

_____ Building Department	Application No. _____
_____ Fire Marshal	Date Received _____
_____ City Council/Econ. Dev. Coord.	Review Fee \$ _____

CITY OF FRASER
APPLICATION FOR SITE PLAN REVIEW/SPECIAL LAND USE APPROVAL

Site Plan Special Land Use

Name of Project: _____

Address of Project: _____

Proposed Use: _____

Applicant's Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Parcel Identification: _____

Complete Legal Description: (use opposite side or attach separately)

Zoning: _____ Size in acres: _____ Parcel Width: _____ Parcel Length: _____

Legal Owner:

Name: _____ Phone #: _____

Address: _____

Site Plan Preparer's Name: _____

Phone: _____ Fax: _____

If the Petitioner is not the owner, state basis for representative (ie, attorney, representative, option-to-buy, etc.):

Planning Commission meeting (second wednesday of the month at 8:00pm.) The site plan shall include all information required by the City of Fraser Zoning Ordinance. All plans must be folded when submitted. The applicant or representative must be present at the Planning Commission meeting. The site plan shall satisfy the requirements of the Zoning Ordinance for issuance of a building permit, but shall not exempt the applicant from compliance with all other City ordinances or requirements.

The undersigned deposes that foregoing statements and answers and accompanied information are true and correct.

Signature of Applicant

Signature of Legal Property Owner

Please print/type name below signature

Please print/type name below signature

CITY OF FRASER

SPECIAL LAND USE PROCEDURES

SUBMISSION REQUIREMENTS

The petitioner shall submit eighteen (18) copies of the site plan and completed application form at the City Hall at least twenty (20) days prior to a scheduled Planning Commission meeting. The special land use request and site plan shall meet all applicable submission requirements of Section 7.02 for site plan, and Section 12.02 for special land use, in the City of Fraser Zoning Ordinance. The completed application must be accompanied by the required fee, as established by resolution of the City Council. In most cases, the plans shall be prepared at standard engineering sizes and shall be folded to 10" by 12" or less in size.

The application shall also include a written report that specifically addresses each of the eight (8) standards of Section 12.02.A. Following is a reprint of these standards for your convenience:

A. Standards.

1. The proposed use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the surrounding neighborhood and applicable regulations of the zoning district in which it is to be located.
2. The proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements in relation to routes of traffic flow, proximity and relationship to intersections, adequacy of sight distances, location and access of off-street parking and provisions for pedestrian traffic, with particular attention to minimizing pedestrian-vehicle interfaces in residential districts.
3. The proposed use shall be designed as to the location, size, intensity, site layout and periods of operation of any such proposed use to eliminate any possible nuisance emanating therefrom which might be offensive to the occupants of any other nearby uses permitted, whether by reason of dust, noise, fumes, vibration, smoke or lights.
4. The proposed use shall be such that the proposed location and height of buildings or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.
5. The proposed use shall relate harmoniously with the physical and economic aspects of adjacent land uses as regards prevailing shopping habits, convenience of access by prospective patrons, continuity of development, and need for particular services and facilities in specific areas of the City.
6. The proposed use is necessary for the public convenience at the proposed location.
7. The proposed use is so designated, located, planned and to be operated that the public health, safety and welfare will be protected.
8. The proposed use shall not cause substantial injury to the value of other property in the neighborhood in which it is to be located and will not be detrimental to existing and/or other permitted land uses in the zoning district.

STAFF PROCESSING

City staff will date the application, accept fees, record the case number on the application and plans, and transmit cases.

The staff will forward copies of the site plan, when properly submitted, to the following:

- City Manager
- Building Department
- Department of Public Service
- Planning Commission
- Consulting Planner
- Consulting Engineer
- Planning Commission File Copy

The site plan review shall be placed upon the agenda of the Planning Commission meeting. Staff shall notify the petitioner of the date and time of the meeting.

Consultants and department heads shall prepare their site plan checklist or written reviews and submit same to the Planning Commission at least six (6) working days prior to the meeting.

PUBLIC HEARING NOTICES AND REQUIREMENTS

The Administration shall set the Public Hearing date for all special land use applications. One (1) notice of Public Hearing shall be published in the City's official newspaper. The notice shall appear in the paper not less than fifteen (15) days before the Public Hearing date.

