, common areas, building envelopes and setbacks.
- All existing and proposed utilities and improvements including sanitary sewer, stormwater and water facilities.
- Total impervious surface created (including streets, sidewalks, etc.).
- Location, dimensions and setback distances of all existing permanent structures, improvements, and utilities and the proposed uses of the structures by square footage.
- All parking, circulation, loading and servicing areas, including the locations of all carpool, vanpool and bicycle parking spaces.
- Site access points for automobiles, pedestrians, bicycles and transit.
- On-site pedestrian circulation.

Exhibit D Sheets 14.1, 14.2 & 15

5. **Landscaping Plan** Exhibit D Sheets L1-L5.03
A landscaping plan, drawn to scale, showing the location and types of existing trees and vegetation proposed to be removed and to be retained on site, the location and design of landscaped areas, the varieties, sizes and spacings of trees and plant materials to be planted on the site.












6.  **Exterior Lighting Plan** Preliminary light locations shown on Exhibit D Sheets 8.1 & 8.2.
7.  **Architectural Drawings, Elevations and Materials Board** Exhibit K
8.  **A Traffic/Transportation Plan**
 The applicant's traffic/transportation information shall include two elements:
 - A detailed site circulation plan showing proposed vehicular, bicycle and pedestrian access points and connections to the existing system, circulation patterns and connectivity to existing rights-of-way or adjacent tracts, parking and loading areas and any other transportation facilities in relation to the features illustrated on the site plan.
 - A traffic impact study prepared by a qualified professional transportation engineer, licensed in the state of Oregon, that assesses the traffic impacts of the proposed development on the existing transportation system and analyzes the adequacy of the proposed internal transportation network to handle the anticipated traffic and the adequacy of the existing system to accommodate the traffic from the proposed development. The city engineer may waive any of the foregoing requirements if the city engineer determines that the requirement is unnecessary in the particular case.
9.  **Natural Features Plan, Topography and Preliminary Grading and Drainage Plan**
 The applicant shall submit a map illustrating all of the natural features and hazards on the subject property and where practicable, within one hundred fifty feet of the property's boundary. The map shall also illustrate the approximate grade of the site before and after development. Illustrated features must include all proposed streets, the location and estimated volumes of all cuts and fills and all storm water management features. The plan shall identify the location of drainage patterns and courses on the site within 150 feet of the property boundary.
10.  **Preliminary Storm Calculations** Exhibit J
11.  **Erosion and Sediment Control Plan** Exhibit D Preliminary Grading Sheets 10.1, 10.2
 A plan submitted concurrently with the preliminary plat application, including the measure that will be implemented throughout construction of the subdivision to control erosion and sedimentation.
12.  **A Current Preliminary Title Report for the Subject Property** Exhibit B
13.  **Mailing Labels for Owners within 300 Feet for the Subject Site** Exhibit T
 The names and addresses of property owners within 300 feet of the subject site indicated on the most recent property tax rolls. This information can be provided by a title company.
14.  **Copies**
 Two (2) copies of all information, reports and drawings (full sized and 8.5" by 11") pertaining to this application.
15.  **Electronic Version of All Application Materials**
16.  **All Required Application Fees**

Exhibit D Sheets
14.1 & 14.2

Exhibit G

Exhibit D Existing
Conditions Sheets
2.1-2.3, Preliminary
Grading Sheets 10.1,
10.2

VARIANCE PERMIT APPLICATION CHECKLIST

1. **Signed Land Use Application Form** Exhibit A
2. **Narrative**
A complete and detailed narrative description of the proposed development and the existing site conditions, existing buildings, public facilities and services, presence of natural features, a discussion of the approval criteria for all permits required and how the criteria are or can be met, and any other information indicated by staff at the pre-application conference.
3. **Code Criteria**
A narrative explaining all aspects of the proposal in detail and addressing each of the criteria listed in Chapter 151.320 through 151.324 and any other applicable section of the Banks Municipal Code.
4. **Site Plan Drawings** Exhibit D Sheets 8.1 & 8.2
A scale-drawing of the property, displaying the dimensions and arrangements of the existing and proposed uses.
5. **Architectural Drawings** Exhibit K
Include building elevations and envelopes if architectural work is proposed.
6. **Pre-Application Conference Summary Sheet** Exhibit P
7. **Additional Information or Reports (If Required)**
8. **A Current Preliminary Title Report for the Subject Property** Exhibit B
9. **Mailing Labels for Owners within 300 Feet for the Subject Site** Exhibit T
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