

# CITY OF HAPPY VALLEY REQUIRED ATTACHMENTS FOR MASTER PLAN APPLICATIONS

It is the policy of the Planning Department to review all applications at the time of submittal. If all of the below required attachments are not included with the application, the application will not be accepted for processing. Please check the below list prior to submitting your application.

Upon acceptance of the application, a completeness review will be completed within 30 days.

## MASTER PLAN

*FOR AN ELECTRONIC COPY OF THESE CRITERIA.  
SEE THE CITY'S WEBSITE AT [happyvalleyor.gov](http://happyvalleyor.gov)*

### 1. PLAN SET, INCLUDING VICINITY MAP:

**3 COPIES** (22" X 34")  
**1 COPY** (8.5" X 11")  
**20 COPIES** (11"X17")

### PLAN SETS FOR A MASTER PLAN APPLICATION INCLUDE:

The applicant shall submit an application containing all of the general information required for a Type III procedure, as governed by Section 16.61.040. In addition, the applicant shall submit the following:

1. Existing Conditions map, as defined in Section 16.62.030 Design Review Application Submission Requirements;
2. Conceptual site plan (e.g., general land use, building envelopes, circulation, open space, utility connections, and other information necessary to convey the concept plan);
3. Grading concept (for hillside or sloping properties, or where extensive grading is anticipated);
4. Landscape concept (e.g., shows retention of existing vegetation and general planting areas);
5. Architectural concept (e.g., information sufficient to describe architectural styles, building heights, and general materials);
6. Sign concept plan (e.g., locations, general size, style and materials of signs);

7. Copy of all existing covenants and restrictions, and general description of proposed restrictions or covenants (e.g., for common areas, access, parking, etc.).
8. Neighborhood Circulation Plan

2. **NARRATIVE:** **3 COPIES**  
**1 ELECTRONIC COPY**

Addressing applicable Comprehensive Plan Policies as well as review criteria in Section 16.65.060. Also, the narrative shall include all items listed in Section 16.65.050.A

3. **TRAFFIC IMPACT ANALYSIS:** **3 COPIES**

When a development application includes a proposed comprehensive plan amendment or land use district change, the proposal shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with Oregon Administrative Rule (OAR) 660-012-0060.

Special studies prepared by qualified professionals may be required by the Planning Official, Planning Commission or City Council to determine potential traffic, geologic, noise, environmental, natural resource and other impacts, and required mitigation.

4. **GEOTECHNICAL ANALYSIS:** **3 COPIES**  
*(if applicable)*

5. **STORMWATER ANALYSIS:** **3 COPIES**  
*(if applicable)*

6. **WETLAND DELINEATION/REPORT:** **3 COPIES**  
*(if applicable)*

7. **NOTIFICATION ENVELOPES** **2 SETS**  
*(pre stamped and pre-addressed)*

Property owners within a 300' radius from subject site, 500 feet if outside Urban Growth Boundary

8. **SLOPE ANALYSIS (IF NEEDED) AND DENSITY CALCULATIONS**

9. **COMPLETED APPLICATION AND PAYMENT OF DESIGNATED FEE**