



City of Redmond Cottage Development Application

Project Name: _____ Number of Lots: _____ File Number: _____

Total fee \$11,845.76 Fee does not include Final Plat fee of Public hearing fees.

If a hearing is required, a deposit*** of \$3,310.32 is required at the time of application.

PROPERTY OWNER AND APPLICANT INFORMATION

Applicant Name _____ Phone ____/____/____ Fax ____/____/____
Address _____ City _____ State _____ Zip Code _____
Email _____

Property Owner _____ Phone ____/____/____ Fax ____/____/____
Address _____ City _____ State _____ Zip Code _____
Email _____

PROPERTY AND PROJECT DESCRIPTION

Property Location (address, intersection of cross street, general area) _____

Tax lot(s): T15S, R13E, Section _____ Tax Lot(s) _____
Zoning _____ Total Land Area _____ (Square Ft.) _____ (acres)
Present Land Use _____

Describe project including phasing where applicable: _____

PROFESSIONAL SERVICES

Surveyor/Engineer _____ Phone ____/____/____ Fax ____/____/____
Address _____ City _____ State _____ Zip Code _____
Email _____

FOR OFFICE USE ONLY

Date Received: _____

Rec'd By: _____

Fees Paid: _____

Receipt #: _____

If needed- Hearing (Specially Set); Non Hearings Officer

***** DEPOSIT ONLY- Fee May Be Higher Based on Actual
Cost of Services**

SUBMITTAL REQUIREMENTS

Each Cottage Development submittal package shall contain the following information:

Site Layout Information

- **Site Plans.**
 - Ten full-sized site plans (which must be folded individually, or in sets to 8 ½" X 11" in size)
 - (1) One reduced copy (11 x 17)
 - (1) One electronic copy (JPEG or TIFF) on a CD.

Site plan to show all aspects of site development, including building pad locations, common areas, streets / roads, sidewalks and other pathways, parking, and utilities.
- **Postal box location(s):** Centralized box units (CBUs) shall be shown on the site plan and installed by applicant/developer, and accompanied by a 'letter of confirmation' from the U.S. Post Office.
- **Grading & Drainage Plans.** Three full-size, folded plans, 1 reduced size plan
- **Building Elevations.** Ten full-sized sets, which must be folded individually, or in sets to 8 ½" X 11" in size) of building elevations for each proposed building. Elevations shall show the building heights, construction materials, colors, and all exterior lighting and mechanical equipment to be used.
- **Landscape Plan:** Including street trees, shrubs / ground cover, grades, slopes, screen plantings, fences, and so forth. Also show general irrigation line locations and type of irrigation system(s) to be used. All common areas / open space areas shall show specific landscaping to be provided, and shall provide numbers and species of each type of plant, tree and shrub to be added.
- **Lighting Plan.** All exterior lighting, except for porch lighting, shall be shown on a lighting plan. A brochure, cut sheet or illustration of each fixture type shall also be provided, and all lighting shall be downcast and may not shine into roads or neighboring lots.

Burden of Proof, Work Program, and CC&Rs

- **Burden of Proof Statement.** 4 Complete Copies, A statement showing compliance with Cottage Development standards; Conditional Use permit standards, addressing neighborhood compatibility and addressing all standards & criteria that cannot be graphically addressed on the required plans.
- **Work Program:** The written program shall contain the following elements:
 - Table showing the total number of acres and area distribution by each type of use. Show the land area used for each dwelling type and for non-residential uses, including off-street parking, streets, parks, playgrounds,

and open spaces as shown in the proposed development plan.

- Density of residential development including number of dwellings by dwelling type.
- Time lines for project phases (by phase).
- Written consent of all persons owning any interest in the real property within the Cottage Development to the final development plan and program.
- CC&Rs. A draft copy of proposed Covenants, Codes and Restrictions (CC&R's) shall be provided. Included within this document is the maintenance of all common areas, creation of the Home Owner's Association (HOA) and timing for the transition of ownership from Developer to the HOA.

Additional Submittal Information

- Conceptual development plan, 2 copies from the Conceptual plan review
- Traffic Impact Study, 4 Copies, if the project will generate more than 200 average daily trips, or at the discretion of the City Engineer.
- Fire flow analysis, 3 Copies, prepared by a professional engineer.
- ODOT Conditional Approval Letter for all projects on Hwy 97 and Hwy 126**
- Environmental Impact Study, if required by the City
- 'Will Serve' letters from all vital utility providers.
- Redevelopment plan may be required for any lot in excess of 1 acre that is within the project boundary but is not being developed through this process.

Advance Notice: If your project involves using any underground injection control (UIC) devices (drywells), please contact the Portland Office of the DEQ at (503) 229-5945 *immediately* to begin permitting process. Failure to obtain the necessary DEQ permits early can substantially delay your project. You may contact the City of Redmond's wastewater treatment specialist at (541) 504-5079 for assistance.

Applicant: _____ Date: _____
Signature

Property Owner: _____ Date: _____
Signature