

# CITY OF HAPPY VALLEY REQUIRED ATTACHMENTS FOR LAND USE DEVELOPMENT APPLICATIONS

It is the policy of the Planning Department to review all applications at the time of submittal. If all of the required attachments below are not included with the application, your 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.**

## VARIANCES

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

|                                    |   |
|------------------------------------|---|
| Site Plan:                         | <b>3 COPIES (22"X34")</b>                 |
|                                    | <b>1 COPY (8.5" X 11")</b>                |
|                                    | <b>20 COPIES (11"X17")</b>                |
| Vicinity Map:                      | <b>1 copy (8 1/2" x 11" minimum size)</b> |
| Narrative:                         | <b>3 copies</b>                           |
| Traffic Impact Study (if required) | <b>3 copies</b>                           |
| Geotech Report (if required)       | <b>3 copies</b>                           |

1. Completion of application form
2. Completion of "Applicant's Statement of Disclosure of Interest", if applicable
3. Site Plan to include: Accurate scale drawing of the site and any adjacent property affected to include:

Existing and proposed locations of:

- Streets
- Property Lines
- Uses, structures
- Driveways
- Pedestrian walkways
- Off street parking and off street loading facilities
- Landscaped areas
- Location of utilities and easements

- A cross sectional view of the proposed use showing slopes and other pertinent information, if required
4. Notice map and notice envelopes (pre-stamped and pre-addressed) for properties located within 300 feet of the subject property (500 feet if outside the Urban Growth Boundary) – unless requesting a Class A Variance
  5. Elevation drawings, if applicable
  6. Narrative addressing applicable criteria in Section 16.71