



COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Building & Planning 541-917-7550

Site Plan Review Residential Accessory Building

Checklist and Review Criteria

INFORMATION AND INSTRUCTIONS:

- See fee schedule for filing fee (subject to change every July 1); staff will contact you for payment after submittal.
- All plans and drawings must be to scale, and review criteria responses should be provided as specified in this checklist.
- Application and materials must be submitted online through Accela at <http://www.albanyoregon.gov/permits>. Please call 541-917-7550 if you need assistance.
- Depending on the complexity of the project, paper copies of the application may be required.
- Before submitting your application, please check the following list to verify you are not missing essential information. An incomplete application will delay the review process.

SITE PLAN REVIEW SUBMITTAL CHECKLIST

- PLANNING APPLICATION FORM WITH AUTHORIZING SIGNATURES.**
- SUPPLEMENTAL APPLICATION INFORMATION.** (see below)
- REVIEW CRITERIA AND DEVELOPMENT STANDARDS.**
- HILLSIDE DEVELOPMENT.** Refer to ADC 6.170-6.235 to determine if Hillside Development standards apply to this property.
- SITE PLAN.**
- ELEVATION DRAWINGS.**
- FLOOR PLAN DRAWINGS.**
- COMPATIBILITY WORKSHEET.** Attach a copy of the Residential Accessory Structure Compatibility Worksheet you filled out before making this application.

Note: Some properties may have covenants or restrictions, which are private contracts between neighboring landowners. These frequently relate to density, minimum setbacks, or size and heights of structures. While these covenants and restrictions do not constitute a criterion for a City land use decision, they may raise a significant issue with regard to the City's land use criteria. It is the responsibility of the applicant to investigate private covenants or restrictions.

SUPPLEMENTAL APPLICATION INFORMATION

Does the site contain any existing structures, private wells, septic tanks, drain fields? _____

If yes, describe and indicate which will remain:

Square footage of the property on which the accessory building would be located: _____

Square footage of the footprint of each existing building on the site: Building 1: _____

Building 2: _____ Building 3: _____ Building 4: _____

Square footage of the footprint of the proposed accessory building: _____

Number and surface type of all existing driveways used by the property: _____
(include these on the site plan)

Do you intend to widen an existing driveway or add a new driveway to serve the accessory building? Yes ___ No ___
(If yes, include proposed location, width, and surface material on the site plan.): _____

Overall height of the proposed accessory building: _____

Wall height of the proposed accessory building: _____

Identify the type and uses of properties next to, and across the street (if applicable) from, the subject property:

North: _____

South: _____

East: _____

West: _____

To assess whether the City will need additional information and/or whether you must obtain additional permits or applications from other agencies or departments, please answer the following questions.

Will the development:

- a. Require removal or demolition of any existing structure(s)? Yes ___ No ___
- b. Affect historic structures or historically significant features? Yes ___ No ___
- c. Be located within a 100-year floodplain? Yes ___ No ___
- d. Be located within the designated Willamette Greenway? Yes ___ No ___
- e. Affect an identified wetland? Yes ___ No ___
- f. Require a Major or Minor Variance from a development standard? Yes ___ No ___
- g. Involve fill or removal of contaminated soils or hazardous material? Yes ___ No ___
- h. Involve grading/fill: within the 100-year floodplain or a watercourse, as shown on the City’s Drainage Master Plan; over an existing public storm drain, sanitary sewer, or waterline; or more than 50 cubic yards in areas that have an average slope of 12 percent or greater? Yes ___ No ___
- i. Involve land that has a current average slope of 12 percent to 25 percent? Yes ___ No ___
- j. Involve removal of vegetation or trees (diameter of eight inches or larger)? Yes ___ No ___
- k. Be within the Airport Approach District? Yes ___ No ___
- l. Involve access onto an Oregon State Highway? Yes ___ No ___
- m. Generate 50 or more AM or PM peak hour vehicle trips? Yes ___ No ___

(Note: In some cases, fewer than 50 peak hour trips can create a need for a traffic analysis.)

- n. Create noise or emissions outside the building? Yes _____ No _____
- o. Create air, steam, or odors emitted from the building? Yes _____ No _____

If you answered YES to any of the above, contact the Planning Division before submitting your application.

FIRE DEPARTMENT SUPPLEMENTARY QUESTIONNAIRE

- 1. Will you **STORE** hazardous materials in the building? Yes _____ No _____
- 2. Do you **USE** hazardous materials on your property? Yes _____ No _____
- 3. Do you **GENERATE** hazardous materials or hazardous waste on site? Yes _____ No _____
- 4. Are you currently reporting hazardous substances to the State Fire Marshal’s Office? Yes _____ No _____

NOTE: Hazardous materials are materials that pose a potential threat to fire and life safety. Examples include paints, solvents, compressed gases, pesticides, poisons, gasoline, propane, and laboratory chemicals. Please call the Albany Fire Marshal if you have questions about this section. 541-917-7700.

