



**Scappoose Planning Department**  
 33568 E. Columbia Ave. Scappoose, OR 97056  
 Phone: 503-543-7184 Fax: 503-543-7182  
[www.ci.scappoose.or.us](http://www.ci.scappoose.or.us)

## SITE DEVELOPMENT REVIEW APPLICATION

**NOTICE TO APPLICANT:** On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable code section prior to submitting an application. Applicants are required to schedule a pre-application meeting with the staff prior to submitting final application. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIALS. REFER TO SUBMITTAL CHECKLIST PAGE.**

**TRACKING INFORMATION** (For Office Use Only)

Application Submittal Includes:		
<input type="checkbox"/> 2 Hard Copies Required (Initial Submittal)	<input type="checkbox"/> Electronic Submittal	<input type="checkbox"/> Fee
<input type="checkbox"/> 7 Hard Copies Required (Final Submittal, once deemed complete by City Planner)		
Date Submitted with payment: _____		Receipt #: _____
File # _____	Hearing Date _____	

**SITE LOCATION & DESCRIPTION**

Tax Map #(s) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

Frontage Street or Address \_\_\_\_\_

Nearest Cross Street \_\_\_\_\_

Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_ Site Size \_\_\_\_\_  acres  sq. ft.

Dimensions \_\_\_\_\_

**SUMMARY OF REQUEST**

Proposed Project Name \_\_\_\_\_ Estimated Valuation \$ \_\_\_\_\_

Project Type/Narrative Summary: *(Provide a brief summary and specify project type: Single-Family Residential (SFR), Multi-Family Residential (MFR), Accessory Dwelling Unit (ADU), Commercial, Industrial, Mixed Use)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is a variance requested?  Yes  No *(If yes, identify what type of request)*  Minor Variance  Major Variance

**NOTE:** Procedures and applicable criteria for variances may be found in SDC Chapter 17.134

Subject to previous land use approval?  Yes  No File No. \_\_\_\_\_ *(attach copy of Notice of Decision)*

# SITE DEVELOPMENT REVIEW APPLICATION

(CONTINUED)

Landscaping (sq. ft.) \_\_\_\_\_ Paving (sq. ft.) \_\_\_\_\_

# of Parking Spaces \_\_\_\_\_ # of Accessible Parking Spaces \_\_\_\_\_

**NOTE:** *If a residential project is proposed, a Residential Density Calculation Worksheet must be submitted.*

*If Mixed Use, please specify types of uses and approximate percentages of overall site area in each use:*

Commercial \_\_\_\_\_ % Industrial \_\_\_\_\_ % Residential \_\_\_\_\_ %

*If Commercial or Industrial:* List # of non-residential buildings and square footage of each; \_\_\_\_\_  
\_\_\_\_\_

## DETAILED SITE INFORMATION

Are any of the following present on site? *If so, please specify the number of acres and/or percentage of site affected.*

Floodplain \_\_\_\_\_ Wetlands \_\_\_\_\_ Riparian Corridors \_\_\_\_\_

Cultural Resources \_\_\_\_\_ Airport Noise Contours \_\_\_\_\_ Slopes greater than 20% \_\_\_\_\_

Water Provider:  City of Scappoose  Well

Does the site have access to City street(s)?  Yes  No (Please explain): \_\_\_\_\_  
\_\_\_\_\_

Does the site have access to County road(s)?  Yes  No (Please explain): \_\_\_\_\_  
\_\_\_\_\_

Are there existing structures on the site?  Yes  No (If Yes, briefly explain future status of structures.) \_\_\_\_\_  
\_\_\_\_\_

**OWNERSHIP AND APPLICANT INFORMATION** (Property owner signature must be a wet-ink signature. If the property is under-going a change of ownership, proof of purchase or purchase contract must be provided if property owner of record is not the signing party.)

