

# Development Review Application

**PROPERTY OWNER/CONTRACT PURCHASER (as listed on deed OR purchase contract):**

*Copy of purchase contract must be included with submittal for application to be accepted.*

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

**PROPERTY OWNER/CONTRACT PURCHASER (as listed on deed OR purchase contract):**

*Copy of purchase must be included with submittal for application to be accepted.*

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

**PROJECT CONTACT:**

NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

**SITE INFORMATION:**

ZONING DISTRICT: \_\_\_\_\_  
TAX MAP AND LOT(S): \_\_\_\_\_  
SITUS ADDRESS (enter "unaddressed" if none): \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
TOTAL AREA – SQUARE FEET: \_\_\_\_\_ ACREAGE: \_\_\_\_\_ LOT PERIMETER: \_\_\_\_\_  
INDICATE THE PEARL IN WHICH THE SITE IS LOCATED, OR WRITE NONE: \_\_\_\_\_

**PROJECT INFORMATION:**

*STRUCTURES –*  
TOTAL # OF STRUCTURES: \_\_\_\_\_  
USE(S) OF EACH STRUCTURE: \_\_\_\_\_  
\_\_\_\_\_  
HEIGHT OF EACH STRUCTURE: \_\_\_\_\_  
\_\_\_\_\_  
# OF DWELLING UNITS: \_\_\_\_\_ # OF STUDIO/1-BEDROOM: \_\_\_\_\_ # OF 2- OR 3-BEDROOM: \_\_\_\_\_  
TYPES OF COMMERCIAL USES AND SQUARE FOOTAGES OF EACH: \_\_\_\_\_  
\_\_\_\_\_  
# OF SEATS EATING/DRINKING ESTABLISHMENT: \_\_\_\_\_



BRIEF DESCRIPTION OF PROJECT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*DESIGN STANDARD ADJUSTMENTS –*

List the subsection for each design standard adjustment being requested. Then, in the written narrative, each requested design standard adjustment listed below must be justified when addressing LCMC Chapter 17.74 and Section 17.77.010.

Adjustment from LCMC 17.74. \_\_\_\_\_  
Adjustment from LCMC 17.74. \_\_\_\_\_  
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Adjustment from LCMC 17.74. \_\_\_\_\_

*OFF-STREET PARKING AND LOADING –*

TOTAL OFF-STREET PARKING SPACES REQUIRED: \_\_\_\_\_  
TOTAL OFF-STREET PARKING SPACES PROVIDED: \_\_\_\_\_  
TOTAL STANDARD SPACES: \_\_\_\_\_ TOTAL COMPACT SPACES: \_\_\_\_\_  
TOTAL LOADING SPACES REQUIRED: \_\_\_\_\_  
TOTAL LOADING SPACES PROVIDED: \_\_\_\_\_  
TOTAL RV/BUS PARKING SPACES REQUIRED: \_\_\_\_\_ PROVIDED: \_\_\_\_\_  
TOTAL BICYCLE PARKING SPACES REQUIRED: \_\_\_\_\_ PROVIDED: \_\_\_\_\_

*LANDSCAPING AND IMPERVIOUS SURFACES –*

TOTAL # TREES REQUIRED: \_\_\_\_\_ PROVIDED: \_\_\_\_\_  
TOTAL # SHRUBS REQUIRED: \_\_\_\_\_ PROVIDED: \_\_\_\_\_  
SQUARE FOOTAGE LANDSCAPING REQUIRED: \_\_\_\_\_ PROVIDED: \_\_\_\_\_  
MAXIMUM SQUARE FOOTAGE IMPERVIOUS SURFACE ALLOWED: \_\_\_\_\_  
SQUARE FOOTAGE OF IMPERVIOUS SURFACE PROVIDED: \_\_\_\_\_  
PLANTINGS MUST BE ONE, OR A COMBINATION OF, THE FOLLOWING: (check all that apply)