SITE PLAN REQUIREMENTS

The site plan is a scale drawing of the subject property as it is today and shows exactly where the proposed accessory building would be placed and any changes that would occur on the property if it were constructed.

At a minimum, the site plan drawing must include:

- Existing address, if any, of the subject property, or assessor map and tax lot identification numbers.
- Names and addresses of the property owner(s).
- Date map was drawn.
- North arrow.
- Scale of map. (Use 1 inch = 10 or 20 feet, or as otherwise pre-approved by Planning staff.) The map must be clear and readable.
- Total land area of the entire site.
- Label and show the lengths of all existing property lines of the property.
- Label and show the locations of all existing and proposed driveways and parking areas. Indicate the surface material of each.
- Label and show the locations of all existing and proposed structures, wells, septic tanks, and drain fields, and distances between them and the existing property lines and each other (these are called setbacks). Indicate whether or not any are to be demolished or decommissioned.
- Label and show the locations of all public improvements to be constructed as part of the development of the site (e.g., streets, sidewalks, and utilities).
- Label and show the locations and sizes of all existing and proposed public sewer and water mains and private service lines from the main to the site; culverts, ditches, and drainpipes, including those on site and within adjacent rights-of-way. Include invert elevations of sewer lines.
- Label and show the locations, widths, and names of all existing or platted adjacent public streets, alleys, sidewalks, planter strips, curbs, and other public rights-of-way or uses.
- Label and show the locations, widths, names, approximate radii or curves, and the relationship of all streets to any proposed streets shown on any plan approved by the City or proposed with this application.
- Label and show the locations, widths, ownership, and purpose of all existing and proposed public and private easements located on the property.
- Existing and proposed on-site drainage systems, including pipe sizes and elevations at collection points and property lines

- Locations, species, and size of trees larger than eight inches in diameter measured 4½ feet from the ground level at the base of the tree. Indicate which, if any, you propose to remove.
- Location, type, and illumination level of any proposed lighting.

Additional plan information. The following may not apply to every site. Please label and show all applicable information on the proposed site plan. Write “NA” in the box and attach a short explanation as to why it does not apply to this development proposal.

- Width, direction, and flow of all watercourses on the site.
- Areas within the 100-year floodplain and other areas subject to inundation or storm water overflow, with approximate high-water elevation. State the base flood elevation (BFE); label and show the floodplain boundary on the map.
- Location of the following significant natural resources: 1) Significant Wetlands and Waterways identified on the City’s Significant Wetland and Waterway overlay district; 2) Significant Riparian Corridors on the City’s Riparian Inventory; 3) Significant Wildlife habitat, if known; 4) existing channels as shown on the most current version of the Albany Stormwater Master Plan; and 5) slopes greater than 12 percent.
- Location of the following natural features: 1) all jurisdictional and non-significant wetlands identified on the City’s Local Wetlands Inventory (see also Comprehensive Plan Plate 6) and National Wetland Inventory; 2) wooded areas with five or more trees over eight inches in diameter measured 4½ feet from the ground; and 3) springs.
- Location of airport height restrictions.
- Location of Willamette Greenway and the top of the bank.
- Location of historic districts, structures, and sites on the City’s adopted Local Historic Inventory, including individually designated National Register Historic Landmarks and archaeological sites.

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OTHER DRAWINGS TO ACCOMPANY THE APPLICATION

- Elevation and floor plan of the proposed accessory building.** Identify on the plans: overall building and wall heights, construction materials, and paint colors to be used (may attach paint chips). On the floor plan, label the proposed use(s) of each room.

SITE PLAN REVIEW - RESIDENTIAL ACCESSORY BUILDING PURPOSE AND PROCEDURE

Site Plan Review is intended to promote functional, safe, and attractive developments that maximize compatibility with surrounding developments and uses and with the natural environment. It mitigates potential land use conflicts through specific conditions attached by the review body.

A Site Plan Review application for a residential accessory building is processed under the Type I-L procedure of the Development Code. The Community Development Director (staff) acts as review body. The City will send out a notice of filing of this proposed development to those on the list, and to any recognized neighborhood association in which the subject property is located, as well as any other recognized neighborhood association that is located within 100 feet of the subject property. Those notified have 14 days to submit written comments about the proposal to the Planning Division for its consideration in preparing the decision on the application.

Oregon statutes require that land use decisions be made within 120 days from the date the application is deemed complete. However, unless the project is complex, or a large number of applications have been submitted for review ahead of your project, a decision may be issued within a shorter time.

Appeals may be made to the Planning Commission if a person with standing files a notice to appeal in accordance with ADC 1.410 with the associated filing fee no later than **10 days** from the date the City mails the notice of decision. The decision becomes final when the period for filing a local appeal has expired.