



**CITY OF SUTHERLIN**

**Community Development**  
126 E. Central Avenue  
Sutherlin, OR 97479  
(541) 459-2856

**PLANNED UNIT DEVELOPMENT  
APPLICATION**

FILE NO. \_\_\_\_\_

DATE FILED: \_\_\_\_\_

FEE: \$930.00 plus \$30.00 per unit over 10 (Non-refundable)

Receipt No. \_\_\_\_\_

Application Deemed Complete: \_\_\_\_\_

**THE UNDERSIGNED OWNER(S) OR AUTHORIZED AGENT(S) HEREBY SUBMIT A  
PLANNED UNIT DEVELOPMENT (PUD) APPLICATION TO THE CITY OF SUTHERLIN.**

**1. APPLICATION INFORMATION**

A. Property Owner(s) please print or type; signatures are required on page **6** of this application. Provide additional pages if necessary. A contract purchaser may sign as owner if a copy of the recorded contract is submitted. (An earnest money agreement does not constitute a contract.)

Name(s): \_\_\_\_\_

Address(s): \_\_\_\_\_

Phone(s): \_\_\_\_\_ Fax: \_\_\_\_\_

B. Authorized Agent(s)

Name(s): \_\_\_\_\_

Address(s): \_\_\_\_\_

Phone(s): \_\_\_\_\_ Fax: \_\_\_\_\_

**2. PROPERTY DESCRIPTION**

A. Assessor Map ID(s): \_\_\_\_\_ Property ID(s): \_\_\_\_\_

B. Property Location Description

1. List all existing addresses located on the property proposed for subdivision:

\_\_\_\_\_

2. Indicate the subject property's location in relationship to nearest streets (i.e., NE corner of Umatilla St. and 5<sup>th</sup> Ave.) \_\_\_\_\_

C. Total land area involved in the PUD request Acres: \_\_\_\_\_ SQ FT: \_\_\_\_\_

**3. EXISTING AND ANTICIPATED USE INFORMATION**

- A. Current Use: \_\_\_\_\_
- B. City Zoning: \_\_\_\_\_
- C. Comprehensive Plan: \_\_\_\_\_
- D. Anticipated Use: \_\_\_\_\_
- E. Will there be a HOA (Home Owners Assoc.): \_\_\_\_\_
- F. Is it anticipated that structures will be removed/demolished from the property?  
\_\_\_\_\_ YES \_\_\_\_\_ NO If yes, a separate application for demolition is required.
- G. Are any historic structure or historically significant features on the subject property?  
\_\_\_\_\_ YES \_\_\_\_\_ NO If yes, describe the any impacts to such features:  
\_\_\_\_\_
- H. What is the minimum lot size proposed \_\_\_\_\_ SQ FT  
What is the maximum lot size proposed \_\_\_\_\_ SQ FT
- I. What is the anticipated time for development? \_\_\_\_\_
- J. Will this development be in phases? \_\_\_\_\_ YES \_\_\_\_\_ NO If yes, number and  
timeline of additional phase completion: \_\_\_\_\_
- K. Name of the proposed PUD (NO DUPLICATE NAMES ALLOWED IN DOUGLAS  
COUNTY): \_\_\_\_\_  
\_\_\_\_\_
- L. All proposed street names: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. REQUIRED ATTACHMENTS (Please submit all plans in .pdf if possible)**

A. General Information:

1. Name of PUD. This name must not duplicate the name of another Subdivision/PUD in the county in which it is located (please check with county surveyor);
2. Date, North arrow, and scale of drawing;
3. Location of the development sufficient to define its location in the city, boundaries, and a legal description of the site;
4. Names, addresses and telephone numbers of the owners, project designer, engineer(s), and or surveyor, and the date of the survey; and
5. Identification of the drawing as a “tentative plan.”

B. Site Analysis:

1. Streets: Location, name, present width of all existing streets, alleys and rights-of-way on and abutting the site;
2. Easements: Width, location and purpose of all existing easements of record on and abutting the site;
3. Utilities: Location and identity of all existing utilities on and abutting the site. If water mains and sewers are not on or abutting the site, indicate the direction and distance to the nearest ones;
4. Ground elevations shown by contour lines at five (5) foot vertical intervals for ground slopes exceeding ten (10) percent and at two (2) foot intervals for ground slopes of less than ten (10) percent. Such ground elevations shall be related to some established bench mark or other datum approved by the county surveyor;
5. The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes);
6. Potential natural hazard areas, including any flood plains, areas subject to high water table, landslide areas, and areas having a high erosion potential;
7. Wetland and floodplain, including wetland areas, streams, wildlife habitat, and other areas identified by the city or natural resource regulatory agencies as requiring protection;
8. Site features, including existing structures, pavement, areas having unique views, drainage ways, and ditches;
9. Designated historic and cultural resources on the site and adjacent parcels or lots; and
10. The location, size and species of existing trees having a caliper (diameter) of twelve (12) inches or greater at four (4) feet above grade.

