



# Site Plan & Architectural Review

140 South 3rd Street  
Central Point, OR 97502  
541.664.3321

[www.centralpointoregon.gov](http://www.centralpointoregon.gov)

## APPLICANT INFORMATION

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
Email \_\_\_\_\_  
Telephone (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

## AGENT INFORMATION (Owner's consent required)

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
Email \_\_\_\_\_  
Telephone (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

## PROPERTY OWNER INFORMATION

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
Email \_\_\_\_\_  
Telephone (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

## PROJECT DESCRIPTION

Site Address(es): \_\_\_\_\_  
Map & Tax Lot(s): \_\_\_\_\_  
Gross Acreage: \_\_\_\_\_ Existing Right-of Way Acreage: \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Proposed Right-of-Way Acreage: \_\_\_\_\_  
Existing No. Units: \_\_\_\_\_ Proposed No. Units: \_\_\_\_\_  
Flood Zone: \_\_\_\_\_ TOD Overlay: Yes No

**PRE-APPLICATION CONFERENCE** (Recommended for Type II applications; Required for Type III applications)

File No. \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION CHECKLIST**

*Applications shall include all of the following submittals:*

- Application Form (Signed)
- \$2,900 Application Fee
- Legal Description
- Property Owner Consent Form for agent authorization (if applicable)
- Written Findings of Fact denoting compliance with CPMC 17.65, 17.66, 17.67, 17.72 and 17.75 as applicable. For Type II applications, see CPMC 17.05.300(B)(2)(b). For Type III applications, see CPMC 17.05.400(B)(2)(b).
- Site Plan, Architectural Elevations with details, Landscape and Irrigation Plan, and Lighting Plan (if applicable)
  - Three (3) copies drawn to scale
  - One reduced paper copy (8 ½ “ x 11”)
  - PDF emailed to [planning@centralpointoregon.gov](mailto:planning@centralpointoregon.gov)
- Preliminary Stormwater Management Plan. Location and facility type/design must be shown on the Site and Landscape Plan at a minimum.
- Mailing labels for property owners within 250-feet of project site perimeter

**I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE ENCLOSED PLANS AND DOCUMENTS ARE TRUE, CORRECT AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Property Owner     Authorized Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

File No. \_\_\_\_\_

Date Accepted as Complete: \_\_\_\_\_

120-day Rule Date: \_\_\_\_\_

