



Site Design Review Application

Dallas Planning Department

Type II/III

Official Use Only:
 File No.: _____
 Date: _____
 Fee: _____ PAID

Site Design Review is a discretionary review conducted by the Planning Official or the Planning Commission with a public hearing when one or more adjustments to code standard(s) are proposed and such adjustments are not otherwise allowed as Class A Variances under Dallas Development Code Chapter 5.1. Site Design Review ensures compliance with the land use and development standards in Article 2, the design standards and public improvement requirements in Article 3, and other applicable regulations. A pre-application conference is required before a Type III application is submitted. Please return a completed application form with attachments, and the required fee to the Dallas Planning Department, Dallas City Hall, Second Floor, 187 SE Court Street, Dallas, Oregon 97338.

Section 1 – Applicant Information

Name(s): _____

Mailing Address: _____

Email: _____ Phone Number: _____ Cell Number: _____

Section 2 – Property Owner Information (If not applicant)

Property Owner(s): _____

Mailing Address: _____

Email: _____ Phone Number: _____ Cell Number: _____

Section 3 – Project Description

Please describe your project: _____

Site Address: _____ Total Land Area: _____

Assessor Map/Taxlot No. _____ Zoning: _____

Present Use of Property: _____

Section 4 – Application Submittal Information

Please submit one electronic copy (PDF format preferred) and one paper copy of the information listed below.

- Application Form.
- Application Fee.
- Property Deed and all existing and proposed restrictions or covenants, including those for access control.
- Narrative that addresses the relevant criteria in sufficient detail for review and decision-making (see Section 6, page 3).
- Traffic Impact Analysis when required, shall be prepared in accordance with the road authority's requirements. See Section 4.1.090, and Section 3.4.010 for relevant standards.

- Proposed Site Plan. The site plan shall contain the following information:
 - The proposed development site, including boundaries, dimensions, and gross area;
 - Features identified on the existing site analysis maps that are proposed to remain on the site;
 - Features identified on the existing site map, if any, which are proposed to be removed or modified by the development;
 - The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;
 - The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;
 - The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;
 - The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops);
 - Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails;
 - Loading and service areas for waste disposal, loading and delivery;
 - Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements;
 - Location, type, and height of outdoor lighting;
 - Location of mail boxes, if known;
 - Name and address of project designer, if applicable;
 - Locations of bus stops and other public or private transportation facilities;
 - Locations, sizes, and types of signs
- Architectural drawings. Architectural drawings showing one or all of the following shall be required for new commercial, commercial/residential, industrial and multifamily buildings, and major remodels of the same:
 - Building elevations (as determined by the City Planning Official) with building height and width dimensions;
 - Building materials, colors and type;
 - The name of the architect or designer.
- Preliminary grading plan. A preliminary grading plan prepared by a registered engineer shall be required for development sites one-half (½) acre or larger. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed. Surface water detention and treatment plans may also be required, in accordance with Section 3.4.040.
- Landscape plan. Where a landscape plan is required, it shall show the following:
 - The location and height of existing and proposed fences, buffering or screening materials;
 - The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
 - The location, size, and species of the existing and proposed plant materials (at time of planting);
 - Existing and proposed building and pavement outlines;
 - Specifications for soil at time of planting, irrigation if plantings are not drought-tolerant (may be automatic or other approved method of irrigation) and anticipated planting schedule;
 - Other information as deemed appropriate by the City Planning Official. An arborist's report may be required for sites with mature trees that are protected under Chapter 3.2. Landscape, Street Trees, Fences and Walls of this Code.
- Other information determined by the City Planning Official. The City may require studies or exhibits prepared by qualified professionals to address specific site features or project impacts (e.g., traffic, noise, environmental features, natural hazards, etc.), in conformance with this Code.

Section 5 – Signatures Required

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge:

PROPERTY OWNER(S)

Property Owner's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

APPLICANT(S)

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Section 6 – Application Review Criteria

Approval Criteria. An application for Site Design Review shall be approved if the proposal meets all of the following criteria. The City decision making body may, in approving the application may impose reasonable conditions of approval, consistent with the applicable criteria:

1. The application is complete, as determined in accordance with Chapter 4.1 - Types of Applications and Section 4.2.050, above.
2. The application complies with all of the applicable provisions of the underlying Land Use District (Article 2), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards.
3. The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with Chapter 5.2, Non-Conforming Uses and Development.
4. The proposal complies with all of the Design Standards in Article 3:
 - a. Chapter 3.1 - Access and Circulation;
 - b. Chapter 3.2 - Landscaping, Significant Vegetation, Street Trees, Fences and Walls;
 - c. Chapter 3.3 - Parking and Loading, for automobiles and bicycles;
 - d. Chapter 3.4 - Public Facilities and Franchise Utilities;
 - e. Chapter 3.5 - Signs;
 - f. Chapter 3.6 - Other Standards.
5. Existing conditions of approval required as part of a prior land use decision, including Land Divisions (Chapter 4.3), Conditional Use Permits (Chapter 4.4), Master Planned Developments (Chapter 4.5) or other approval, shall be met.

Note: Compliance with other City codes and requirements, though not applicable land use criteria, may be required prior to issuance of building permits.