

GENERAL DEVELOPMENT DESCRIPTION

Include Proposed Uses, Activities, Hours of Operation, Etc. _____

Will the project be constructed in phases? If so, please explain: _____

Number of Proposed Parking

Standard Spaces: _____ Bicycle: _____
 ADA Spaces: _____ Covered/Garage: _____

Describe Landscaping included in proposal: _____

Number Landscaped Acres/Sq. Ft: _____ Percent of Site: _____

RESIDENTIAL DEVELOPMENT ONLY

Type	# Dwelling Units	# Bedrooms	Residential Density (DU/acre)

INFRASTRUCTURE

What street(s) will the lot(s) take access from? _____

Utilities:

At Property Line: _____

Location of proposed water connection: _____

Location of proposed sewer connection: _____

Will require extension of services from: _____

PROPERTY OWNER CONTACT INFORMATION

Owner 1:	_____	Phone:	_____
Address:	_____	Cell:	_____
	_____	Email:	_____
Owner 2:	_____	Phone:	_____
Address:	_____	Cell:	_____
	_____	Email:	_____

REQUIRED SUBMITTALS

<input type="checkbox"/> Complete, signed Application
<input type="checkbox"/> \$1,000 deposit
<input type="checkbox"/> Site Analysis Map (see Halsey Development Code Section 4.2.5.B)
<input type="checkbox"/> Proposed Site Plan (HDC Section 4.2.5.B)
<input type="checkbox"/> Architectural Drawings
<input type="checkbox"/> Landscape Plan (HDC Section 4.2.5.B)
<input type="checkbox"/> Narrative addressing compliance with the criteria in HDC Section 4.2.6.
IF APPLICABLE
<input type="checkbox"/> Floodplain Development Permit (for sites containing Areas of Special Flood Hazard)
<input type="checkbox"/> Sign drawings
<input type="checkbox"/> Copies of all existing and proposed restrictions or covenants
<input type="checkbox"/> Preliminary grading plan (if development will result in grading—cut or fill—of 1,000 cubic yards or greater)

Multiple applications can be processed under the same review with the same deposit. You can apply for a variance and a partition at the same time and submit a single \$1000 deposit. The deposit is drawn on for costs incurred in processing the application, including but not limited to: professional fees for the City Planner, Engineer, Attorney, Publications, Recording, plus and additional 25% Administrative Fee to cover clerical expenses and staff time. The City shall return any Monies left over in the deposit within 60 days of finalizing the land use action. If there is money owed the City, the developer/person(s) requesting the land use action shall pay the City immediately upon receipt of a bill and prior to receiving any City services. Failure to pay fees as prescribed may result in building permits or other development permits being withheld.

OFFICE USE ONLY

PROCESS SUMMARY/TIMELINE

Date Received: _____ Payment Received: _____

Received by: _____ Receipt No.: _____

Application Reviewed for completeness: _____ Date: _____

Additional materials requested: _____

Application Complete on: _____

City Planner Review Complete: _____

Notifications Mailed on: _____ By: _____

Planning Commission Met: _____ Granted Denied

Notice of Decision Mailed: _____ By: _____

Appeal Period Expires: _____

Appealed By: _____ Date: _____

Notice of Appeal Hearing Mailed: _____ By: _____

Appeal Hearing Held: _____ Granted Denied

Notice of Final Decision Mailed: _____ By: _____

APPROVAL PROCESS

1. Site Design Reviews are processed as a Type II procedure. (HDC Chapter 4.1.4)
2. A Site Design Review approval shall be effective for a period of 1 year from the date of approval, or 180 days for a Floodplain development Permit, from the date of approval.
3. The Site Design Review approval shall lapse if:
 - A building permit has not been issued within a one-year period, or within 180 days and thereafter acted upon for a Floodplain Development Permit; or
 - Construction on the site is in violation of the approved plan

APPROVAL CRITERIA

1. The application is complete and fulfills the requirements of HDC Section 4.1 and Section 4.2.5.
2. The application complies with all of the applicable provisions of the underlying Land Use District, including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other special standards required for certain land uses.
3. The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with HDC Chapter 5.2, Non-conforming Uses and Development;
4. The application complies with the Design Standards contained in Chapter 3. All of the following applicable standards shall be met:
 - Chapter 3.1 — Access and Circulation;
 - Chapter 3.2 — Landscaping, Significant Vegetation, Street Trees, Fences and Walls;
 - Chapter 3.3 — Automobile and Bicycle Parking;
 - Chapter 3.4 — Public Facilities;
 - Chapter 3.5 — Other Standards — as applicable
 - Chapter 3.6 — Floodplain Standards
5. Conditions required as part of a Land Division, Conditional Use Permit, or other approval shall be met.

MODIFICATIONS AND EXTENSIONS

The City may grant an extension of the approval period of up to one year, provided that:

1. No changes are made on the original approved site design review plan;
2. The applicant can show intent of initiating construction on the site within the one year extension period;
3. There have been no changes to the applicable Code provisions on which the approval was based.
4. The applicant demonstrates that failure to obtain building permits and substantially begin construction within one year of site design approval was beyond the applicant's control.
5. Minor modifications of an approved plan shall be processed as a Type I procedure and may be reviewed by the City Planner.
6. Major modifications, as defined in HDC Section 4.5 shall be processed using the same procedure as the original application (usually a Type II or Type III) and shall require a site design review.

This information is only a summary. For additional information or clarification, please refer to the Halsey Development Code, or request clarification from city staff.