**Property Owner(s):** Name(s) \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Does the owner of this site also own any adjacent property?  Yes  No (If Yes, please list tax map and tax lots) \_\_\_\_\_  
\_\_\_\_\_

Property Owner(s) Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

*(If more than one property owner, please attach additional sheet with names and signatures.)*

**Applicant:** Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's interest in property \_\_\_\_\_

**Additional Project Team Members**

**Applicant's Representative:** Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

**Civil Engineer:** Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

**Architect:** Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

**Landscape Architect:** Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

**Additional Personnel:**

Role \_\_\_\_\_ Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

# RESIDENTIAL DENSITY CALCULATION WORKSHEET

If your proposal includes residential then please complete this Residential Density Calculation Worksheet; to monitor compliance with State regulations, the City must track the net densities of new residential developments in the City. This worksheet must be completed by the applicant and submitted with the preliminary application for any residential or mixed-use subdivision, planned unit development, partition, or development review approval.

Project Name \_\_\_\_\_

Developer / Applicant \_\_\_\_\_

Project Site Address \_\_\_\_\_

Tax Map #(s) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_

Net residential density is calculated on net acreage, the area on a site which is eligible for development. Net acreage is calculated by subtracting undevelopable land from gross acreage.

**Residential Density Calculations:** *Fill in the blanks below to calculate the net residential density.*

Total Gross Area of Subject Site (1 acre = 43,560 sq. ft.): \_\_\_\_\_ square feet

Less "undevelopable land": (as applicable)

Public street right-of-way dedication \_\_\_\_\_

Public or private access easements \_\_\_\_\_

Public or private access easements \_\_\_\_\_

Private street tracts \_\_\_\_\_

Required internal fire access drive areas \_\_\_\_\_

Storm water treatment and detention areas \_\_\_\_\_

Wetlands and required CWS vegetated corridors \_\_\_\_\_

Areas with 20% or greater slopes \_\_\_\_\_

Areas within the 100-year floodplain \_\_\_\_\_

Land dedicated to the City for parks or greenways \_\_\_\_\_

Maneuvering area for truck loading docks \_\_\_\_\_

Electrical transformer platforms, industrial chemical and/or gas storage areas, or other hazardous area where occupancy is Not Permitted for safety reasons \_\_\_\_\_

<b>Total Net Area</b> (total gross area minus undevelopable land):	_____ square feet
<b>Net Acreage of Subject Site</b> (total net area divided by 43,560):	_____ acres
<b>Total Number of Residential Units Proposed:</b>	_____ units
<b>Net Residential Density (proposed units divided by net acreage):</b>	_____ units per net acre

# APPROVAL CRITERIA AND REVIEW STANDARDS

## (SITE DEVELOPMENT REVIEW)

The approval criteria and requirements for a **Site Development Review** application are listed in Chapter 17.120 of the Scappoose Development Code as follows:

### **17.120.020 Site Development Review:**

Applicability of Provisions: Site development review shall be applicable to all new developments and major modification of existing developments, as provided in Section 17.120.070 except it shall not apply to:

- A. Single-family detached dwellings;
- B. Manufactured homes on individual lots;
- C. A duplex, which is not being reviewed as part of any other development;
- D. A triplex, which is not being reviewed as part of any other development;
- E. Minor modifications as provided in Section 17.120.080;
- F. Any proposed development which has a valid conditional use approved through the conditional use permit application process;
- G. Family day care;
- H. Home occupation (Type I).

### **17.120.070 Major Modification to Approved Plans or Existing Development:**

- A. An applicant may request approval of a modification to an approved plan or existing development by:
  - 1. Providing the planner with a reproducible copy of the proposed modified site development plan; and
  - 2. A narrative which indicates the rationale for the proposed modification addressing the changes listed in subsection "B" of this section.
- B. The planner shall determine that a major modification(s) will result if one or more of the following changes are proposed:
  - 1. An increase of ten percent or more in dwelling unit density, or lot coverage for residential development;
  - 2. A change in the ratio or number of different types of dwelling units;
  - 3. A change that requires additional on-site parking in accordance with Chapter 17.106;
  - 4. A change in the use as defined by the Uniform Building Code;
  - 5. An increase in the height of the building(s) by more than twenty percent;
  - 6. A change in the type and location of access ways and parking areas where off-site traffic would be affected;
  - 7. An increase in vehicular traffic to and from the site and the increase can be expected to exceed fifty vehicles per day;
  - 8. An increase in the floor area proposed for a nonresidential use by more than ten percent;
  - 9. A reduction in the area reserved for common open space and/or usable open space which reduces the open space area;