- \_\_\_\_\_ Native to the Pacific Northwest
- \_\_\_\_\_ Selected from Lincoln City’s Guide to Landscape Selections
- \_\_\_\_\_ Suitable for site conditions as certified by a written and signed statement from a landscape architect licensed in the state of Oregon or a landscape nursery person

*SOLID WASTE/GARBAGE/TRASH/RECYCLING STORAGE AREA –*

DIMENSIONS: \_\_\_\_\_  
SQUARE FOOTAGE: \_\_\_\_\_  
METHOD OF SCREENING (INCLUDE HEIGHT AND TYPES OF MATERIALS): \_\_\_\_\_  
\_\_\_\_\_

*MECHANICAL EQUIPMENT –*

# OF ROOFTOP MECHANICAL UNITS: \_\_\_\_\_

HEIGHT OF EACH: \_\_\_\_\_

METHOD OF SCREENING: \_\_\_\_\_

# OF GROUND-MOUNTED MECHANICAL UNITS: \_\_\_\_\_

METHOD OF SCREENING: \_\_\_\_\_

**NOTE: GROUND-MOUNTED MECHANICAL UNITS ARE LIMITED TO THE SIDES OR REARS OF BUILDINGS.**

**NOTE: STANDPIPES, METERS, VAULTS, AND SIMILAR SHALL NOT BE ON A FRONT ELEVATION.**

**AT A MINIMUM, THE SUBMITTAL SHALL INCLUDE THE FOLLOWING:**

*EXISTING CONDITIONS PLAN: (The Existing Conditions Plan MUST be its own separate sheet, NOT combined with any other plan sheets.)*

- \_ North arrow, scale, date of plan
- \_ Vicinity map
- \_ Entire site, including square footage of each tax lot, interior and exterior property lines dimensioned
- \_ Tax map and lot number(s) of the site labeled
- \_ Points of existing access, interior streets, driveways, parking areas, with labels and dimensions
- \_ Location of all existing buildings, structures, fences, retaining walls, etc.
- \_ Label all existing buildings, structures, fences, retaining walls, etc. and indicate Remove or Remain
- \_ Existing right-of-way and street improvements, dimensions, and street names
- \_ Existing topographical information, showing 2-foot contours
- \_ Location, dimensions, types identified of existing public and private utilities and easements
- \_ Flood Zone (if none, indicate accordingly by note on the plan)
- \_ Significant Riparian (if none, indicate accordingly by note on the plan)
- \_ Significant Wetlands (if none, indicate accordingly by note on the plan)
- \_ Bluff Erosion Hazard zones (if none, indicate accordingly by note on the plan)
- \_ Aesthetic Resource (if none, indicate accordingly by note on the plan)
- \_ Existing trees, vegetation, and landscaping
- \_ Any other existing features on the site

*SITE PLAN:*

- \_ North arrow, scale, date of plan
- \_ Entire site, including square footage of each tax lot, interior and exterior property lines dimensioned
- \_ Label the site's tax map and lot number(s)
- \_ Points of access, interior streets, driveways, parking areas, drive aisles, all dimensioned and labeled
- \_ Location and use of proposed structures and buildings, all dimensioned and labeled
- \_ Location, height, type of material all proposed fences and retaining walls
- \_ Dimensions and location of all improvements, setbacks, parking spaces, clear-vision areas, etc.
- \_ Proposed right-of-way dedication (if none, indicate accordingly by note on the plan)
- \_ Location and type of any areas dedicated to city (if none, indicate accordingly by note on the plan)
- \_ Location, dimensions, types of existing and proposed public and private utilities and easements

- \_ Location of existing and proposed fire hydrants
- \_ Flood Zone (if none, indicate accordingly by note on the plan)
- \_ Significant Riparian (if none, indicate accordingly by note on the plan)
- \_ Significant Wetland (if none, indicate accordingly by note on the plan)
- \_ Bluff Erosion Hazard zones (if none, indicate accordingly by note on the plan)
- \_ Aesthetic Resource (if none, indicate accordingly by note on the plan)
- \_ Existing buildings, structures, fences, and retaining walls that will remain
- \_ Existing trees that will remain
- \_ Site plan shall not show any existing building, structures, fences, walls, trees to be removed
- \_ Show the direct connection between the primary entrance and public sidewalk
- \_ Distance between primary entrance and public right-of-way

