



Department of Planning and Building Services
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DEVELOPMENT REVIEW

WHAT IS DEVELOPMENT REVIEW?

Development Review is a formal application process to review building and site designs for certain types of development. It is generally required for exterior modifications to, or new construction of, commercial, industrial, institutional, public and multi-family residential structures, attached single-family residential development with three or more units, and construction of any type of structure that is located in a special design district. The approval criteria for development review applications are listed in LOC 50.07.003.14.d.

PRE-APPLICATION CONFERENCE REQUIRED

A Pre-Application (Pre-App) Conference is required for all development review applications prior to submitting the land use application. The purpose of the Pre-App is to discuss the development proposal, the applicable criteria, and the requirements for completing an application. Please refer to the City's Pre-App handout for more detailed information on this process.

NEIGHBORHOOD MEETING

Following the Pre-App but prior to submitting the Land Use application, the applicant may be required to hold a neighborhood meeting to identify potential issues or conflicts regarding the proposed development [LOC 50.07.003.1.f]. The applicant will be notified at the pre-app whether a neighborhood meeting will be required. Please refer to the City's Neighborhood Meeting handout for more detailed information on this process.

APPLICATION PROCEDURE

Following the pre-app and neighborhood meeting (if required), the applicant files a complete application with the Department of Planning and Building Services using the Land Use Application form available at the department (and on our website at www.ci.oswego.or.us). The applicant also provides information and materials specified in the Pre-App Checklist. Please refer to the attached "Submittal Requirements" section for a list of the materials that are typically required for a development review application. A complete list of the required application materials for your proposal will be provided at the Pre-App.

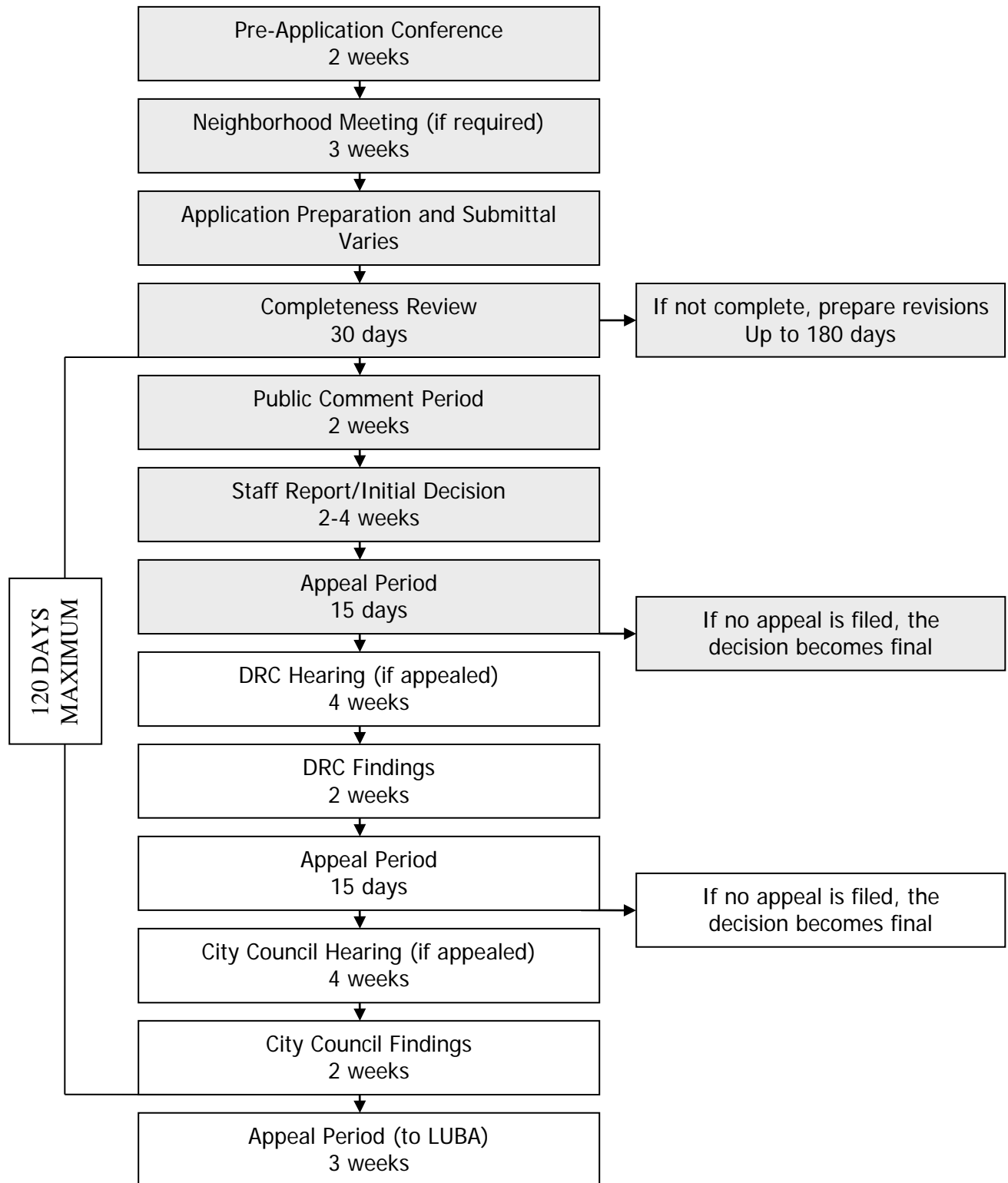
Submitted plans and attachments are routed to all concerned city departments for review. The City has 30 days to determine whether the development review application is complete. If the application is "incomplete," a letter will be sent to the applicant indicating what additional information is necessary. When an application that is reviewed administratively is deemed "complete," the City mails a Notice of Application to surrounding property owners, which begins a 14 day comment period. For applications that are reviewed by the Development Review Commission (DRC), the City mails a Notice of Public Hearing to surrounding property owners at least 20 days prior to the hearing date.

