

# CITY OF HERMISTON

## CHECKLIST FOR SITE PLAN SUBMITTAL

Please return the attached application along with a filing fee and the following:

1. Four (4) copies of a Site Plan showing the following minimum information drawn to scale:

Name of proposed development, date of drafting, date of most recent edit to plan, name of developer, official seal or signature of professional licensed to fabricate site plan, legend of information presented on site plan, graphically represented scale and north arrow

Building elevation drawings

Lot lines and dimensions, including all easements

Location and dimension of existing structures to remain, proposed buildings or improvements, and the height of structure

The gross floor area of existing structures to remain and proposed structures

All points of access to public and private rights-of-way and easements

All existing and proposed streets or other rights of way

Off-street parking lot location and design, including all existing and proposed driveways and required parking spaces (including handicapped spaces)

Existing and proposed curbs, gutters and sidewalks

Contour lines

A landscaping plan showing species name, planting method, size, height, caliper and location of plants, and the method of irrigation. The type and design of non-living material must be specified. Existing trees and significant plant groupings must be shown, as well as the method of tree protection during construction (if applicable) and the method of protection of the finished landscape area. Show the total landscaped area in square feet

All existing and proposed waterways

All existing and proposed pedestrian areas

Loading and unloading areas

Utility lines and service areas

Drainage and runoff areas

Fencing and landscape screens

For multi-family residential projects, the number of units by number of bedrooms

Exterior lighting and signs

Trash receptacle enclosures, which are, required for all exterior trash receptacles

Proposed use of property, if known

Any other information felt necessary to aid in the consideration of the application

**Note:** If the Site Plan is not legible, appears inaccurate, or appears not to include all applicable information, the application may be returned for redrawing so that any approval can be made with a minimum of conditions. Site development is required to conform to the submitted site plan and any changes required in the Site Plan Approval Permit. If any site changes are proposed, a revised Site Plan must be resubmitted for review and approval.

2. Legal description
3. Vicinity map
4. Hermiston Irrigation District Certification
5. Umatilla County Road Department or Oregon Department of Transportation access permit (if accessing a county or state highway)

Please complete this checklist and return to the City of Hermiston with completed site plans.