



Interim Planned Development Application

COMMUNITY DEVELOPMENT DEPARTMENT
Planning Division
P.O. Box 490
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Albany, OR 97321
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TO BE FILLED OUT BY STAFF

File No. _____ Date of Preapplication Conference _____

Filing Fee: \$3,458 (Fees subject to change every July 1)

Date Fee and Application Received: _____ Amount Paid: _____

Receipt No.: _____ Received By: _____

PLANNED DEVELOPMENT OVERVIEW

A preapplication conference with City staff is required before submitting a land use application.

Planned Developments are reviewed in three steps. Each step requires increasingly detailed information. The first step is the preliminary submittal, which is a staff review. The second step is the interim submittal, which is reviewed by the Planning Commission at a public hearing. The third step is the final submittal, which is a staff review.

Planned Development approval will be granted if the approval authority finds the request conforms to the review criteria and pertinent regulations found in the Albany Development Code in Sections 11.240 through 11.370. If the applicant submits insufficient or unclear information, the request will be delayed or denied.

If the Planned Development also involves a land division, a separate Land Division application must accompany the Interim Planned Development application. The Planning Commission will review them together.

When the application is complete (all the information necessary to evaluate the proposal has been submitted), the City will schedule the public hearing. Planning Commission meetings typically are held on the first and third Mondays of each month.

The property owner notification area of a planned development or subdivision is 300 feet from the boundary of the development.

A Planning Commission decision may be appealed by an affected party to the City Council by filing an appeal application with the Community Development Director within 10 days of the date of the Notice of Decision. A decision of the City Council may be appealed to the Oregon Land Use Board of Appeals within 21 days from the date of the Notice of Decision.

INTERIM PLANNED DEVELOPMENT 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 these possible requirements.

BASIC INFORMATION ABOUT THE SITE AND PROPOSAL

Current site address _____

List all other addresses located on the property _____

Assessor's Parcel Map No(s). _____ Tax Lot No(s). _____

Comprehensive Plan designation _____ Zoning designation _____

Gross land area of the site to be developed _____

Net land area (gross land minus land to be dedicated to the public) _____

Current use of site _____

Existing uses of properties adjacent to the site (including across the street, if applicable):

North _____

South _____

East _____

West _____

Do you expect to remove existing structures? _____

If yes, explain _____

(Before you demolish or remove any structure, you must obtain a demolition/moving permit from the City of Albany Building Division.)

Are there any historic structures or historically significant features as identified on the City's Historic Inventory? Yes _____ No _____

If yes, what are they? _____

(This information may be acquired from the Albany Planning Division.)

What is the anticipated development schedule? _____

DEVELOPMENT QUESTIONNAIRE

1. What level public facilities will be needed to service the proposed Planned Development (i.e., size of sanitary or storm sewer, street width, or appropriate drainage measures). _____

2. Number and type of dwellings you expect to construct (e.g., 14 two-story 4-bedroom single-family townhouses) _____

3. Ratio of dwelling units per acre(gross) _____

4. What kind of lot layout and lot sizes do you expect to use? (Refer to site plan, if necessary.)

5. How do you expect to accommodate automobile parking on the site? _____

6. What height structures are proposed for the development? (If more than one height, indicate the number in each category. Show on elevations.) _____

7. Explain how lighting will be used in the development (i.e., pathway/walkway lighting, street lighting; refer to required site plan, if necessary). _____

8. Describe the nature and extent (acres or square feet) of landscaping in the development. What is the proposed ratio between developed areas and landscaped or open areas? _____
- _____
- _____
9. Describe provisions or methods for maintenance of the landscaped areas _____
- _____
10. What are the approximate square footages of the various uses proposed (i.e., roads and road rights-of-way, open space, landscaping, developed areas, lots, and buildings) _____
- _____
- _____
11. Will the development be divided into different ownership? _____
- If so, submit a land division application with this Planned Development application.

