

## **WHAT IS A SITE PLAN?**

A Site Plan, a drawing representing an aerial view of the property you are proposing to develop. Imagine looking down at the property from an airplane; this overhead view tells a great deal about the site: When you draw this view it provides information about the existing site and your proposed project.

When you plan on developing a site or relocating a business to an existing building you are usually familiar with the existing features and can visualize where the new structures or facilities would be placed. To help others, who are unfamiliar with the site, to review your proposal, it is necessary to create a site plan identifying necessary information.

Site Plans are required for all types of applications. However, each type of application requires unique information to be shown on the site plan. A checklist of those requirements is available for each application.

## **DO I NEED TO CREATE A SITE PLAN?**

If your proposal requires you to complete an application from the Planning Department you will be required to create a site plan. The amount of information and the level of detail required for a site plan depends on the type of application you are required to submit. Larger projects requiring a Design Review will be accompanied by a detailed site plan in addition to other material. A Residential Review Permit, on the other hand, does not require a great deal of information.

Please contact the Planning Department to find out if a Site Plan is required for your project,

## **WHO APPROVES THE SITE PLAN?**

Site Plans are only reviewed in conjunction with your application by the Planning Director or staff, with City staff and other affected agencies reviewing it also. If the site plan is incomplete and additional information is necessary for the Planning Department to make a decision (approve, conditionally approve or deny the application) you will be contacted and asked to re-draw the site plan or supply the necessary information. When the Planning Department signs your permit or issues a Decision, they are approving your site plan.

## **WHAT IS CONSIDERED IN REVIEWING A SITE PLAN?**

When submitting a site plan, applicants should keep in mind that the project will be carefully reviewed to determine how the proposal relates to the specific site, and affects its neighborhood and the community. To put it another way, the decision-makers want to make sure that the development fits with the surrounding area and supports adopted community goals. The proposed use must comply with ordinance and comprehensive plan requirements and the site must be able to physically accommodate the proposed use. Copies of the City Code, Community Development Ordinance, and Comprehensive Plan are available for review and purchase at the Planning Department.

## **HOW MUCH DOES IT COST?**

Application fees vary depending on the type of review required. Please check with the Planning Department the current fee schedule.

## **WHAT IS REQUIRED FOR A RESIDENTIAL SITE PLAN?**

It is important to show all of the following information on the Site Plan so the Planning Department can quickly process your permit.

*Tax account number, legal description and/or street address*

*Scale of drawing (for example 1"=20', 1/8"=1')*

*North Arrow (indicating which way North is)*

*Property lines and dimensions*

*Names, location and surface type (asphalt, gravel, dirt) of streets and alleys adjacent to your property*

*Location, dimensions and use of all existing and proposed structures*

*Distance from property lines to all existing and proposed structures*

*Total square footage footprint of all covered structures*

*Height of all structures*

*Total square footage of the property*

*Existing and proposed lot coverage (divide the total square footage footprint of structures on the lot by the total square footage of the lot)*

*Location, dimensions and surface type of driveways or parking areas (at least two 9x20 spaces are required for new structures, with at least one within a carport or garage. Driveways and required parking spaces must be paved with concrete or asphalt)*

*Location and description of any significant topographic or developed features on the site (such as severe slope, rock outcroppings, or large trees)*

*Location and dimensions of all easements*

*Residential Stormwater Plan for New Subdivision Development including existing and proposed final grades, cut/fill quantities in cubic feet, square footage of new impervious areas (pavement, roofs, etc.), where and how stormwater will be directed from all impervious areas, how erosion will be prevented after construction is complete.*

## WHAT DO I NEED TO FILE?

The information you need to file will vary depending on the type of project you are proposing. Many projects require additional information than that listed for a Residential Site Plan. To understand those additional requirements you are encouraged to attend a pre-application meeting. An appointment for a pre-application meeting can be made by calling 883-5361. During the pre-application meeting, you will be given an overview of the process and a list of the information and materials you will need to provide for a complete application.

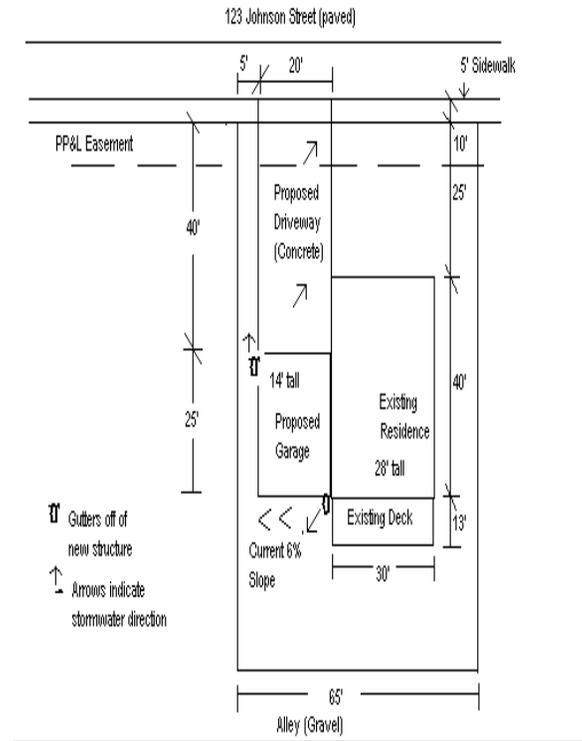
In general, you will need to submit the following:

*Completed Application*  
*Site Plan (Multiple copies, application specific)*  
*Application Fee*

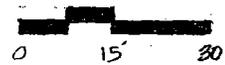
You can help expedite the review process by making sure your application is complete, your proposal is clearly stated, and all required information is provided on the application and site plan.

The city does not have detailed information regarding property lines or easement locations. It is the responsibility of the landowner to provide accurate information on the Site Plan. The City recommends hiring a Licensed Surveyor to locate property lines and easements in the field so that construction work can accurately reflect the Site Plan.

*This guide is designed to provide general information only. It is not a City ordinance or policy and has no legal effect. The Comprehensive Plan and other chapters of the City Community Development Ordinance & City Code are the official regulations of the city. Those documents, rather than this guide are the only legal basis for assessing how city regulations affect property development. Updated in January 2004.*



SCALE: 1" = 30'



North



ADDRESS: 123 Johnson Street  
TAX ACCOUNT NUMBER: 3809-01AA-0100  
PROPERTY AREA: 7,800 Sq. Ft.  
FOOTPRINT AREA: 1,200 Sq. Ft.-Existing  
500 Sq. Ft. -Proposed  
LOT COVERAGE: 15% (1700/7800) - Existing  
24% (1850/7800) - Proposed  
GRADE (Proposed area): 6% - Existing  
2% - Proposed  
NEW IMPERVIOUS AREA: 1,300 Sq. Ft.  
CUT/FILL QUANTITY: Fill: 640 Cubic Ft.

A User's Guide to:

## SITE PLANS



**City of Klamath Falls  
Planning Department**

**226 South 5<sup>th</sup> Street  
P.O. Box 237  
Klamath Falls, OR 97601  
(541) 883-5361**