



CITY OF MANZANITA

P.O. Box 129, Manzanita, OR 97130-0129
Phone (503) 812-2514 | Fax (503) 368-4145 | TTY Dial 711
planning@ci.manzanita.or.us

COMMERCIAL LAND USE APPLICATION

Date: / /

File #:

Pre-App. File #:

PRE-APPLICATION CONFERENCE REQUIRED PRIOR TO SUBMITTING APPLICATION

Once submitted, application materials and applicant information become public record.

APPLICANT INFORMATION:

Project Contact Name:	Company:
Mailing Address:	Zip:
Phone(s):	Email:
City Limits:	Urban Growth: Yes No

SITE INFORMATION:

Site Address:	
Map & Tax Lot(s):	Zone:

PROPOSAL (brief description):

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REQUIRED DOCUMENTS

(Please submit electronic copies of all documents as a PDF to building@ci.manzanita.or.us)

Commercial, Industrial, other- \$1,500 + 5% Tech Fee

1. Completed Request Form (An invoice with payment instructions will be emailed once all required documents have been received)
2. Email a PDF Copy of all documents to building@ci.manzanita.or.us. Provide Three (3) paper copies of all submittal documents. Drawings must be to scale.
3. Approval letters from the following:
 - a. Public Works, 503-368-5343
 - b. Nehalem Bay Wastewater, 503-368-5125
 - c. Nehalem Bay Fire & Rescue, 503-368-7590
 - d. Tillamook County Environmental Health Program Manager, 503-842-3909 (When required)
4. Wetland Delineation Study (When required)
5. Stormwater Retention
6. Traffic impact Analysis (When required)
7. Narrative: A detailed description of your proposal. Include a brief description of the physical context of the site, including a map showing the site and surrounding properties.

July 1, 2024

8. The design plan must identify: **(Manzanita Zoning Ordinance 95-4, Section 4.156 Architectural and Landscape Design Evaluation Criteria)**
 - a. Natural and man-made features, including trees and structures onsite and on adjacent properties having a visual or other significant relationship with or that may affect the development. **(Section 4.155 Site Design Evaluation Criteria)**
 - b. The location and external dimensions of proposed buildings and structures, and of existing buildings and structures to be retained. **(Section 3.040 Commercial Zone, C-1 (3) Standards)**
 - c. The location of fences, retaining walls, mechanical equipment, garbage disposal areas, utility appurtenances and similar structures.
 - d. Pedestrian, parking, **(Section 4.090 Off-Street Parking Requirements)** and vehicular circulation areas including service areas for the loading and delivery of goods.
 - e. Private and shared outdoor areas, including walkways, plazas, courtyards, seating areas, street furniture and permanent outdoor features including sculptures and artwork.
 - f. Exterior lighting on all buildings and in landscape areas, including type, intensity and area to be illuminated.
 - g. Location, size and method of illuminating signs. **(Section 4.070 Sign Requirements)**
 - h. Points of access and interior floor plans on architectural plans to the extent required to clarify access functions and the relationship to decks, porches, balconies, stairs or other exterior features.
 - i. The color and texture of finish materials, window and door placement and materials, light fixtures, stairways, unique architectural elements, especially in development plans that are unique or innovative.
 - j. Location and proposed living plant material for landscaped areas, including type, number and size of living plant materials and including visual representations of the living plant materials relative to building elevations. [Added by Ord. 14-02, passed April 9, 2014]. **(Section 3.040(3)(d))**