



Supplemental Form: MASTER PLANNED DEVELOPMENT

The Master Plan process includes three steps which may be reviewed individually or combined into one package for concurrent review:

1. Planned development overlay zone and concept plan;
2. Detailed development plan; and
3. Preliminary subdivision plat(s) and/or site design review application(s).

Submittal Requirements: Complete all supplemental application requirements listed below. Check the appropriate box as you include it in your application packet. A complete application includes a Agreement for Payment of Land Use Fees, Base Fee, Development Application Form, this Supplemental Form and other applicable supplemental forms such as subdivision or site design review with all required supplemental materials as listed below, and five (5) copies for initial review by staff drawn to scale, with the following information:

An additional **fifteen (15) copies and one (1) 8-1/2" x 11" or 11" x 17" scaled reduction** of the complete application shall be submitted for the Planning Commission Hearing.

Applicant

Use Creswell Code Section 4.5.140

A. General Submission Requirements:

- 1. A statement of planning objectives to be achieved by the planned 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 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 development.
- 4. Narrative report or letter documenting compliance with the applicable approval criteria contained in Sections 4.5.150 & 4.5.180 (and all applicable criteria referenced); and
- 5. Special studies prepared by qualified professionals may be required by the City Administrator, Planning Commission or City Council to determine potential traffic, geologic, noise, environmental, natural resource and other impacts, and required mitigation.

B. Additional Information: In addition to the general information in "A", the following exhibits and information shall be provided:

- 1. Existing Conditions map, as defined in Section 4.2.500-Site Design Review Application Submission Requirements;
- 2. Conceptual site plan (e.g. general land use, building envelopes, circulation, open space, utility connections, and other information necessary to convey the concept plan);
- 3. Grading concept (for hillside or sloping properties, or where extensive grading is anticipated);
- 4. Landscape concept (e.g., shows retention of existing vegetation and general planting areas);
- 5. Architectural concept (e.g., information sufficient to describe architectural styles, building heights, and general materials);
- 6. Copy of all existing covenants and restrictions, and general description of proposed restrictions or covenants (e.g., for common areas, access, parking, etc.)

Official Use

A1

A2

A3

A4

A5

B1

B2

B3

B4

B5

B6

4.1.400 Type III Procedure

- Non-refundable fee and deposit;
- One set of pre-stamped and pre-addressed envelopes for all real property owners of record who will receive a notice of the application as required in Section 4.1.400(C). The records of the Lane County Assessor's Office are the official records for determining ownership. The applicant shall produce the notice list; OR, upon payment of a fee noted on City's fee list, the City shall prepare the public notice mailing list.

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For the following, attach an additional sheet if not enough room is provided.

<input type="checkbox"/> List all Owners of Record (<i>print</i>):	Contact Information:
_____	_____
_____	_____
_____	_____
_____	_____
<input type="checkbox"/> Contract Purchasers (<i>print</i>):	
_____	_____
_____	_____
<input type="checkbox"/> Holders of Options (<i>print</i>):	
_____	_____
_____	_____
<input type="checkbox"/> Proposed Developer (<i>print</i>):	
_____	_____

(continued on next page)

Information on the Review Criteria for Master Plan Applications

When your application is reviewed, staff will check to make sure that all relevant criteria listed in the *Creswell Development Code* have been met. More detailed information about the Master Planned Development Subzone requirements and procedures is listed in Chapter 4.5 of the *Creswell Development Code*. The *Creswell Code* also details other applicable standards including permitted uses, standards, and requirements for the parent zone and for proposed signs.

Please carefully review Chapter 4.5 and other applicable portions of the *Creswell Code* to ensure that your application addresses all applicable sections of the Code. You are responsible for ensuring compliance with the requirements of the Code, and you are encouraged to include any additional information on your proposed plan that might be helpful in making a determination regarding your application.