*OFF-STREET PARKING, LOADING, AND CIRCULATION PLAN: (see LCMC Chapter 17.56)*

- \_ Parking layout, dimensions of stalls, drive aisle locations and dimensions, directional arrows
- \_ Location and dimensions of accessible parking spaces
- \_ Location and dimensions of RV/bus parking spaces
- \_ Driveway approaches, dimensions, directional arrows, clear-vision areas
- \_ Location and dimensions of loading spaces
- \_ Location and dimensions of bicycle parking spaces
- \_ Location, height, and total number of parking lot light poles
- \_ Location and dimension of parking landscape islands
- \_ Location and dimensions of parking lot perimeter landscape buffers
- \_ Location and dimensions of wheel stops and curbing
- \_ Identification of types of surfacing (asphalt, concrete, pervious asphalt, pavers, etc.)
- \_ Identification and dimensions of pedestrian crossing areas and accessible routes to the public way and building entrances

*LANDSCAPE PLAN: (see LCMC Chapter 17.55)*

- \_ Notation of total gross area of the site
- \_ Notation of the percentage of the total gross area of the site landscaped with live vegetation
- \_ Three distinct and separate landscape areas labeled, dimensioned, and square footage of each
- \_ Location of trees (either existing to remain or to be planted) totaling one/20 feet lot perimeter
- \_ Location of shrubs (either existing to remain or to be planted) totaling one/10 feet lot perimeter
- \_ Location and type of living ground cover in each of the three separate landscape areas
- \_ Parking landscape island locations, dimensions, type of tree in each
- \_ Table with name of each plant to be planted, total number of each plant to be planted, size at time of planting per LCMC 17.55.050.A.4
- \_ Location and identification of type of proposed nonliving ground cover materials per LCMC 17.55.040.C
- \_ Notes regarding selection of materials, preparation, and installation per LCMC 17.55.050
- \_ Irrigation and maintenance per LCMC 17.55.060
- \_ Location and dimensions of clear-vision areas per LCMC 17.55.070 and 17.52.060
- \_ Location and type of any living landscaping as screening per 17.55.080

- \_ Location, dimensions, square footage of common open space areas (if multi-unit residential or attached single-unit dwelling development)
- \_ Location and type of amenities provided in the common open space areas (if multi-unit residential or attached single-unit dwelling development)
- \_ Pedestrian spaces, square footage, dimensions, amenities (if development is anything other than multi-unit residential)

*EXTERIOR LIGHTING PLAN: (see LCMC Section 17.52.150)*

- \_ Location and height of proposed light poles (if none proposed, note accordingly)
- \_ Luminance at the property line
- \_ Luminance of outdoor sales displays, outdoor storage areas, service station canopies, similar areas
- \_ Luminance of parking lots
- \_ Illumination limits for proposed wall washing (if none proposed, note accordingly)
- \_ Proposed lighting for pedestrian ways and building entrances, type, location, foot-candles
- \_ Locations, types, sizes, heights of all exterior lighting fixtures
- \_ Cut sheets of proposed exterior lighting fixtures
- \_ Photometric plan analysis
- \_ The Exterior Lighting Plan, Photometric Plan Analysis, and Cut Sheets submittal may be deferred to the building permitting stage at the discretion of the Planning & Community Development Director. Please sign this line if a deferral of these items is requested, acknowledging that all required exterior lighting items will be including with the submittal of the building permit application: \_\_\_\_\_

*TREE PROTECTION AND REPLACEMENT PLAN:*

- \_ Identification of location, size, health, and species of existing trees
- \_ Statement that any trees proposed for removal will be identified by a method obvious to city staff, such as tagging, painting, or flagging, in addition to clear identification on construction plans
- \_ Detailed description and map of proposed tree replacement, including number, size, species, and proposed locations
- \_ Method of tree protection for the preserved trees during clearing and construction