10. A reduction of project amenities where specified in the site plan:

- a. Recreational facilities,
- b. Screening, and/or
- c. Landscaping provisions;

11. A change in land use; and

12. A modification to the conditions imposed at the time of site development review approval which are not the subject of subdivisions (B) (1) through (11) of this subsection.

C. Upon determining that the proposed modification to the site development plan is a major modification, the applicant shall submit a new site development review application and receive planning commission approval prior to any issuance of building permits.

**17.120.090 Application Submission Requirements:**

All applications shall be made on forms provided by the planner and shall be accompanied by:

- 1. Copies of the development permit proposal and necessary data or narrative which explains how the proposal conforms to the standards; and
- 2. Site development plans drawn to a standard engineering scale.

**17.120.120 Site Development Plans:**

Site development plan(s), data and narrative shall include the following information, as appropriate:

- 1. A vicinity map showing the proposed site and surrounding properties;
- 2. The site size and its dimensions;
- 3. The location, dimensions and names of all:
  - a. Existing and platted streets and other public ways and easements on the site and on adjoining properties, and
  - b. Proposed streets or other public ways and easements on the site;
- 4. The location and dimension of:
  - a. Entrances and exits on the site,
  - b. Parking and traffic circulation areas,
  - c. Loading and services areas, where applicable,
  - d. Pedestrian and bicycle facilities,
  - e. Utilities;
- 5. The location, dimensions and setback distances of all:
  - a. Existing structures, improvements and utilities which are located on adjacent property within twenty-five feet of the site and are permanent in nature, and
  - b. Proposed structures, improvements, and utilities on the site;

6. Contour lines at two-foot intervals for grades zero to ten percent and five-foot intervals for grades over ten percent;
7. A grading plan that includes:
  - a. The identification and location of the benchmark and corresponding datum,
  - b. Location and extent to which grading will take place indicating contour lines, slope ratios, and slope stabilization proposals, and
  - c. When requested by the planner, a statement from a registered engineer supported by factual data substantiating:
    - i. The validity of the slope stabilization proposals,
    - ii. That other off-site impacts will not be created,
    - iii. Stream flow calculations,
    - iv. Cut and fill calculations, and
    - v. Channelization measures proposed;
8. The location of drainage patterns and drainage courses;
9. The location of any natural hazard areas including:
  - a. Floodplain areas (one hundred-year floodplain and floodway),
  - b. Slopes in excess of fifteen percent,
  - c. Unstable ground (areas subject to slumping, earth slides or movement),
  - d. Areas having a high seasonal water table within twenty-four inches of the surface for three or more weeks of the year,
  - e. Areas having a severe soil erosion potential as defined by the soil conservation service, and
  - f. Areas having severe weak foundation soils;
10. If applicable, the location of resource areas or site features including:
  - a. Wildlife habitat, and
  - b. Wetlands,
  - c. Rock outcroppings, and
  - d. Trees with six inches caliper or greater measured four feet from ground level;
11. The method for mitigating any adverse impacts upon wetland, riparian or wildfire habitat areas;
12. The location of areas to be landscaped including
  - a. Location and height of fences, buffers and screening,
  - b. Location of terraces, decks, shelters, play areas, and common open spaces where applicable, and
  - c. Location, type and size of existing and proposed plant materials,
  - d. Soil conditions, and

e. Erosion control measures that will be used.

