



City of Tangent
P.O. Box 251
Tangent, OR 97389

Form 03-B-7
February 16, 2024
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APPLICATION FOR SITE PLAN REVIEW

(FOR CITY'S USE)

Date

Received: _____

Application Date _____

Fee

Deposit: _____

File

No.: _____

APPLICANT(S) INFORMATION

Name:

Address:

Primary Daytime Phone: _____ Message Phone: _____

Email Address: _____

Property Owner (if Different from Applicant): _____

SUBJECT PROPERTY INFORMATION

Street Address:

Assessor's Map: _____ Tax Lot: _____ Zoning: _____

Existing

Structures: _____

Site Area (in acres or square feet): _____

Current Use(s) of the Property: _____

City Hall
32166 Old Oak Dr.
Tangent OR 97389

www.TangentOR.gov
Phone: 541-928-1020
Fax: 541-928-4920

Office Hours
Monday – Friday
9:00 A.M. – 4:00 P.M.

Describe the Proposed Use or Development: _____

Applicants are encouraged to review the underlying zone and applicable development standards, such as building height, lot coverage, landscaping, etc. prior to submittal.

The Tangent Land Development Code (LDC) is available at City Hall, and on line at www.TangentOR.gov.

Applications for land divisions or land use requests that require a site plan shall be consistent with this section. Three legible hard copies, including 3 11x17 inch site plans, and one electronic copy of all application materials, if feasible, should be submitted for staff's determination of whether the application is complete. All applications shall be accompanied by a completed City application form and fee deposit as established by the City Council.

Once the application is deemed complete, the applicant may be requested to submit 8 legible copies of a site plan, and supplementary data for reproduction and distribution purposes. **Drawings shall indicate clearly and with full dimensioning the following information, as applicable,** for all existing and proposed development. It is understood that some of the requested information may not apply to every application. The City Manager or their designee may waive non-applicable information.

- (1) The names of the owner(s) and applicant if different, and the name and address of project designer, engineer, surveyor, and/or planner.
- (2) The property address or geographic location and the Assessor Map number and Tax Lot number.
- (3) The date, scale and northpoint. Scale shall be one inch equal to a multiple of ten feet (e.g., 1 inch equals 10, 20, 30, 40, 100 feet, etc.).
- (4) A vicinity map showing properties within the notification area and roads. An Assessor Map, with all adjacent properties, is adequate.
- (5) Lot boundary dimensions and gross area of the subject property.
- (6) The location, size, height and uses for all existing and proposed buildings.
 - (a) **Existing Buildings**
 - o Exterior dimensions.
 - o Interior walls, windows, location of interior and exterior doors.
 - o Illustration of any proposed changes to the above.
 - o Site plans conforming to the Tangent Public Works Construction and Design Standards shall be submitted per Section 1.15, Drawing Requirements, for any required or proposed site improvements.

(b) New Building Construction

- Must conform with the Tangent Public Works Construction and Design Standards. Site plans shall be submitted per 1.15, Drawing Requirements.
- (7) Yards, open space and landscaping, areas of hard surfacing or impervious cover..
- (8) Walls and fences: location, height and materials.
- (9) Off-street parking: location, number of spaces, dimensions of parking area and internal circulation patterns for vehicles as well as bicycles.
- (10) Access: pedestrian, vehicular, loading, service, points of ingress and egress.
- (11) Signs: location, size, height and means of illumination.
- (12) Loading: location, dimension, number of spaces, internal circulation, waste storage and removal areas.
- (13) Lighting: location and general nature, hooding devices.
- (14) The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;
- (15) Topographic features including existing and proposed grades, trees, and vegetation. (Water systems, drainage systems, sewage disposal systems and utilities.
- (16) Water systems, drainage systems, sewage disposal systems and utilities.
- (17) Drainage ways, water courses, known or mapped wetlands, potential natural resource or hazard areas, including any areas identified as subject to a 100-year flood, areas subject to high water table, and areas mapped by the City, County or State as having a potential for geologic hazards.
- (18) Other information, as determined by the Planning Official. The City may require studies or exhibits prepared by qualified professionals to address specific site features
- (19) A written narrative shall accompany the site plan demonstrating how the application conforms with the applicable decision criteria for the specific application type, and also describing:
 - (a) The number of people that will occupy the site including family members, employees or customers.
 - (b) The number of generated trip-ends per day from each mode of travel by type: employees, customers, shipping, receiving, etc. A Traffic Impact Study may be required for some developments in conformance with Section 5.122(1)(f).
 - (c) Time of operation, where appropriate. Including hours of operation, days of the week and number of work shifts.
 - (d) Specifications of the type and extent of emissions, potential hazards or nuisance characteristics generated by the proposed use. The applicant shall accurately specify the extent of emissions and nuisance characteristics relative to the proposed use. Misrepresentation or omission of required data shall be grounds for denial or termination of a Certificate of Occupancy.
Uses, other than residential uses, that possess nuisance characteristics or those potentially detrimental to the public health, safety and general welfare of the community including, but not limited to; noise, water quality, vibration,