The Notice of Public Hearing shall also be sent to the owners (list to be taken from the City tax rolls) of property and the occupants of structures within three hundred (300) feet from the property which is the subject of the request for special land use approval. Notices shall observe the same timing requirements noted above and shall contain the following information:

- The nature of the special land use request.
- The property which is the subject of the special land use request, including the addresses, parcel I.D. nos., and legal descriptions if addresses are not available.
- Where and when the request will be considered.
- Where and when written comments will be received concerning the request

PLANNING COMMISSION ACTION

The Planning Commission shall review the individual standards for that special approval land use, the eight general standards of Section 12.02, and the site plan requirements of Section 7.02. The Commission shall approve the application with any suggested conditions the Commission may find necessary, or disapprove of the application. The decision on a special land use shall be incorporated in a statement of findings of fact relative to the special land use under consideration. The decision shall specify the basis for the decision and any conditions imposed.

Approval

Upon determination that an application is in compliance with the Zoning Ordinance, as amended, and other appropriate plans and regulations, approval will be so indicated on the site plan and shall clearly set forth in writing on the site plan or the minutes the particular use(s) which have been allowed. Thereafter, the Building Inspector may issue a building permit in conformity with the particular special land use and site plan as approved.

Denial

If the Planning Commission determines that the particular special land use(s) requested does not meet the standards of this Ordinance, or otherwise will tend to be injurious to the public health, safety, welfare or orderly development of the City, it shall deny the application and clearly set forth in writing the reason for such denial.

Record

The decision on a special land use shall be incorporated in a statement of conclusions relative to the special land use under consideration, and/or on the site plan which was approved for that use. The statement shall specify the basis for the decision and any conditions imposed.

APPROVAL PERIOD

In all cases where a special land use has been granted, as provided herein, application for a building permit in pursuance thereof must be made and received by the City not later than two hundred seventy (270) days thereafter, or such approval shall automatically be revoked; provided, however, the Planning Commission may grant an extension thereof for good cause, provided the written request was received prior to the expiration and for such period of time not exceeding two hundred seventy (270) days as it shall determine to be necessary and appropriate.

PROCESSING

After a Special Land Use is approved, three (3) signed copies of the "Application" and plans will be distributed as follows:

- One (1) copy forwarded to the Building Department;
- One (1) copy kept on file by the Planning Commission;
- One (1) copy returned to the Applicant;

ZONING COMPLIANCE PERMIT

Approval of the site plan (as submitted or with additions, corrections or alterations) by the Planning Commission shall satisfy the requirements of the Zoning Ordinance for a Building or Zoning Compliance Permit. **It shall not exempt the petitioner from compliance with other City Ordinances. The Building Inspector shall not issue a building permit until site plan approval has been received.**

Changes to an approved special approval land use or a site plan shall be resubmitted to the Planning Commission and City Council and be approved in writing, using the same procedures as those for initial approval.

**CITY OF FRASER - SITE PLAN/SPECIAL LAND USE REPORT
ZONING AND PLANNING REVIEW**

APPLICANT: _____ **Site Plan #** _____

CODE: Satisfactory Not Satisfactory Questionable Not Applicable

GENERAL SITE DATA:

- Prints sealed by a professional
- Complete legal description
- Zoning of site and area:
- Existing or proposed address (if any)
- Existing structures & improvements within 200'
- Yards (Front ___ Rear ___ Side ___)
- Dimensions (setbacks and separations)
- Site dimensions
- Size in acres
- Scale 1" = 20 or 30' and north point
- Scale 1" = 50 or 100' w/typical detailed
- Location map 4" = 1 mile

PROPOSED IMPROVEMENTS:

- Proposed structures and improvements
- Removal of structures and improvements
- All building architectural elevations
- Bldg. surface material and exterior design
- Typical floor plans with dimensions
- Statistical data, incl. units by type etc.
- Each mobile home site size and location
- Equipment (large) size and location
- Decks and patios
- Carport locations and details
- Maximum occupancy (if needed for parking)
- Certificate of no outside storage (Industrial only)
- Certificate of compliance with performance standards (Industrial only)

ACCESS, PARKING AND CIRCULATION:

- Existing and proposed ROW
- Traffic pattern
- Drive and street approached dimensions
- Hard-surface pavement
- Parking spaces (location, number, dimensions, aisle widths)
- Acceleration/deceleration or passing lanes
- Pedestrian access and sidewalks
- Exterior lighting and shielding
- Loading and unloading
- Fire and emergency access notes
- Excessive curb cuts