

# APPLICATION SUBMITTAL REQUIREMENTS

## Design Review

The applicant for design review under the design standards shall follow the same procedure for a building permit application and shall submit information on the site plan and building plans to demonstrate compliance with the applicable criteria by clearly identifying the elements on the site plan and building plans as those elements provided to meet the design standards. Additionally, a written checklist of the design standards identifying the design elements used to comply with the design standards shall also be submitted.

The applicant for design review under the design guidelines shall submit a completed City of Newport Land Use Application and plans showing the following:

- 1. A completed and signed design review application including fee (if required) and a list of all names and addresses of property owners within 100 feet of the property as determined from the current rolls of the Lincoln County Assessor's Office. *(Lincoln County Assessor's office is located in the Lincoln County Courthouse at 225 W Olive St, Newport)*
  
- 2. A site plan, drawn to scale with:
  - a. Project name
  - b. Vicinity map
  - c. Scale (the scale shall be at least one inch equals fifty feet or larger)
  - d. North arrow
  - e. Date
  - f. Street names and locations of all existing and proposed streets within or on the boundary of the proposed development as applicable
  - g. Location of all parking areas and all parking spaces, ingress and egress to the site and on-site circulation.
  - h. A landscape plan showing the location, type and variety, size and any other pertinent features of the proposed landscaping and plantings for all multiple-family (more than 2 units), commercial, and public/institutional development
  - i. Location and general use of all buildings
  - j. Zoning
  - k. Dimensions of lots, structures, and other features

(over)

- I. Any other feature required to be included on a site plan as identified by the requirements of a design review district
- 3. Exterior elevations of all buildings on the site as they will appear after development. Such plans shall indicate the material, texture, shape, and other design features of the building(s), including all mechanical devices.
- 4. A written set of proposed findings that explain how the project complies with the applicable design guidelines.
- 5. Fee of \$674.00.