

**CITY OF WARRENTON  
PLANNING AND BUILDING DEPARTMENT**

**INDUSTRIAL SITE DESIGN  
APPLICATION**

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

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

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. An industrial 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.

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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: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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:

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2. Describe what type of business, commodity sold or manufactured, or service being proposed.

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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 existing businesses? \_\_\_\_\_

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

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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.

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5. Availability of services: City water \_\_\_\_\_, City sewer \_\_\_\_\_

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

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

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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? \_\_\_\_\_

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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. \_\_\_\_\_

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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 2, Section 2.10 (General Industrial)? \_\_\_\_\_

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15. Orientation of proposed building(s) (see Section 3.04.1 in the Warrenton Development Code) \_\_\_\_\_

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

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**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**

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**MAP INSTRUCTIONS AND CHECKLIST**

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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 "Industrial 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 3.7 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.