**Site Activity Statement. For Commercial or Industrial developments, a written statement identifying:**

- a. The nature of proposed use;
- b. The planned number of shifts and maximum number of employees per shift;
- c. Plans for treatment and disposal of industrial wastes; and
- d. Mitigation plans for traffic, noise, glare, air pollution, fire, or safety hazards.

**Transportation Studies.** Technical reports may also be required based on the specific location and anticipated impacts of the Development Review proposal. The Planner shall make every reasonable effort to identify site submittal requirements for technical reports at the pre-application conference.

**17.120.180 Approval Standards.** To approve an application for Site Development Review, the Review Authority shall make findings of fact based on evidence provided that the following criteria are satisfied:

A. Provisions of all applicable chapters;

B. Buildings shall be located to preserve topography, and natural drainage; located in areas not subject to ground slumping or sliding; located to provide adequate distance between adjoining buildings for adequate light, air circulation, and firefighting; and oriented with consideration for sun and wind; and

C. Existing trees having a six-inch caliper or greater shall be preserved or replaced by new plantings of equal character;

D. Privacy and noise:

1. The buildings shall be oriented in a manner which protects private spaces on adjoining properties from view and noise,
2. Residential buildings shall be located on the portion of the site having the lowest noise levels, and
3. On-site uses which create noise, lights, or glare shall be buffered from adjoining residential uses;

E. Private outdoor area: residential use:

1. Structures which include residential dwelling units shall provide private outdoor areas which is screened from view by adjoining units,
2. Private open space such as a patio or balcony shall be provided and shall be designed for the exclusive use of individual units and shall be at least forty-eight square feet in size with a minimum width dimension of four feet, and
  - a. Balconies used for entrances or exits shall not be considered as open space except where such exits or entrances are for the sole use of the unit, and
  - b. Required open space may include roofed or enclosed structures such as a recreation center or covered picnic area, such as a recreation center or covered picnic area,
3. Wherever possible, private outdoor open spaces should be oriented toward the sun;

F. Shared outdoor recreation areas: residential use:



1. In addition to the requirements of subsections D and E of this section, usable outdoor recreation space shall be provided in multifamily residential developments for the shared or common use of all the residents in the following amounts:

- a. Studio up to and including two-bedroom units, two hundred square feet per unit, and
- b. Three or more bedroom units, three hundred square feet per unit,

2. The required recreation space may be provided as follows:

- a. It may be all outdoor space, or
- b. It may be part outdoor space and part indoor space; for example, an outdoor tennis court, and indoor recreation room,
- c. It may be all public or common space,
- d. It may be part common space and part private; for example, it could be an outdoor tennis court, indoor recreation room and balconies on each unit, and
- e. Where balconies are added to units, the balconies shall not be less than forty-eight square feet.

3. Shared outdoor recreation space shall be readily observable for reasons of crime prevention and safety;

G. Where landfill and/or development is allowed within and adjacent to the one hundred-year floodplain, the city may require the dedication of sufficient open land area for greenway adjoining and within the floodplain. This area shall include portions at a suitable elevation for the construction of a pedestrian/bicycle pathway within the floodplain;

H. Demarcation of public, semipublic, and private spaces; crime prevention:

- 1. The structures and site improvements shall be designed so that public areas such as streets or public gathering places, semipublic areas and private outdoor areas are clearly defined in order to establish persons having a right to be in the space, in order to provide for crime prevention and to establish maintenance responsibility; and
- 2. These areas may be defined by a deck, patio, low wall, hedge or draping vine, a trellis or arbor, a change in level or landscaping;

I. Crime prevention and safety:

- 1. Windows shall be located so that areas vulnerable to crime can be surveyed by the occupants,
- 2. Interior laundry and service areas shall be located in a way that they can be observed by others,
- 3. Mail boxes shall be located in lighted areas having vehicular or pedestrian traffic,
- 4. The exterior lighting levels shall be selected and the angles shall be oriented towards areas vulnerable to crime, and
- 5. Light fixtures shall be provided in areas having heavy pedestrian or vehicular traffic and in potentially dangerous areas such as parking lots, stairs, ramps and abrupt grade changes. Fixtures shall be placed at a height so that light patterns overlap at a height of seven feet which is sufficient to illuminate a person;

