

**APPENDIX M**

## Site Design Review Submittal Checklist

Applicant's Name: Rain River Stormwater Solutions

Project Name: HG Ministries Youth Camp

Project Location: 66845 Nehalem Hwy N. Vernonia, OR 97604

Please submit the following checked items with your completed Site Design Review application and fee to Land Development Services:

1. History - Please list previous land use applications and structures on the site. Were they approved or denied? Did the existing uses and structures exist prior to the adoption of the Zoning Ordinance (1984)? What is the year built, "Blt", date on the Assessor's tax print out? Include any current, active or closed code violations; federal, state, local, building, planning, wetland etc. List other pertinent facts about the property and its history.

2. Written Description - Please submit a written project narrative titled "Project Narrative" discussing:

Name of Project. State the project name.

Who. State who owns the property, who is the developer, and who will be the contact person (i.e. project manager) for the project.

What is the project. Please summarize or conceptualize the project that is the subject of your Site Design Review application and what you intend to do.

When will the project take place. Give a time line of your best guess estimate of when you intend to begin and finish the project and what are the stages in-between. If you intend phasing of the project please give a time line of when each phase of the project will take place and what work will take place in that particular phase of the project.

Where is the project. Please describe the location of the project (i.e. Urban Growth Boundary of the nearest city, street address, or nearest County Road, or area of the county (i.e. Spitzenburg area). Your Tax Account Number is always the best way to locate your property.

How do you intend to complete the project and with what help. List the names of those working on the project (i.e. civil engineer for drainage and grading plans, local surveyor for contours, local architect for building elevations, ...etc.)

3. Existing Site Plan:
- Vicinity Map - Please show site in relation to roads and streams in the vicinity of the site.
  - Tax Assessor's Map- Please show site and its relationship to adjoining properties.
  - Detailed Site Plan of site as it exists, with man made & natural features shown.
4. Proposed Site Plan:
- Please show a site plan with proposed structures and improvements as they will appear after the project is complete
5. Grading Plan:
- Relation of property boundaries to cuts and/or grade & fill. Show before and after topography using contours and show all existing features and planned improvements within 200 feet of property boundaries.
  - Slope & Percentage
  - Contour intervals as follows:
    - Slope 0 to 20% = 2' contour intervals
    - Slope > 20% = 5' or 10' intervals
    - Slope > 35% = Identify on plan
  - Quantity of grade and fill. Show stockpiling of soil locations & duration
  - Elevation changes in topography including cuts and/or grade & fills
    - \* Please Note that removal or placement of greater than 50 Cubic Yards of rock, dirt, or other material requires a Removal/ Fill Permit from the County Building Department. Removal or fill of 50 Cubic yards or more in wetland areas or navigable waters of the State requires a permit from the Division of State Lands and/or Corps of Engineers.
  - n/a  Potential or existing unstable slopes
  - n/a  Wetland areas impacted
6. Drainage Plan: Please include the following if applicable:
- Narrative of purpose & intent
  - Show all water bodies (rivers, lakes, streams, ponds, marshes, existing drainage ditches) on property
  - Runoff Calcs. using recognized procedure (Rational Formula, TR-55, etc.)

- Design Level - 25 year minimum for Road Standards, 50 year, etc.
- Topographic Map with 5' contour intervals
- Calculations of design discharges for each drainage basin and sub-basin
- Plan & profile of drainage features showing all pipes, ditches, inlets, outlets, including elevations, grades, dimensions and sizes.
- Hydraulic computations used to size drainage features including intersecting lines.
- Downstream impacts from individual lots, as well as entire site.
- Flood Hazard Areas with FEMA Floodplain zones delineated

N/A per Wetland Assesment provided by DSL

- 7. Wetland Mitigation Plan ✓
  - National Wetland Inventory Designation
  - Hydric soil type from Soil Survey of Columbia County, Oregon
  - Division of State Lands Wetlands Program sign-off
- 8. Landscape Plan: Please include the following if applicable:
  - Plan View of site with landscaping
  - Planting Types/Species: Trees, Shrubs, Bushes, Flowers, Grass
  - Existing natural landscape features such as streams, gulleys, rock outcrops
  - Planter locations
  - Landscape related features: Fencing (Sight Obscuring & Ornamental), Gates, Refuse Containers, Lighting
  - Paving & Pedestrian Walkways
- 9. Architectural Plan/Elevations
  - Floor Plan (Plan View)
  - Side and End View Elevations

N/A No signing proposed for this project at this time.

- 10. Sign Plan:
  - Specify Free Standing, On-Building, or both
  - Specifications: Type of materials, size with dimensions, location, color, illumination (external or internal)
  - Elevations: side, end, with plan view

11. Access, Parking & Circulation Plan:
- Surface Type
  - Show accessibility to site including curb cuts, nearest State Hwy. or County Rd.
  - Show parking lot layout, number of spaces, types of spaces, isle width
  - Show traffic circulation, turn movements, system capacity, directional arrows
  - Show proposed access and right-of-way lines
  - Describe sight distance & limiting features
  - Obtain County Road Access permit from County Road Department
  - Obtain Local Fire Department Access/ Driveway Permit. For Fire Department approval of Access/Driveway Permit:
    - All driveways in excess of 150 feet shall have an approved turnaround
    - Grades must typically be less than 12%. Consult Fire Department for steeper grades
    - Driveway shall be 12 feet wide, all weather surface for one home
    - Address must be marked
    - Consult Fire Department for bridges and other structural concerns
12. Impact Assessment:
- Traffic Impacts
    - Trip Generation/Destination (Average Daily Trips)? Where From? Where To?)
    - Mode Split - Truck, Automobile, Walk, Other
  - Carrying Capacity
  - Economic/Market - Number of jobs created or number of employees
  - Environmental: Impervious Surface
13. Exterior Lighting
- Type
  - Illuminated Area
  - Wattage/Intensity
  - Manufacture's Specifications/Drawings

- 14. Stormwater & Erosion Control Planning:
  - Conceptual Stormwater Plan
  - Preliminary Stormwater Plan
  - Final Stormwater Plan
  - Preliminary Erosion Control Plan
  - Final Erosion Control Plan
  - Erosion Control Measures

N/A

- 15.  List any current, active or closed code violations (local, state or federal, building, planning, wetlands, etc.) code violations on the subject property.
- 16. Other:

I, Benjamin Cruz, have received a copy of this Site Design  
Please Print Name

Review Submittal Checklist and understand submittal requirements for the application. Any outstanding code violations must be brought into compliance before proceeding with this project.

Signature: *Benjamin Cruz* Date: \_\_\_\_\_