Professional Design Team

<u>Name</u>	<u>Address</u>	<u>Telephone/fax</u>
Landscape Architect:		
_____	_____	_____
	_____	_____
Engineer/Surveyor:		
_____	_____	_____
	_____	_____
Design Coordinator:		
_____	_____	_____
	_____	_____

INTERIM PLANNED DEVELOPMENT REVIEW CRITERIA

On a separate sheet of paper, prepare a detailed written response using factual statements (called findings of fact) to explain how the proposed Planned Development complies with each of the following review criteria. See Attachment B for a Findings example.

ADC 11.310 (INTERIM PLANNED DEVELOPMENT)

1. The increased flexibility in Code standards and permitted uses will result in an improved development for the city, the surrounding area, and users of the development as compared to strict compliance with Code provisions.
2. The project design results in a more efficient utilization of the natural features of the site.
3. The project design results in a more efficient utilization of materials and public resources including streets, utilities, and energy supplies.
4. Provisions will be established to insure the continued maintenance of any common areas.
5. More usable and suitable recreational facilities and other common areas are provided than would normally be provided under conventional development standards.

ADC 2.650 (SITE PLAN REVIEW)

1. Public utilities can accommodate the proposed development.
2. The transportation system can safely and adequately accommodate the proposed development.
3. Parking areas and entrance-exit points are designed to facilitate traffic and pedestrian safety and avoid congestion.
4. The design and operating characteristics of the proposed development are reasonably compatible with surrounding development and land uses, and any negative impacts have been sufficiently minimized.
5. Any special features of the site (such as topography, hazards, vegetation, wildlife habitat, archaeological sites, historic sites, etc.) have been adequately considered and utilized.

In addition to the review criteria, explain in detail how the proposed development meets applicable City standards found in Section 11.330 of the Albany Development Code. Include calculations.

INTERIM PLAN MAP REQUIREMENTS

Interim Plan. The approval authority needs an accurate interim site plan, drawn to scale and fully dimensioned, to determine if the proposed Planned Development complies with Albany Development Code standards. Submit **NINE (9)** full-size copies (typically 18 x 24-inch or larger paper) and **NINE (9)** reduced copies of the map (on 11 x 17-inch paper). The plan must show the entire development and existing and proposed streets within 300 feet of the proposed development.

The interim plan must contain the following information:

- Proposed streets, both public and private. Label and give dimensions.
- Driveways.
- Sidewalks and all other pedestrian ways. Include dimensions.
- Off-street parking and loading areas.
- Locations and approximate dimensions of structures.
- Anticipated use of proposed structures.
- Total number of living units.
- Activity areas.
- Major landscaping features, including large tree and vegetation masses.
- Drawings and/or elevations clearly establishing the scale, character, and relationship of buildings, streets, and open space.
- Lighting.
- Easements: locations on the site or abutting property showing the width and purpose of all easements.

Contour lines having the following minimum intervals:

- a) One-foot contour intervals for ground slopes less than 5 percent.
- b) Two-foot contour intervals for ground slopes between five and ten percent.
- c) Five-foot contour intervals for ground slopes exceeding ten percent.

Indicate the elevations of all points used to determine contours on the preliminary site plan, given to true elevation above mean sea level as determined by the City Engineer. The base data must be clearly indicated and compatible with City data, if benchmarks are not adjacent. The City Engineer will determine the extent and need to submit this information in accordance with City policies and procedures for data collection and engineering design of improvement projects.

- Approximate locations of areas subject to inundation by storm water overflow, with approximate high-water elevation.
- Location, width, direction, and flow of all watercourses.
- Location of 100-year flood boundary, if applicable. Locations of properties within the 100-year floodplain and other areas subject to flooding or ponding (see ADC 6.130).
- Natural features, such as rock outcroppings, marshes, wetlands, wooded areas, and (within buildable areas) trees over 8 inches in diameter measured 4½ feet from the ground.
- Proposed street names.

Relevant operational data including:

- Drainage, including locations of storm drains and method(s) and location(s) of storm water conveyance off the site.
- Sewer main locations and size and total number of sewer hook-ups.
- Water main locations and total number of water hook-ups.
- Accessways to site, other than streets already shown.