J. Access and circulation:

- 1. The number of allowed access points for a development shall be as provided in the public works design standards.
- 2. All circulation patterns within a development shall be designed to accommodate emergency vehicles.
- 3. Provisions shall be made for pedestrian ways and bicycle ways if such facilities are shown on an adopted plan;

K. Public transit:

1. Provisions within the plan shall be included for providing for transit if the development proposal is adjacent to existing or proposed transit route.
2. The requirements for transit facilities shall be based on:
  - a. The location of other transit facilities in the area,
  - b. The size and type of the proposal.
3. The following facilities may be required:
  - a. Bus stop shelters,
  - b. Turnouts for buses, and
  - c. Connecting paths to the shelters;

L. All parking and loading areas shall be designed in accordance with the requirements set forth in Sections 17.106.050 and 17.106.080, Chapter 12.10, and the public works design standards;

M. All landscaping shall be designed in accordance with the requirements set forth in Chapter 17.100;

N. All drainage plans shall be submitted to the public works director for review and approval;

O. All facilities for the handicapped shall be designed in accordance with the requirements set forth in the ADA requirements; and

P. All of the provisions and regulations of the underlying zone shall apply.

**Conditions of Approval.** Pursuant to Chapter 17.164.150, the Review Authority may impose conditions on the approval of a Site Development Review application to ensure compliance with the approval criteria.

**Appeal of Decision.** Refer to Chapter 17.120.040.

**Extension of a Decision.** Refer to Chapter 17.120.040 (c).

# SUBMITTAL REQUIREMENTS CHECK LIST

## (SITE DEVELOPMENT REVIEW)

### Pre-Submittal Requirements:

Applicants are required to schedule a pre-application meeting with Planning staff to discuss application prior to submittal of a land use application. **Incomplete applications will not be accepted. No loose pages will be accepted, each submittal set must be bound with page numbers.**

### Application Submittal Requirements:

The following is a summary of the application submittal requirements that must be received by the City. File order and details of each submittal item are shown on the following pages. Application materials must follow the specified order and the appropriate electronic file naming standards shown on the following pages to ensure a complete application. **Incomplete applications will not be accepted. No loose pages will be accepted, each submittal-set must be bound with page numbers. Refer to first page for required number of submittal-sets for distribution.**

**Application Form, (Completed, Signed):** the original completed, signed application which must include a “wet ink” signature from the property owner or owner’s authorized agent. This will be the cover page(s).

**Applicable application fees:** the appropriate application fee **PAYABLE TO CITY OF SCAPPOOSE**. Please consult the fee schedule for current fees.

**Narrative and Response to Approval Criteria:** A written narrative/summary describing the project and addressing compliance with all approval criteria and applicable standards from the Scappoose Development Code (SDC). The narrative shall also address how all conditions placed on any associated land-use approvals are met (if applicable), and reference any necessary approvals from other agencies: Columbia County, DSL, ODOT, DEQ, etc. *\*If a residential project is proposed, a Residential Density Calculation Worksheet must be submitted (included on page 4).*

**Plans/Drawings:** Appropriate and necessary plans and/or drawings as set forth in SDC Chapter 17.120.120, to include (on a separate sheets): existing conditions plan; site development plan, including vehicular and pedestrian connectivity within and adjacent to the site; grading and drainage plan; landscape plan; exterior lighting plan; architectural elevations; and preliminary utility plan.

**Will serve letter from Postmaster, Waste Management, CRPUD, NW Natural, and Comcast (as applicable)**

**Transportation Impact Analysis**

**Geotechnical Report**

**Storm Water Analysis**

**Complete Electronic Set of all application materials:** a full electronic version of all application materials, including the application page and all applicable items listed, provided on CD, DVD, or thumb-drive (storage device will not be returned to the applicant). The electronic files must include a complete application packet in the order specified on the following pages and with correct file naming standards.