Staff will review your application materials for completeness and will make findings for each criterion. Staff will also make general findings and recommendations based on Chapter 4.5 and other relevant sections of the *Creswell Development Code*. The Planning Commission shall then make a decision regarding the approval of your application based on the approval criteria listed below:

Overlay Zone and Concept Plan Approval Criteria

4.5.150 The City shall make findings that all of the following criteria are satisfied when approving or approving with conditions, the overlay zone and concept plan. The City shall make findings that not all of the criteria are satisfied when denying an application:

- A. **Comprehensive Plan.** All relevant provisions of the Comprehensive Plan are met;
- B. **Land Division Chapter.** All of the requirements for land divisions, as applicable, shall be met (Chapter 4.3);
- C. **Article 2 and Article 3 Standards.** All of the land use, development, and design standards contained in Articles 2 and 3 are met, except as may be modified in Section 4.5.130;
- D. **Open Space.** Master plans shall contain a minimum of 15 percent open space. Public open space shall be integral to the master plan. Plans shall emphasize public gathering places such as plazas, neighborhood parks, trails, and other publicly accessible spaces that integrate land use and transportation, and contribute toward a sense of place. Where public or common private open space is designated, the following standards apply:
 - 1. The open space area shall be shown on and recorded with the final plat; and
 - 2. The open space shall be conveyed in accordance with one of the following methods:
 - a. By dedication to the City as publicly owned and maintained open space. Open space proposed for dedication to the City must be acceptable to the City Administrator with regard to the size, shape, location, improvement, environmental condition (i.e., the applicant may be required to provide a level one environmental assessment), and budgetary and maintenance abilities;
 - b. By leasing or conveying title (including beneficial ownership) to a corporation, home association, or other legal entity, with the City retaining the development rights to the property. The terms of such lease or other conveyance must include provisions (e.g., maintenance, property tax payment, etc.) suitable to the City.

Detailed Development Plan Approval Criteria

4.5.180 The City shall approve the detailed development plan upon finding that the final plan conforms to the concept plan and required conditions of approval. If the detailed plan request combines other land use and development applications, as provided in Section 4.5.180, those applications shall be additionally subject to the applicable approval criteria in Article 4. Minor changes to the approved concept plan may be approved with the detailed plan, when the approval body finds that the modification(s) is/are consistent with the criteria in A-H, below. Changes exceeding those in subsections A-H, below, must be reviewed as major modifications under Chapter 4.6.

- A. **Increased residential densities** (overall or reallocated between development phases) by no more than 15 percent over that which is approved;
- B. **Increase in lot coverage or impervious surface** (overall or reallocated between development phases) by no more than 15 percent over that which is approved;
- C. **Reduction in open space or landscaping** by no more than 10 percent;
- D. **Increase in overall automobile parking spaces** by no more than 10 percent;
- E. **Land use.** No change in land use shall be permitted without a major modification to the concept plan;
- F. **Proposals to add or increase lot coverage within areas subject to a potential hazard or requiring protection under the Comprehensive Plan** shall required a major modification to the concept plan;
- G. **Major changes in the location of building, proposed streets, parking lot configuration, utility easements, landscaping or other site improvements shall require a Major Modification pursuant to Chapter 4.6.** "Major" in this subsection means by more than 100 feet, or 15 percent, relative to setbacks; and
- H. **Other substantial modifications** not listed in A-G, above, shall require approval of a major modification in conformance with Chapter 4.6.

INFORMATION

4.5.190 Land Use Review, Site Design Review, Final Plat, and Building Permit Approvals

- A. **Land Use and Site Design Reviews.** For projects requiring land use or site design review, all such approvals must be final and appeal periods expired before the City issues building permits. Chapter 4.2 applies to site design review.
- B. **Land Divisions.** For projects requiring a land division, the preliminary land division plats must be final and appeal periods expired before a final plat is approved and building permits issued. Chapter 4.3 applies to land divisions.
- C. **Streamlined Review Option.** Applications for preliminary land division plats, land use reviews, and site design review applications that are part of an approved master planned development may be reviewed using a Type II procedure, rather than the conventional Type III procedure. This shall be the applicant's option. The variation from the standard procedures of Chapter 4.2-Site Design Review, and Chapter 4.3-Land Divisions, is intended to streamline review of projects that have received master planned development approvals, since those projects have previously been subject to public review hearings.