

# CITY OF HERMISTON

## **SITE PLAN REVIEW PROCEDURES**

### **BACKGROUND**

All proposed development within the City of Hermiston must go through a review by the City. City departments review and comment on site plans submitted for approval. City departments may suggest changes or improvements to proposed site plans which will bring proposed structures, rights-of-way and utilities in conformance with City specifications. Please be aware that a site plan may require extensive revision to conform with City standards.

### **PROCEDURES**

To initiate a site plan review, please obtain a site plan review application and checklist from the city planning department. After completing the application, return it along with a site plan checklist and copies of the completed site plan to the city planning department. A site plan review fee is also due at the time of submittal. The site plan is then sent to all concerned City departments for review and comment. Property owners within 100 feet of the proposed site will be notified at least 14 days in advance to provide written comments to the City. Once the plans have been reviewed, the City may request that changes or modifications be made to the plans before permits will be issued, or the City may allow the plans be submitted to the Building Department for issuance of all required permits.