C. Proposed improvements:

1. Proposed public and private streets, tracts, driveways, open space and park land; location, names, right-of-way dimensions, approximate radius of street curves; and approximate finished street center line grades. All streets and tracts which are being held for private use and all reservations and restrictions relating to such private tracts shall be identified;

2. Location, width and purpose of all proposed easements and dedications;
3. Lots and private tracts, (e.g., private open space, common area, or street) approximate dimensions, area calculation (e.g., in square feet), and identification numbers for all lots and tracts;
4. Proposed uses of the property, including all proposed common areas or improvements, areas proposed to be dedicated to the public or reserved as open space for the purpose of surface water management, recreation, or other use;
5. Proposed improvements, as required by chapter 3 of the Sutherlin Development Code, Design Standards, and timing of improvements (e.g., in the case of streets, sidewalks, street trees, utilities, etc.);
6. The proposed source of domestic water;
7. The proposed method of sewage disposal, and method of surface water drainage and treatment if required;
8. The approximate location and identity of other utilities, including the locations of street lighting fixtures;
9. Proposed railroad crossing or modifications to an existing crossing, if any, and evidence of contact with Oregon Department of Transportation (ODOT) related to proposed railroad crossing(s);
10. Proposed changes to navigable streams, or other water courses. Provision or closure of public access to these areas shall be shown on the tentative plan, as applicable;
11. Identification of the base flood elevation, if applicable to the site;
12. Grading plan, if site is larger than five (5) acres;
13. Evidence of contact with ODOT for any development requiring access to a highway under the state's jurisdiction; and
14. Evidence of contact with the applicable natural resource regulatory agency(ies) for any development within or adjacent to jurisdictional wetlands.
15. Include an impact study for all land division applications proposing ten (10) or more residential lots, and for all site plan applications proposing ten thousand (10,000) square feet or more site area. The impact study shall:
  - (1) Quantify/assess the effect of the development on public facilities and services;
  - (2) Address, at a minimum, the transportation system, including pedestrian ways and bikeways, the drainage system, the parks system, the water system, the sewer system, and the noise impacts of the development; and
  - (3) For each public facility system and type of impact, the study shall propose improvements necessary to meet city standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users.

D. Future Re-division Plan

When subdividing or partitioning tracts into large lots (i.e., greater than two times or two hundred (200) percent the minimum lot size allowed by the underlying zoning district), re-division plan showing:

1. Potential future lot division(s) addressing the housing and density standards of chapter 2 of Sutherlin Development Code;
2. Potential street right-of-way alignments to serve future development of the property and connect to adjacent properties, including existing or planned rights-of-way; and
3. A disclaimer that the re-division plan is a conceptual plan intended to show potential future development. It shall not be binding on the city or property owners, except as may be required through conditions of land division approval. For example, dedication and improvement of rights-of-way within the future plan area may be required to provide needed secondary access and circulation.

E. General Submission Requirements

1. A statement of planning objectives to be achieved by the planned unit development through the particular approach proposed by the applicant. This statement should include a description of the character of the proposed development and the rationale behind the assumptions and choices made by the applicant.
2. A development schedule indicating the approximate dates when construction of the planned unit development and its various phases are expected to be initiated and completed.
3. A statement of the applicant's intentions with regard to the future selling or leasing of all or portions of the planned unit development.
4. A narrative report or letter documenting compliance with the applicable approval criteria contained in section 4.6.170.
5. Special studies prepared by qualified professionals may be required by the planning director, planning commission or city council to determine potential traffic, geologic, noise, environmental, natural resource and other Impacts, and required mitigation.

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SIGNATURES NEXT PAGE**

**5. SIGNATURES**

I hereby apply for a Planned Unit Development as requested on this form and certify that the attachments are complete and correct. (Any and all engineering cost incurred by the City of Sutherlin associated with this application shall be the responsibility of the applicant.) **Attach sheet if additional signatures are required.**

\_\_\_\_\_  
**Applicant Signature** \_\_\_\_\_  
**DATE**

**Printed Name:** \_\_\_\_\_  
OWNER \_\_\_\_\_ AGENT \_\_\_\_\_ OPTION HOLDER \_\_\_\_\_ CONTRACT BUYER \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature** \_\_\_\_\_  
**DATE**

**Printed Name:** \_\_\_\_\_  
OWNER \_\_\_\_\_ AGENT \_\_\_\_\_ OPTION HOLDER \_\_\_\_\_ CONTRACT BUYER \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature** \_\_\_\_\_  
**DATE**

**Printed Name:** \_\_\_\_\_  
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\_\_\_\_\_  
**Applicant Signature** \_\_\_\_\_  
**DATE**

**Printed Name:** \_\_\_\_\_  
OWNER \_\_\_\_\_ AGENT \_\_\_\_\_ OPTION HOLDER \_\_\_\_\_ CONTRACT BUYER \_\_\_\_\_

Any other owner or option holder or buyer who does not sign this application shall provide a signed statement providing their authorization for submission of the application request.