



Planning Division  
 City of Bend  
 (541) 388-5580  
 planning@bendoregon.gov  
 710 NW Wall Street, Bend OR 97703

## SITE PLAN REVIEW APPLICATION PROCESS GUIDE

See Bend Development Code (BDC) [Chapter 4.2.500 Site Plan Review](#) or <https://www.bendoregon.gov/government/city-codes> for detailed requirements and review criteria.

Contact the Planning Division to determine if a Pre-Application Meeting is recommended. A Pre-Application meeting may be needed to determine what if any issues might be identified pertaining to the proposed development, and what improvements are likely to be required. It is also recommended that that a System Development Charge (SDC) Estimate be applied for prior to submitting a Planning Application as SDCs can often be much higher than anticipated.

### SITE PLAN REVIEW PROCESS:

Step	BDC	Timeframe
(1) Conduct a <a href="#">Public Meeting</a> prior to submitting a Site Plan Review application for development of buildings containing 10,000 sq. ft. or more	<a href="#">4.1.215</a>	15-45 days
(2) Apply through the <a href="#">Online Permit Center</a> for a Water and Sewer Analysis (SWA) under Engineering & Agreements.		Review: ~2-4 weeks 6-8 weeks if high workload
(3) Apply through the <a href="#">Online Permit Center</a> for a Transportation Facilities Report (TFR) under Engineering and Agreements.	<a href="#">4.7.400</a>	Review: ~2-4 weeks 6-8 weeks if high workload
(4) Site Plan Review <ul style="list-style-type: none"> <li>Apply through the <a href="#">Online Permit Center</a> for Site Plan Review under Planning &amp; Historic.</li> <li>Processed as a Type II Application. (public notice)</li> <li>City reviews application and issues a decision.</li> </ul>	<a href="#">4.2.500</a> <a href="#">4.1.400</a>	Review: 6-8 weeks 8-12 weeks if high workload (Type II applications are subject to a 120-day statutory review period per BDC 4.1.412)

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**Accommodation Information for People with Disabilities**

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<p><b>(5) Construct Required Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Apply through the <a href="#">Online Permit Center</a> for an Infrastructure or Right of Way (ROW) permit under Engineering and Agreements for construction of required water, sewer, and street improvements.</li> <li>• Complete all necessary improvements and meet all conditions of approval.</li> <li>• Complete all final agreements and inspections to close out infrastructure or ROW permits.</li> </ul>		<p>All required improvements must be completed prior to issuance of a Certificate of Occupancy. Some improvements may be required to be completed prior to issuance of a Building Permit.</p>
<p><b>(6) Apply for Building Permit</b></p> <ul style="list-style-type: none"> <li>• Apply for a Building Permit through the <a href="#">Online Permit Center</a> under Building, Permanent Signs &amp; SDC Estimates.</li> </ul>	<p><a href="#">4.2.500.F</a></p>	<p>A building permit must be issued within 2 years of the date the Site Plan Review decision becomes final or the approval becomes void.</p>

**APPLICATION FEES (SEE CITY OF BEND [FEES AND CHARGES](#))**

- Contact Planning Division for Site Plan Review application fees: [planning@bendoregon.gov](mailto:planning@bendoregon.gov)
- Contact Private Development Engineering for SWA, TFR, and Infrastructure and ROW application fees: [engineering@bendoregon.gov](mailto:engineering@bendoregon.gov)

**REVIEW CRITERIA AND SUBMITTAL REQUIREMENTS**

[BDC 4.2.500.D Site Plan Review Approval Criteria.](#)

D. Site Plan Review Approval Criteria.

1. The proposed land use is a permitted or conditional use in the zoning district;
2. Conditionally permitted uses require approval of a Conditional Use Permit;
3. The land use, building/yard setback, lot area, lot dimensions, density, lot coverage, building height, design review standards and other applicable standards of the applicable zoning district(s) are met;
4. The proposal complies with the standards of the zoning district that implements the Bend Comprehensive Plan designation of the subject property;
5. The applicable standards in BDC Title 3 are met;
6. All applicable building and fire code standards are or will be met;
7. All required public facilities have adequate capacity to serve the proposed use;
8. The proposal complies with BDC Chapter 4.7, Transportation Analysis; and
9. The proposal is in substantial conformance with any applicable approved master plan, master facilities plan, refinement plan, and/or special planned district.
10. The proposal complies with BC Title 15, Sewer.



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## DEVELOPMENT STANDARDS

- Refer to to [BDC Title 2](#) for general standards for the land use district in which the subject property is located.
  - [2.1 Residential Districts \(UAR, RL, RS, RM, RH\)](#)
  - [2.2 Commercial Zoning Districts \(CB, CC, CL, CG\)](#)
  - [2.3 Mixed-Use Zoning Districts \(ME, MR, PO, MU, and MN\)](#)
  - [2.4 Industrial Zoning Districts \(IG, IL\)](#)
  - [2.5 Surface Mining Zoning District \(SM\)](#)
  - [2.6 Public Facilities Zoning District \(PF\)](#)
  - [2.7 Special Planned District, Refinement Plans, Area Plans and Master Plans](#)
  - [2.8 Urbanizable Area District \(UA\)](#)
- Refer to [BDC Title 3](#) for other design standards related to development approval criteria.
  - [3.1 Lot, Parcel and Block Design, Access and Circulation](#)
  - [3.2 Landscaping, Street Trees, Fences and Walls](#)
  - [3.3 Vehicle Parking, Loading and Bicycle Parking](#)
  - [3.4 Public Improvement Standards](#)
  - [3.5 Other Design Standards](#)
  - [3.6 Special Standards and Regulations for Certain Uses](#)
  - [3.8 Development Alternatives](#)

## SUBMITTAL REQUIREMENTS

The following items are required to be uploaded with the application through the Online Permit Center Portal:

- |   |   |
|---|---|
| <input type="checkbox"/> <a href="#">Authorization Form</a> signed by Property Owner  | <input type="checkbox"/> Site Plan  |
| <input type="checkbox"/> Building Elevations  | <input type="checkbox"/> Title Report (not more than 90 days old)   |
| <input type="checkbox"/> Current Deed   | <input type="checkbox"/> Traffic Analysis Memo – Issued by City of Bend   |
| <input type="checkbox"/> Deed Restrictions/Easements                                  | <input type="checkbox"/> Transportation Facilities Report (if required)   |
| <input type="checkbox"/> Affordable Housing Letter (if applicable)                    | <input type="checkbox"/> Utility Plan (if applicable)   |
| <input type="checkbox"/> Floor Plans  | <input type="checkbox"/> <a href="#">Verification of Compliance Form</a> (for development over 10,000 sq ft) (see <a href="#">Guide to Public Meetings With Neighborhoods for Developers and Applicants</a> ) |
| <input type="checkbox"/> Landscape Plan   | <input type="checkbox"/> Public Meeting Documents (Copies of Public Meeting notice, mailing list and priority confirmation)   |
| <input type="checkbox"/> <a href="#">Marijuana Business Checklist</a> (if applicable) | <input type="checkbox"/> Water and Sewer Analysis (if required)   |
| <input type="checkbox"/> Narrative  | <input type="checkbox"/> Will-serve letter from water service provider (if other than City water)   |
| <input type="checkbox"/> Phasing Plan (if applicable)                                 |   |
| <input type="checkbox"/> Preliminary Grading Plan                                     |   |
| <input type="checkbox"/> Preliminary Drainage Plan                                    |   |
| <input type="checkbox"/> Roof Plan  |   |
| <input type="checkbox"/> Sign Rendering (if applicable)                               |   |



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