

What is a Site Plan?

A site plan is a drawing that shows how a proposed building and related improvements would be situated on the lot. It does not show specific building features, but is used to evaluate compliance with Development Code requirements such as:

- setbacks
- open spaces
- parking
- public services

A site plan review must occur prior to the building permit application process. Site plan approval is required for:

- any new residential, commercial or industrial building on an unimproved lot, or an additional building on an already improved lot.
- any new addition to an existing structure.

How Do I Apply?

Fill out a Pre-Application Conference application form and submit it to the Community Development Department along with ten (10) copies of the preliminary site plan and project description. The project description includes the following: land characteristics (i.e. locations of sewer, water, storm drainage, roads), adjacent land uses, description and sketch of the proposal (number of lots, sizes and facilities), and a vicinity map. A pre-application meeting is scheduled, which provides you the opportunity for early consultation with representatives from the Planning, Engineering, Fire, Police, and Light & Power Departments. You and/or your representative (architect or engineer) should be present. Meetings are held each Wednesday at 9:00 a.m. The City needs to receive your pre-application packet the preceding Friday by noon so it can be routed to the various departments before your meeting.

Following the pre-application meeting, you may then submit a formal application. The application should include a Land Use Application Form, an original and ten (10) copies (or reproducible version) of the site plan and construction drawing(s). Application forms are available at the Community Development office or on the City's website at www.forestgrove-or.gov.

The site plan must contain those items described in the Development Code Section 10.2.440, although some of these may be waived by the Planning staff. Plans for improvements within the City right-of-way may also be required. These materials, along with a filing fee, should be submitted to the Community Development office.

The Review Process

After submittal, plans are circulated to all major public service departments. The City may take up to thirty days to determine if the application is complete. A letter is then sent to you, acknowledging that the application is complete, or listing those items needed to make the application complete. No further action will occur until the application is complete.

Once the application is complete, the City will proceed with review. The review process also includes providing notice of the application to the property owners and residents within 300 feet of the property. The public comment period extends a minimum of fourteen days.

When the review is complete, a letter or notice of decision will be provided. The decision usually is to grant approval, or approval with conditions. Specific ordinance standards that must be met are also often identified. A copy of the decision is also provided to anyone who commented during the public comment period (the "affected parties"). You or an affected party may appeal the decision or the conditions of approval. However, specific ordinance standards may not be appealed. They may only be waived or adjusted through the adjustment or variance process. Once a site plan approval has been granted, and the 14-day appeal period has expired, you may proceed with the building permit process.

Please refer to the Development Code, available at the Community Development office, for detailed code requirements. Informal discussions with the Planning staff prior to your formal application can be helpful and are encouraged. **Incomplete site plans or applications cannot be accepted.**

