

## SITE PLAN REVIEW APPLICATION INFORMATION

### STEP-BY-STEP INSTRUCTIONS

1. Pick up application and information material.
2. Request a pre-application conference with the office staff to go over your project, the application process, and site plan requirements. This requires a \$250 (credited to application filing fee if filed within 6 months).
3. Completely fill out and sign the application.
4. Prepare a site plan that includes everything on the checklist provided with this material.
5. Submit the application and at least 10 copies of the site plan.
6. You may be asked for more complete or additional information before your application can be deemed complete. Please respond with this information as soon as possible.
7. If requested to attend an internal Site Team review of your proposal, it is to your advantage to attend, although you are not required to do so. The internal Site Team is made up of the City Administrative staff, the Fire Chief, and Public Works staff.
8. If the application is filed by an authorized agent of the affected property owner, a written copy of such authorization must be submitted.
9. Submit a filing fee, which is nonrefundable, of \$200 (under 200 sq.ft.), \$600 (over 200 sq.ft), \$500 for any size in the Single Family Residential Zone.
10. If the estimated cost of the project, including labor, materials, incidentals, is expected to exceed \$3000, the applicant shall have the property surveyed by a registered professional surveyor, locating by appropriate monuments all corners, and submit a diagrammatic plan with the Site Plan Review application describing and showing the location of the present and proposed improvements on said property.
11. Attend the Public Hearing, held by the Planning Commission, concerning your application for a Site Plan Review. Your application may be approved, approved with conditions, or denied by the Planning Commission.
12. Once the City of Burns has approved and signed off on the site plan, the applicant may apply for a building permit at the Harney County Planning Department, 450 N. Buena Vista, Burns, Oregon.
13. Upon the completion of the project, the building inspector will not issue a Certificate of Occupancy until the City of Burns has inspected the completed project.

**NOTICE: IF YOUR PROJECT IS LOCATED IN THE FLOOD ZONE, FEMA WILL REQUIRE 3 ELEVATION CERTIFICATES WHETHER YOU CARRY FLOOD INSURANCE OR NOT. THEY WILL REQUIRE ONE FOR THE PRE-CONSTRUCTION, ANOTHER ONE FOR DURING CONSTRUCTION (FOUNDATION) AND ONE FOR THE FINISHED CONSTRUCTION. THEREFOR, YOU MUST PROVIDE THE CITY OF BURNS WITH ALL 3 ELEVATION CERTIFICATES.**

**SITE PLAN REVIEW APPLICATION INFORMATION**  
**SITE PLAN CHECKLIST**

- \_\_\_\_\_ Plan must be to scale.
- \_\_\_\_\_ Lot dimensions.
- \_\_\_\_\_ Location, size, and height of all existing and proposed buildings.
- \_\_\_\_\_ Set backs from all property lines and distances between existing and proposed buildings.
- \_\_\_\_\_ Location and dimensions of all driveways and parking areas.
- \_\_\_\_\_ Number of parking spaces and internal traffic circulation pattern.
- \_\_\_\_\_ Size and location of existing and proposed curb openings(access from street to property), and distance to curb openings on adjacent property.
- \_\_\_\_\_ All points of entrance and exit for pedestrians and vehicles.
- \_\_\_\_\_ General nature and location of all exterior lighting.
- \_\_\_\_\_ Outdoor storage and activities, and height and type of screening.
- \_\_\_\_\_ Conceptual drainage and grading plan.
- \_\_\_\_\_ Location , size, height, material and method of illumination of existing and proposed signs.
- \_\_\_\_\_ Location of existing utilities, easements, and rights of way.
- \_\_\_\_\_ Location, size, and use of anything proposed underground, i.e. storage tanks, septic systems, Heat transfer coils, etc.
- \_\_\_\_\_ Location of existing fire hydrants.
- \_\_\_\_\_ Location and dimension of all areas devoted to landscaping, and a general description of Proposed planting and materials, i.e. trees, rocks, shrubs, flowers, bark.

