

**CITY OF WARRENTON
PLANNING AND BUILDING DEPARTMENT**

**COMMERCIAL SITE DESIGN
APPLICATION**

OFFICE USE ONLY
FILE # _____ FEE \$ _____
ZONING DISTRICT _____
RECEIPT # _____
DATE RECEIVED _____

To be accompanied by a Site Plan Map, copy of property deed and if applicable, a Letter of Authorization.

The site plan review process is a method for assuring compliance with the City of Warrenton Comprehensive Plan and Development Code, and to ensure wise utilization of natural resources, and the proper integration of land uses utilizing appropriate landscaping or screening measures. A commercial enterprise must also consider traffic circulation patterns, off-street parking, refuse containers, safe exit and entrance to the business, building height, dust control, future widening of major thoroughfares, and signs. Please answer the questions as completely as possible.

.....

Legal Description of the Subject Property: Township _____, Range _____, Section(s) _____, Tax Lot(s) _____

Property street address _____

I/WE, THE UNDERSIGNED APPLICANT(S) OR AUTHORIZED AGENT, AFFIRM BY MY/OUR SIGNATURE(S) THAT THE INFORMATION CONTAINED IN THE FOREGOING APPLICATION AND ASSOCIATED SUBMISSIONS IS TRUE AND CORRECT.

APPLICANT:

Printed Name: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

City/State/Zip: _____ Fax: _____

PROPERTY OWNER (if different from Applicant):

Printed Name: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

E-mail Address: _____

City/State/Zip: _____ Fax: _____

1. In detail, please describe your proposal:

2. Describe what type of business, commodity sold or manufactured, or service you are proposing.

Current number of employees: _____
Projected number of customers per day _____
Days of operation _____ Hours of operation _____
Number of shipments/deliveries per day _____ per week _____
By what method will these be arriving/sent? _____

3. Does this property have an existing business or businesses? _____

If yes, please list the business names and their addresses, and note these businesses on your site plan map.

4. Is there a residence or residences on this property? _____

If yes, please list the number of residences and please show these structures on your site plan map.

5. Availability of services: City water _____, City sewer _____

6. If you are an existing business, are materials or merchandise currently being stored on site?

Where and how do you propose to store materials or merchandise for sale or processing?

7. What percentage of the property is currently landscaped? _____

What percentage of the property do you propose to landscape as part of this project? _____

8. How do you intend to irrigate the existing and proposed landscaping? _____

9. Signs require the submittal of a separate application, which may be submitted in conjunction with this site plan application.

10. Please explain how you propose to provide for the drainage of this property, or explain why no additional drainage consideration is necessary. _____

11. Please provide the type of development on the neighboring properties.

North: _____

South: _____

East: _____

West: _____

12. Provide samples of the building materials for the exterior of the building with detail description of where each type and color will be used in the construction and finishing of the building.

13. Will all parking for your business be provided on the property? Yes _____ No _____ All parking must be shown on your site plan map. If off-street parking is to be provided on another property, please attach a copy of the parking easement or agreement from the property owner; or will off-street parking be provided along the abutting street.

14. How does this request comply with the Warrenton Development Code Chapter 16, Section 16.40 (General Commercial)? _____

15. Orientation of proposed building(s) (see Section 16.116.030 in the Warrenton Development Code)

16. Please address (on separate sheet of paper) all applicable sections of Design Standards (copy attached) out of the Warrenton Development Code.

PLEASE UNDERSTAND THAT THIS APPLICATION WILL NOT BE OFFICIALLY ACCEPTED UNTIL DEPARTMENT STAFF HAS DETERMINED THAT THE APPLICATION IS COMPLETELY FILLED OUT AND THE SITE PLAN MAP REQUIREMENTS HAVE BEEN COMPLETED.

Return Application To:

**City of Warrenton
Planning and Building Department
PO Box 250
225 S. Main Street
Warrenton, Oregon 97146**

**Phone: 503-861-0920
Fax: 503-861-2351**

MAP INSTRUCTIONS AND CHECKLIST

A Site Plan Map, which shows all existing and proposed structures and parking areas, must accompany this application. The following checklist identifies the specific information which should be included on this map.

- ___ Title the map "Commercial Site Design".
- ___ The map may be drawn on 8 ½ x 11 or 8 ½ x 14 inch white paper.
- ___ Township, Range, Section and Tax Lot number of the subject property(ies) shall be included.
- ___ North arrow, date, and map scale in one inch intervals (1" = 20') shall be noted.
- ___ Shape, dimensions, and square footage of the parcel shall be shown. Draw the property line with a solid black line and label adjacent street(s), if any.
- ___ Identify existing and proposed easements with a dotted line.
- ___ Identify the location and direction of all water courses and drainage ways, as well as the location of the 100-year floodplain, if applicable.
- ___ Illustrate all existing buildings and their sizes.
- ___ Illustrate all proposed new construction with dashed lines (include dimensions).
- ___ Illustrate parking area with number of spaces and access drive areas. If off-street parking is to be provided, even in part, on another property, please show its location on your site plan map, and attach a copy of the parking easement or agreement from the adjoining property owner.
- ___ Illustrate the entrance and exit points to the property, pattern of traffic flow, loading and unloading area, sidewalks and bike paths.

- ___ Illustrate the existing or proposed location, height, and material of all fences and walls.
- ___ Illustrate existing or proposed trash and garbage container locations, including type of screening.
- ___ Name of the person who prepared the map.
- ___ Location, type and height of outdoor lighting.
- ___ Location of mailboxes if known.
- ___ Locations, sizes, and types of signs (shall comply with Chapter 16.144 of the Warrenton Development Code).
- ___ Map shall show entire tax lot plus surrounding properties.
- ___ Identification of slopes greater than 10%.
- ___ location, condition and width of all public and private streets, drives, sidewalks, pathways, right-of-ways, and easements on the site and adjoining the site.
- ___ Identify designated flood hazard area(s).
- ___ Show wetland and riparian areas, streams and/or wildlife areas.
- ___ Any designated historic and cultural resources areas on the site and/or adjacent parcels or lots.
- ___ Location, size and type of trees and other vegetation on the property.