

# Design Review

## *Application Review for Development*



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The Design Review process looks at the various details of the development and the regulations provided in the Umatilla County Development Code (UCDC). The following is an excerpt from the UCDC that shows the requirements of a Design Review application.

### **§ 152.249 DESIGN REVIEW.**

(A) An application for a zoning permit for a use permitted in § 152.246 of this chapter shall be accompanied by a site plan.

(B) The Planning Director or his authorized agent shall review the site plan for completeness and compliance with the following requirements:

(1) The site plan shall consist of the following:

(a) An accurate map showing property lines, dimensions and location of buildings on the property both existing and proposed;

(b) Drawn at a scale no smaller than 1" = 100';

(c) Access points to county or state roads;

(d) Names of the owner and developer of the site.

(2) The Planning Director or his authorized agent may require landscaping around the building(s) or the property lines to insure conformance with county policies;

(3) Applicable standards listed in this chapter for access parking lots and spaces, off-street parking, loading requirements, setbacks, signs, vision clearance, and other standards which may now or hereafter be enacted.

### **PROCESSING THE APPLICATION**

Complete the attached form and a Zoning Permit application and submit to the Planning Office.

### **FEES**

Design Review application - \$350.00, which includes the cost of a zoning permit.

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It is the responsibility of the applicant to submit a complete application with all necessary attachments. Planning staff can refuse an incomplete application.

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Packets\Application\_Design Review\_December 2023

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# Design Review

Provide the details of the development as specified.

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1. **Development Description.** Provide a detailed description of the proposed development.

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2. Buildings on the property.

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3. Current use of the property:

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4. Does the Property reside in a Floodplain?  
If so, a Floodplain Development Permit  
will need to be completed prior to  
construction.

- No, the Property is not in a floodplain.  
 Yes, the Property is in a floodplain:

Zone \_\_\_\_\_

Community Number \_\_\_\_\_

Panel Number \_\_\_\_\_

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5. **ACCESS.** How is access provided to the  
Property? (i.e. provide name of road that  
directly serves the Property.) What type  
of surface does the roadway have?

*Name of Road or Lane*

\_\_\_\_\_

- Paved,  Gravel,  Dirt

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6. Will the Property need an Access Permit  
onto a County Road or State Highway?  
If so contact the County Public Works  
Department, 541-278-5424, or ODOT,  
541-276-1241.

- Yes, please contact the proper authority and  
provide a copy of the approved Access Permit.  
 An Access Permit has already been granted  
(provide a copy)

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7. **Parking Lots and Spaces.** The standard for constructing the parking lot and parking spaces is provided in UCDC 152.560 – 562. Provide a detailed site plan of the parking lot, including the number of parking spaces and traffic flow patterns.

The site plan shows details about the parking lot, the number of parking spaces and traffic flow patterns.

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8. **Off-Street Parking.** The requirements for off-street parking are provided in UCDC 152.560 (B). Typically, the number of required parking spaces is based on the public space square footage of the building plus one space per employee.

\_\_\_\_\_ building public space square footage

\_\_\_\_\_ number of employees

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9. **Loading Requirements.** Will the development have loading or unloading of passengers and/or merchandise? If so, the requirements of UCDC 152.561-562 will be applied.

Yes, loading and unloading of passengers and/or merchandise will occur.

No, loading and unloading of passengers and/or merchandise will not occur.

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10. **Signs.** What types of signs will be used or modified in relation to this development proposal? UCDC 152.545 specifies the type so signs allowed in each zone. Describe the type of sign(s) and size(s) and provide diagrams per UCDC 152.548.

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11. **Setbacks.** Building setbacks are provided in each zone. Please provide distances between the proposed building and all property lines on the site plan.

The site plan shows setback distances between the building and all property lines.

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12. **Vision Clearance.** The driveway or access point onto the public roads or highway has a vision clearance area as defined in UCDC 152.003 and established in UCDC 152.011. Please provide a site plan showing the access point(s) and any obstructions that might limit a driver's vision of on-coming traffic.

The site plan shows the vision clearance area for access points onto public roads or highways.