WHO MAKES THE DECISION

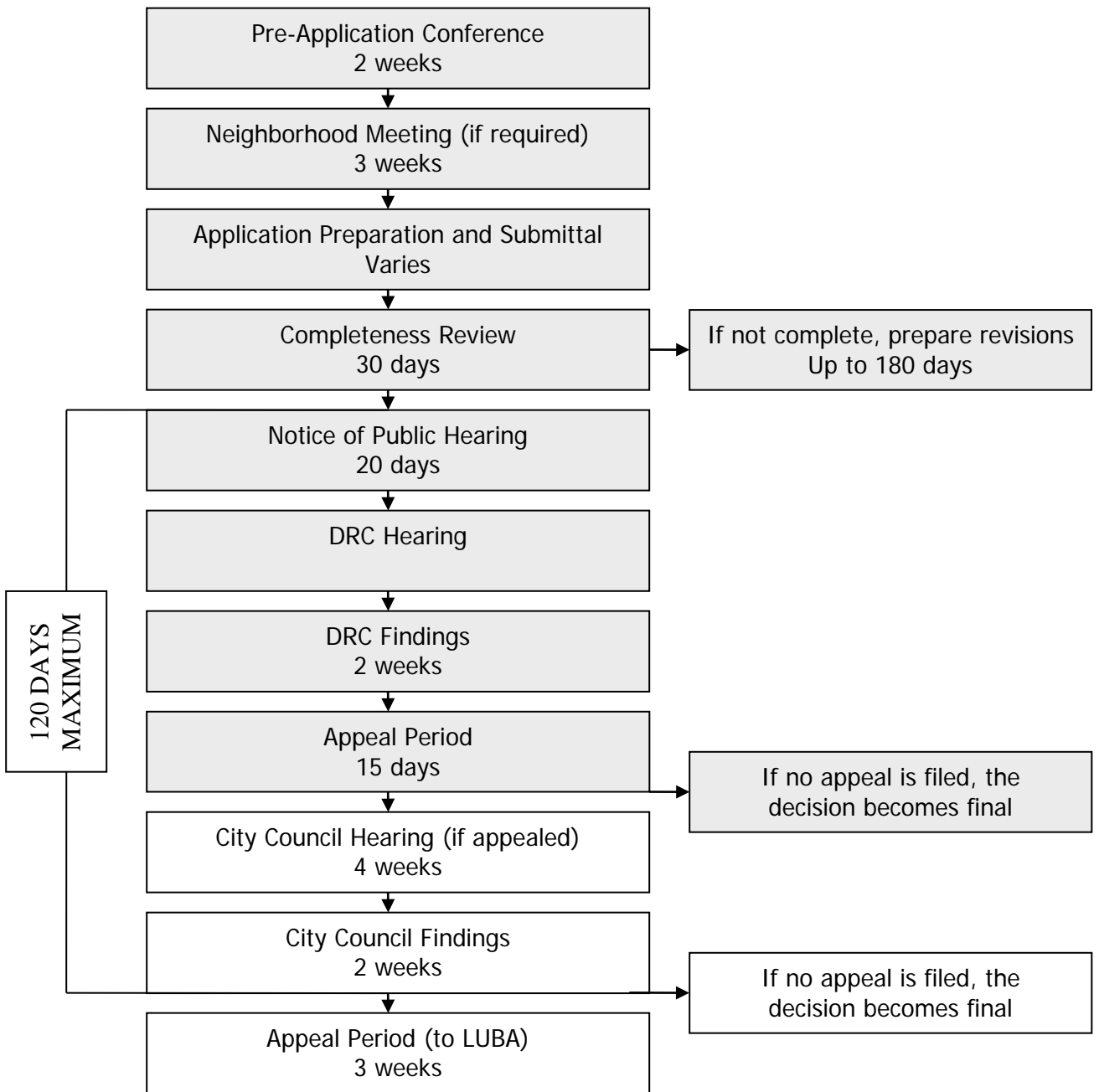
Depending on the scope and complexity of the proposal, either planning staff will make the decision on the development review application following the public comment period or the DRC will make the decision at the public hearing. The applicant will be notified which review body will make a decision on the application at the pre-app. Typically, all new commercial, industrial, institutional, public and multifamily projects are reviewed by DRC. For other projects, if staff finds that the development review request will be controversial or that there is a high likelihood that the staff decision will be appealed, staff will automatically forward the application to the DRC for a public hearing.