The interim plan must also include:

- The locations, widths, and names of all existing or platted streets or other public ways within 300 feet of the proposed development.
- The locations in the adjoining streets or property of existing sewers and water mains, culverts and drain pipes, electric conduits or lines proposed to be used on the property to be subdivided, and invert elevations at points of proposed connections.
- Existing uses of the property and adjacent properties within 300 feet, including location of all existing structures to remain on the property.
- Zoning on and adjacent to the development.
- The pattern of proposed future streets from the boundaries of the proposed Planned Development and including the other tracts within 300 feet surrounding and adjacent to the proposed Planned Development.

OTHER REQUIRED ATTACHMENTS

- Parcel Map. Using a County Assessor's map, show the subject property and affected properties within 300 feet of its boundary.
- Surrounding Property Ownership. Provide names and addresses of all property owners within 300 feet of the subject property as reflected by the latest County Tax Assessor's records.
- Legal Description. If the property is not a subdivision, submit a metes and bounds legal description for the subject property. Multiple properties must be combined into a single property description.
- Transportation impact analysis, if required by City of Albany Engineering Division.

APPLICATION AUTHORIZING SIGNATURES

I hereby apply for the Planned Development review as requested on this application and certify that the information required on this form and the attachments is correct, and the names and addresses of property owners within 300 feet of the site are accurate as reflected by the latest records in the Linn or Benton County Assessor's office.

You must note on this form any changes in subject property ownership from that shown on the preliminary application.

Property Owner(s)

Name (print or type) _____

Current Mailing Address _____

Daytime Telephone No. _____ Fax No. _____

Signature _____

Name (print or type) _____

Current Mailing Address _____

Daytime Telephone No. _____ Fax No. _____

Email (optional) _____

Signature _____

Persons (applicants) who have control of the property by fee or option to purchase (which must extend for a period of not less than 120 days)

Name (print or type) _____

Current Mailing Address _____

Daytime Telephone No. _____ Fax No. _____

Email (optional) _____
Signature _____

Name (print or type) _____
Current Mailing Address _____

Daytime Telephone No. _____ Fax No. _____
Email (optional) _____
Signature _____

All other option holders and others who have an interest in the subject property

Name (print or type) _____
Current Mailing Address _____

Daytime Telephone No. _____ Fax No. _____
Email (optional) _____
Signature _____

Name (print or type) _____
Current Mailing Address _____

Daytime Telephone No. _____ Fax No. _____
Email (optional) _____
Signature _____

Any owner or option holder who does not sign this application must provide a signed statement authorizing submission of the application.

ATTACHMENT B

EXAMPLE OF FINDINGS OF FACT

CRITERIA FOR FINDINGS OF FACT:

An Interim Planned Development will be approved if the approval authority finds the request conforms with the criteria found in Section 11.310 of the Albany Development Code and with applicable development standards. Before the reviewing authority can approve a request, the applicant must submit information that adequately supports the request. If the applicant submits insufficient or unclear information, the request will be denied or delayed.

FORMAT FOR FINDINGS OF FACT:

Statements addressing each of the individual criteria must be in a “finding of fact” format. A finding of fact consists of two parts:

1. Provide factual information such as the distance between buildings, the width and type of streets, size of water, sewer and storm drainage lines, the particular operating characteristics of a proposed use, etc. Facts should be referenced to their source: on-site inspection, a plot plan, City plans, etc.
2. A statement(s) of how the facts result in a conclusion(s) demonstrating the criterion is met.

EXAMPLE:

Criterion: Public utilities can accommodate the proposed development.

Fact: There is an existing 12-inch sanitary sewer main located along the full length of the proposed development’s frontage on B Street. This size line is adequate to serve the proposed Planned Development.

Fact: Public storm drain and water facilities do not presently exist near this development.

Fact: The developer proposes to extend the existing storm drain and water lines that are located 500 feet to the east of this site to serve this development. The lines will be constructed to the boundaries of this development so that they may be extended in the future by neighboring developable properties.

Conclusion: Adequate public utilities exist, or can be provided by construction of extensions of the public water and storm drainage trunk lines, for the proposed Planned Development.