### Site Plan Specifications:

#### GENERAL INFORMATION

Map context information including date, north arrow, and scale of drawing.

Vicinity map showing the general location of the property and surrounding properties.

Contact information including names, addresses, telephone numbers, fax numbers and e-mail addresses. Contacts should include owners, applicants, architect, engineers and surveyors.

Identification as a preliminary site plan.

Plans/Drawings: Appropriate and necessary plans and/or drawings as set forth in SDC Chapter 17.120.120, to include (on a separate sheets): existing conditions plan; site development plan, including vehicular and pedestrian connectivity within and adjacent to the site; grading and drainage plan; landscape plan; exterior lighting plan; architectural elevations; and preliminary utility plan.

#### **EXISTING CONDITIONS**

Location, name and present width of all streets, alleys and rights-of-way on and abutting the tract.

Location, purpose and present width of all existing easements of record on and abutting the tract.

Location, dimensions and size of site.

Areas of the site that have been filled with soil or debris from the site or from off-site sources.

All utilities on and abutting the tract. If water mains and sewers are not on or abutting the tract, the drawing must indicate the direction and distance to the nearest ones. If a septic tank or well is on site indicate their locations.  $\theta$  Line sizes for all existing utilities serving the property.

Ground elevations shown by contour lines at 2-foot intervals for ground slopes of 0% to 10% and 5-foot intervals for slopes over 10%.

Natural features such as watercourses, rock outcroppings, wetlands, wooded areas (other than brush and scrub), and areas of the site within the 100-year floodplain.

Existing uses including the scaled location and present use of all existing structures on the property. Identification of which structures will remain and which will be removed.

#### **PROPOSED IMPROVEMENTS**

Location, width and purpose of proposed easements.

Number of structures proposed, square footage, dimensions of each structure, and setback distances to property line.

Proposed use of property, type of building: single-family, duplex, multifamily, other.

A detailed landscaping plan including the location and height of all fences, buffers and screening; the location of any terraces, decks, shelters, play areas and common open spaces; the location, type and size of existing and proposed plant materials and soil conditions.

Proposed domestic water system. Connection to existing lines, line sizes and fire hydrant locations must be shown. Relationship of water supply on subject site to adjacent sites.

Proposed method of sewage disposal. Connection to existing lines and line sizes must be shown. Relationship of sewage disposal on subject site to service adjacent sites

Proposed method of storm water disposal. Connection to existing lines, line sizes and drainage ways must be shown. Relationship of storm water disposal on subject site to adjacent sites.

Proposed method and location of storm water management conforming to Clean Water Services rules.

Scaled cross-sections of the proposed street rights-of-way

# ELECTRONIC FILE ORDER AND DETAIL

## (SITE DEVELOPMENT REVIEW)

**File Order and Detail:** Application materials must be provided in the following order on the submitted electronic storage device:

**1) Application Form (Completed, Signed):** The original completed, signed application form. The original application form must include a “wet ink” signature from the property owner or authorized agent.

**2) Residential Density Calculation Worksheet:** One completed form if a residential project is proposed.

**3) Narrative and Response to Approval Criteria:** A written narrative/summary describing the project and addressing compliance with all approval criteria and applicable standards from the Scappoose Development Code (SDC). The narrative shall also address how all conditions placed on any associated land-use approvals are met (if applicable), and reference any necessary approvals from other agencies: Columbia County, DSL, ODOT, DEQ, etc.

**4) Transportation Study or Traffic Impact Analysis:** If applicable, transportation study or traffic impact analysis as determined by pre-application meeting.

**5) Technical Reports:** Other necessary technical reports, such as Geotechnical Report or Stormwater Analysis.

**6) Plans/Drawings:** Appropriate and necessary plans and/or drawings. A vicinity map showing existing conditions within 500 feet of the proposed subdivision, including topography, lotting patterns, utilities and transportation facilities; existing conditions plan; site development plan showing building footprints and on-site circulation, building elevations and floor plans, landscape plan; fencing and lighting plan, grading and erosion control plan, and on site and adjacent infrastructure plan.