*STREETS AND RIGHT-OF-WAY IMPROVEMENTS:*

- \_ Location and dimensions of required sidewalk, curb, gutter improvements
- \_ Location and section of pavement improvements

*PRELIMINARY UTILITY PLAN:*

- \_ Location and size of existing and proposed water main lines, service lines, and system features
- \_ Location and size of existing and proposed sanitary sewer main lines, service lines, and pump stations

*PRELIMINARY GRADING PLAN:*

- \_ Existing and proposed grading (excavating/cutting and filling), including proposed contours
- \_ Existing and proposed stormwater detention, treatment, and drainage features and facilities

*ARCHITECTURAL ELEVATIONS: (all information required on every elevation)*

- \_ Entrances labeled
- \_ Length of building along street frontage
- \_ Width of building
- \_ Height
- \_ Label with both the direction and the orientation (example: front west elevation, rear east elevation, side north elevation, side south elevation)
- \_ Percent of transparent windows adjacent to public right-of-way
- \_ Square footage of every individual wall plane
- \_ Length of each façade/individual wall plane
- \_ Depth of recesses or projections of each wall plane
- \_ Dimensions of pedestrian shelters and weather protection
- \_ Depth of upper floor setbacks
- \_ Identify and label parapets, gables, towers, design elements
- \_ Identify and label bay windows, roof decks, balconies, bevel, notch, or rounded corners
- \_ Include a note stating the type of primary roof form
- \_ Include a note stating the type of secondary roof form
- \_ State the roof pitch on each elevation
- \_ Identify and label the types of changes in plane
- \_ Label the base, body, and cap of each wall plane if the building is over 25 feet in height
- \_ Label the 30-inch mark and the 80-inch mark above sidewalk grade on each ground-floor plane
- \_ Label the percentage of transparency between the 30- and 80-inch mark
- \_ Identify the color and types of materials of exterior building materials and roof
- \_ Identify and label, with dimensions, the required building form elements (only for multi-unit residential) (see 17.74.130.C)

*WRITTEN NARRATIVE:*

- \_ Narrative must address, in detail, every applicable chapter and section of Title 17

*SUPPLEMENTAL DOCUMENTS, AS APPLICABLE:*

- \_ Floodplain Development Permit Application and Elevation Certificate
- \_ Geologic Hazard Report
- \_ Wetlands Delineation Report
- \_ Traffic Impact Study
- \_ Other studies or reports identified as needed by the Planning & Community Development Director

\_\_\_\_\_My/our initials indicate that this application includes all applicable attachments listed above and that the Development Review Application will not be accepted by Lincoln City Planning and Community Development for processing unless/until all applicable attachments are submitted.

I (We) hereby declare under penalty of perjury under the laws of the State of Oregon that the foregoing information is true, complete, and accurate. I (We) have read and fully understand, and agree to meet, all requirements for the proposed development as outlined in Lincoln City Municipal Code and reflected in this application. I (We) acknowledge that it is our responsibility to know all applicable codes, rules, regulations, and standards, and to design, develop, and construct the project in compliance with all applicable codes, rules, regulations, and standards.

I (We) acknowledge that providing false information in the application shall be a violation and grounds to deny the application and void the approval.

**SIGNATURES:**

*Stephanie Reid*

*11/14/2022*

\_\_\_\_\_  
Property Owner/Contract Purchaser (signature required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner/Contract Purchaser (signature required)

\_\_\_\_\_  
Date

- *All property owners listed on the deed must sign the application.*
- *All contract purchasers listed on the purchase contract must sign the application.*
- *If contract purchasers are individuals other than the property owners shown on the deed, all property owners listed on the deed as well as all contract purchasers listed on the purchase contract must sign the application.*
- *Add additional signatures and dates below, if necessary, to ensure that all property owners and contract purchasers have signed the application.*