smoke, odor, fumes, dust, heat, glare or electromagnetic interference, may require additional safeguards or conditions of use as required by the Planning Commission or City Council.

All uses shall comply with the applicable standards and regulations of local, state or federal agencies having regulatory jurisdiction. City approval of a land use application, shall be conditional upon evidence being submitted to the City indicating that the proposed activity has been approved by the regulatory agencies having jurisdiction on an issue.

(e) Such other data or information as may be necessary to permit the deciding authority to make the required findings. The City may require studies or exhibits prepared by qualified professionals to address specific site features (e.g. traffic, noise, environment features, natural hazards, etc.), in conformance with the Tangent Development Code.

(f) Whenever possible, electronic versions of all application materials shall be submitted with the materials and information required by this section.

In addition to a complete site plan, please provide a written discussion of the following applicable decision criteria from LDC 2.400(2).

Site Plan Review Decision Criteria

The purpose of the site plan review procedures is to correlate the Code standards and requirements with the specific site conditions and proposed uses through a comprehensive review process to assure that developments are in conformance with the City's applicable land use regulations. A Site Plan Review is required for all new commercial or industrial developments and for existing commercial or industrial developments where a change of use or expansion of existing use is proposed.

Decision Criteria. After an examination of the site plan materials, as pre-requisite for approval, the city must make the following findings. **The burden of proof is upon the applicant to demonstrate conformance with these decision criteria.** Misrepresentation or omission of required data shall be grounds for denial and withholding of occupancy or future development approvals:

(a) The proposed development or use complies with the standards of the land use zone and does not conflict with city codes and ordinances that are applicable to the application.

(b) The proposed development or use does not have an adverse impact on transportation facilities, including existing streets and pedestrian, bicycle and vehicular safety. Future street right-of-ways identified in the TTSP are protected.

(c) Proposed signs or lighting will not, by size, location, color or operation, have an have an adverse impact on traffic, limit visibility or have an adverse impact on adjacent properties.

(d) Water, wastewater disposal and utilities are available and have the capacity to serve the proposed development or use.

(e) The proposed development or use does not have an adverse impact on drainage-ways and required drainage facilities are provided that have the capacity to serve the proposed development or use.

(f) Emissions and potential nuisance characteristics from the proposed development or use will not have an adverse impact on adjacent properties and potential adverse impacts on adjacent properties have been mitigated to the maximum extent possible.

(g) The proposed development or use does not conflict with the standards of other regulatory agencies having jurisdiction.

(h) The site is in compliance with prior land use decisions and conditions of approval.

PLEASE SUBMIT ELECTRONIC COPIES OF ALL APPLICATION MATERIALS IF POSSIBLE

REQUIRED SIGNATURES

I HEREBY CONSENT TO THE City of Tangent, accepting and processing this land use application for the purposes of reviewing the proposal as represented in the application as submitted.

Applicant

Date

Property Owner (If different than applicant)

Date

Additional Property Owner (If different than applicant)

Date

City Hall office hours are 9 a.m. to 4 p.m. The address is 32166 Old Oak Drive, Tangent, Or 97389. Mail should be sent to P.O. Box 251, Tangent, OR 97389. Email can be directed to the Tangent City Manager at jsamaniego@tangentor.gov.