### Plans Saved to Scale:

All plans must be saved to a legible and reasonable scale. Examples of preferred plan scales include: - Site plans: 1" = 20' (22" x 34"); 1" = 40' (11" x 17")

Landscape plans: 1" = 20' (22" x 34"); 1" = 10' for detailed plans; 1" = 40' (11" x 17")

Architectural drawings: floor plans, building elevations, and other architectural drawings: 1/8" = 1'; no smaller than 1/16" = 1'; 1/4" = 1' for detailed plans.

# ELECTRONIC FILE NAMING STANDARDS

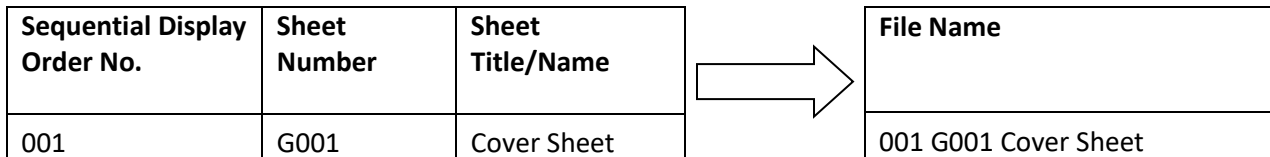
Submission of electronic files provided on an electronic storage device, should be numbered and named according to their order listed on the provided Title Sheet, Cover Sheet or Table of Contents. File names should start with a numeric value followed by the document name. The numeric value at the beginning of the file name ensures the order in which they are displayed. NOTE: Please limit the number of characters in the file name to 40 characters or less – abbreviations are acceptable and encouraged. Do not include “-” (dashes) or special characters in the file name. Below are examples of acceptable file names.

**Document File Naming Standards:** (Document files shall start with a two-digit number)

Application Packet Order of Contents	Document File Naming Standards
Application Form (Completed, Signed)	01 Application.pdf
Residential Density Calculation Worksheet	02 Res Density Calcs.pdf
Certificate of Service Availability	03 Cert of Services.pdf
Site Activity Statement	04 Activity Statement.pdf
Narrative Response to Approval Criteria	05 Narrative.pdf
Transportation Study or Traffic Impact Analysis	06 Traffic Report.pdf
Technical Reports: Geotechnical Report	07 Geotech.pdf
Technical Reports: Stormwater Analysis	08 Storm Analysis.pdf
Plans/Drawings	See below for examples

**Drawing File Naming Standards:** (Drawing files shall start with a three-digit number)

The following components make up the file name:



**Lists of sheets provided on Drawing Cover Sheet:**

Drawing Index	
SHEET NO.	DRAWING TITLE
	COVER SHEET
0.1	PRELIMINARY EROSION & SEDIMENT CONTROL PLAN
1.0	PRELIMINARY SITE PLAN
1.1	EVERGREEN ACCESS PLAN
1.2	PRELIMINARY PHASING PLAN
1.3	PRELIMINARY CIRCULATION PLAN
2.0	PRELIMINARY GRADING AND DRAINAGE PLAN
3.0	PRELIMINARY UTILITY PLAN
3.1	PRELIMINARY LIGHTING PLAN
1.0	LANDSCAPE PLAN
<u>EXISTING CONDITIONS PLAN (ALTA SURVEY)</u>	
1 OF 1	TOPOGRAPHIC SURVEY

**Examples of Drawing File Names:**

The number value in front of the file name ensures display order

- ↓
- 001 Cover Sheet
- 002 0.1 Erosion Control
- 003 1.0 Prelim Site Plan
- 004 1.1 Evergreen Access
- 005 1.2 Phasing
- 006 1.3 Circulation
- 007 2.0 Grading and Drainage
- 008 3.0 Utility
- 009 3.1 Lighting
- 010 1.0 Landscape
- 011 Topographic Survey