**CITY OF BURNS  
COMMUNITY DEVELOPMENT**

242 S. Broadway Burns, Oregon 97720  
(541) 573-5255

**SITE PLAN APPLICATION**

<b>OFFICIAL USE ONLY</b>
<b>FEES: SEE FEE SCHEDULE</b>
DATE RECEIVED: _____
ACCEPTED AS COMPLETE: _____
DECISION BY: _____

The burden of proof for approval of an application rests with the applicant. You must provide documentation regarding the property and application criteria in sufficient detail and accuracy to enable the department to find that your application complies with the approval criteria.

\_\_\_\_\_

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Map & Lot Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Currently Zoned: \_\_\_\_\_

Setbacks:      Required:      Proposed:

Front:              \_\_\_\_\_              \_\_\_\_\_

Rear:                \_\_\_\_\_              \_\_\_\_\_

Side:                \_\_\_\_\_              \_\_\_\_\_

Side Adjacent  
to a Street:        \_\_\_\_\_              \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FLOOD ZONE / DRAINAGE:**

Is the property located in a flood zone \_\_\_\_ Yes \_\_\_\_ No, If yes what flood zone \_\_\_\_\_

Elevation certificate required \_\_\_\_ Yes \_\_\_\_ No

Is site drainage required \_\_\_\_ Yes \_\_\_\_ No, if yes what type of drainage will be put in place?

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**\*\*If new utility services are needed please complete a Permit A application as well\*\***

**Public Utilities:**

Water Service: \_\_\_\_ New \_\_\_\_ Existing \_\_\_\_ Not Applicable

Sewer Service: \_\_\_\_ New \_\_\_\_ Existing \_\_\_\_ Not Applicable

Location of nearest fire hydrants: \_\_\_\_\_

Is a new fire hydrant required \_\_\_\_ Yes \_\_\_\_ No

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**OFF STREET PARKING: (See section 4.4 of zoning ordinance for requirements)**

Existing number of off-street parking spaces available \_\_\_\_ Number of new spaces proposed \_\_\_\_

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**ACCESS:**

Are there existing sidewalks on the property \_\_\_\_ Yes \_\_\_\_ No

Are new sidewalks required \_\_\_\_ Yes \_\_\_\_ No

Property will be accessed from what street: \_\_\_\_\_

Are any street extensions/improvements required \_\_\_\_ Yes \_\_\_\_ No, if yes describe necessary extensions/improvements \_\_\_\_\_

Is an ODOT access Permit required \_\_\_\_ Yes \_\_\_\_ No

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**OTHER:**

Is landscaping required \_\_\_\_ Yes \_\_\_\_ No, if yes please include in detail all landscaping on siteplan drawing.

Describe all proposed lighting: \_\_\_\_\_

Describe any proposed Fences: \_\_\_\_\_

Is any signage being proposed with the project \_\_\_\_ Yes \_\_\_\_ No, if yes complete sign application.

Are there any existing deed Restrictions on the property: \_\_\_\_ Yes \_\_\_\_ No, if yes please provide

copy of deed showing restrictions. (This information can be found at the Harney County Clerks Office)

Are there any existing easements on the property: \_\_\_\_ Yes \_\_\_\_ No, if yes please provide a copy of all existing easements. (This information can be found at the Harney County Clerks Office)

Any additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As the applicant(s) and/or owner(s) of the property described above, I/we realize that this application rests upon the above answers and accompanying data, and do hereby affirm and certify under penalty of perjury that the foregoing statements and answers are in all respects true and correct to the best of my/our knowledge.

**APPLICANT(S):**

_____ (Printed Name)	_____ (Signature)	_____ (Date)
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_____ (Printed Name)	_____ (Signature)	_____ (Date)
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**OWNER(S):**

_____ (Printed Name)	_____ (Signature)	_____ (Date)
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_____ (Printed Name)	_____ (Signature)	_____ (Date)
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**COMMUNITY DEVELOPMENT REVIEW TEAM:**

_____ (Land Use Clerk)	_____ (Signature)	_____ (Date)
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_____ (Fire Chief)	_____ (Signature)	_____ (Date)
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_____ (Public Works Director)	_____ (Signature)	_____ (Date)
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