

REQUIRED ATTACHMENTS

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, your application will not be accepted for processing. Please review the below list prior to submitting your application. Upon acceptance of the application, a completeness review will be completed within 30 days.

MAJOR/MINOR DESIGN REVIEW

FOR AN ELECTRONIC COPY OF THESE CRITERIA.
SEE THE CITY'S WEBSITE AT happyvalleyor.gov

Land Development Code, Section 16.62.030 Design Review Submittal Requirements FOR Design Review:

1. **PLAN SET, INCLUDING VICINITY MAP:**
 - 3 COPIES (FULL SIZE)**
 - 1 COPY (8.5" X 11")**
 - 14 COPIES (11"X17"), PLUS ONE COPY FOR EACH PROPERTY WITHIN THE NOTICE AREA (300-FOOT RADIUS)**

PLAN SETS FOR A **MAJOR DESIGN REVIEW** APPLICATION INCLUDE:

- a. EXISTING CONDITIONS:
- b. SITE PHOTOGRAPHS:
- c. MATERIALS BOARD:
- d. GRADING PLAN:
- e. SITE PLAN:
- f. ARCHITECTURAL ELEVATIONS:
- g. LANDSCAPE PLAN:
- h. LIGHTING PLAN:

PLAN SETS FOR A **MINOR DESIGN REVIEW** APPLICATION INCLUDE:

- a. EXISTING CONDITIONS:
- b. GRADING PLAN:
- c. SITE PLAN:
- d. ARCHITECTURAL ELEVATIONS:
- e. LANDSCAPE PLAN:

For a description of each item see Section 16.62.030.E through L.

2. **NARRATIVE:**

3 COPIES

1 ELECTRONIC COPY

CRITERIA TO BE ADDRESSED (as part of narrative):

A design review narrative shall be provided that addresses each of the applicable standards and criteria in Subsection 16.62.030.O and the following sections 16.50.080, Construction Plan Approval, Bonding and Assurances, and 16.62.030, Design Review.

General design review criteria:

1. **Applicability.** The following criteria apply to design review projects except for single-family detached and duplex residential development.
2. **Relationship to other standards.** The criteria of this section apply in addition to other standards of this title. Where requirements conflict with standards in other sections of this title, the standards of this section shall govern, except; that Happy Valley Style Design Review standards, in Chapter 16.46, shall supersede, and where applicable, the multi-family standards in Section 16.44.010 shall supersede.
3. **Criteria.**
 - a. The proposed development preserves significant natural features such as natural drainage ways, wetlands, and trees outside the construction area as defined in Section 16.42.050, to the maximum extent feasible, and conforms to the provisions of Sections 16.35.050 and 16.35.020;
 - b. Phased projects shall be designed to the greatest degree possible so that each phase, in and of itself, is complete in its functional, traffic, parking, visual, drainage and landscaping aspects;
 - c. Where appropriate, the design includes a parking and circulation system that includes a pedestrian and vehicular orientation including separate service area(s) for delivery of goods;
 - d. The location, size, shape, height and spatial and visual arrangement of the uses and structures are compatible, with the consideration given to increased setbacks, building heights, shared parking, common driveways and other similar considerations;
 - e. That there is desirable, efficient and functional interrelationship among buildings, building entrances, existing and proposed transit stops, transit facilities and routes, parking, loading area, circulation, open spaces, landscaping and related activities and uses on the site;
 - f. Utilize landscaping in parking areas to direct and control vehicular movement patterns, screen headlights from adjacent properties and streets, and lessen the visual dominance of pavement coverage;
 - g. The proposed development meets all other applicable provisions of this land development ordinance;
 - h. The proposed development can be adequately served by level 1 services;

- i. Provide safe pathways for pedestrians to move from parking areas to building entrances;
- j. All building exterior improvements approved through the design review process shall be continually maintained including necessary painting and repair so as to remain substantially similar to the original approval through the design review process;
- k. A landscape plan shall be approved consistent with design standards in

Chapter 16.42 in a manner that will assure the maintenance and visual integrity of the site;

- 1. All plans shall comply with the purpose statement in Section 16.62.010.

3. ADDITIONAL REQUIREMENTS

- 1. The city may require the following in addition to the materials cited in Chapter 16.66. This determination would be made as part of the pre-application process.
- 2. These additional requirements may include (but are not limited to):
 - a. Traffic impact analysis, completed pursuant to Section 16.61.090;
 - b. Architectural models;
 - c. Natural resource assessment, consistent with the requirements of Chapter 16.34;
- 3. Other information as requested by the Planning Official or designee.

4. NOTIFICATION ENVELOPES

2 SETS

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