The application will be evaluated on the basis of the information provided by the applicant, the criteria listed in the pertinent sections of the City's Community Development Code and other codes, public comment, and inspection of the property. Appeals of the staff decision can be made to the DRC. Appeals of the DRC's decision can be made to the City Council. The following flow charts identify the typical review process for development review applications that are reviewed administratively and by the DRC; however, special circumstances may increase certain processing times.

DEVELOPMENT REVIEW PROCESS (ADMINISTRATIVE DECISION)



DEVELOPMENT REVIEW PROCESS (PUBLIC HEARING)



SUBMITTAL REQUIREMENTS

A complete application is required before the City can proceed with technical analysis and make an informed decision on your application. Following is a list of materials that are typically required for development review applications; however, as each request is unique, additional items may be identified at the Pre-App Conference. Please do not submit your application until all the items on the list that apply to your proposal have been included. Consult with the Department of Planning and Building Services if you have a question. All application materials become public information.

GENERAL

The following items are required to be submitted in **FIVE COLLATED SETS** unless otherwise noted:

- Completed Land Use Application form signed by the property owner(s). Agent authorization is required if application is not signed by owners of all subject parcels.
- Proof of ownership such as a copy of deed or title report **(TWO SETS)**.
- A survey map that is prepared, stamped and signed by a licensed surveyor that illustrates the existing structure(s) on the site, existing setbacks, two-foot contour lines, easements (if any), and all trees that are 6" in diameter or greater on or in close proximity to the site.
- All relevant graphic information such as a scaled site plan, floor plans, and detailed elevation drawings (label all materials and show existing and finished ground elevations). Please clearly label the existing and proposed footprint and existing and proposed portions of the structure(s) on all plans (for remodeling projects only).
- Colored perspective drawings or artist's rendering with context.
- Proposed materials and colors board, with all materials clearly labeled **(One color and materials board)**.
- Cut sheet for light fixtures, windows, railings, etc.
- Detailed landscape, parking, utility and grading plans.
- Technical reports, such as drainage, arborist, traffic, or geotech reports **(THREE SETS)**.
- If tree removal is proposed, a site plan illustrating the location, size, and species of all trees on the site and identifying those designated for removal. Be sure to address the Type II tree removal criteria [LOC 55.02.080 of the Tree Code] and include a mitigation plan. Tag trees requested for removal with a yellow ribbon.
- A narrative addressing all applicable standards listed in the Pre-App Checklist in detail.
- Sticky back address labels with name and addresses of at least 50 properties within 300+ feet of the site boundaries (excludes the site and City owned properties). This information shall be obtained from the most current tax assessor records **(TWO SETS)**. Please make sure to add tax lot and tax map information for each lot above the respective address (see Mailing Label handout for specific instructions).
- If applicable, Neighborhood Meeting Information as required by LOC 50.07.003.1.f **(ONE SET)**.
- 8 x 11 ½ reductions of all oversized materials **(TWO SETS)**.
- Payment of application fee.
- Additional information as identified by the City in the Pre-App Checklist.