

SITE PLAN REVIEW APPLICATION PROCESS

This guide is intended to provide a high-level overview of the application requirements and process for a Site Plan Review application.

Before You Begin

See Bend Development Code (BDC) Chapter 4.2, *Minimum Development Standards Review, Site Plan Review and Design Review* or <https://bend.municipal.codes/BDC/4.2> for detailed submittal requirements and review criteria.

Contact the Planning Division to determine if a Pre-Application Meeting is recommended. A Pre-Application Meeting can help identify any issues related to the site or proposed development and what improvements are likely to be required. Pre-Application Meetings are free of charge and require preliminary submittal documents at least one week in advance of the meeting.

Site Plan Review Process

Steps	BDC Section	Timeframe
1. Conduct a Public Meeting in coordination with the Neighborhood District Representative before submitting a Site Plan Review application for new development or alterations/additions to one or more buildings containing a total of 10,000 square feet or more.	4.1.215	15-45 days
2. Apply through the Online Permit Center for a Water and Sewer Analysis (SWA) under the Public Right of Way/Grading/Agreements section.	4.2.300.A	2-6 weeks, depending on workload
3. Submit a Transportation Facilities Report (TFR), prepared by a licensed professional engineer, through the Online Permit Center under the Public Right of Way/Grading/Agreements section. If the TFR indicates a net increase in traffic volumes greater than 700 average daily trips, and/or 50 peak-hour trips, contact the Private Development Engineering Department regarding requirements for a Traffic Impact Analysis.	4.7.400 4.7.500	2-6 weeks, depending on workload



4. Site Plan Review • Apply through the Online Permit Center for a Site Plan Review under the Land Use Applications section. • Within 30 days, the City will review the application for completeness. • Upon deeming the application complete, the City will review the application, send public notice, coordinate with applicable agencies, and issue a written decision. The decision may include conditions of approval. • A 12-day appeal period follows the issuance of the decision.	4.2.500	Decision issued within 60 days of complete application submittal.
5. Construct Required Infrastructure • Apply through the Online Permit Center for an Infrastructure or Right of Way (ROW) permit under the Public Right of Way/Grading/Agreements section for construction of required water, sewer, and street improvements. • Complete all necessary improvements and meet all conditions of Site Plan Review approval. • Complete all final agreements and inspections to close out Infrastructure or ROW permits.	3.4.200	All required improvements must be completed prior to final building inspection. Some improvements may be required prior to building permit issuance
6. Apply for a building permit through the Online Permit Center under the Building Permits/Permanent Signs/SDC Estimates section. A building permit for vertical construction must be issued within two years of the effective date of the approval.	4.1.1310	Building permit review times vary. Contact the Building Safety Division for an estimate.

Submittal Requirements

The required submittal items for a Site Plan Review application can be found in the **Submittal Requirements for Planning Applications** online guide.

Site Plan Review Criteria

Site Plan Review applications are subject to the approval criteria in BDC **4.2.500.D, Site Plan Review Approval Criteria**.



Application Fees

The application fees are established by City Council in the **City of Bend Fee Schedule**. Fees are generally adjusted annually at the beginning of a fiscal year (July 1). You may contact City staff to request a rough estimate of your application fees.

- Contact the Planning Division for Site Plan Review application fees: **planning@bendoregon.gov**
- Contact the Private Development Engineering Division for Sewer and Water Analysis, Transportation Facilities Report, and Infrastructure or ROW permit application fees: **engineering@bendoregon.gov**
- Contact the Building Safety Division for all building permit inquiries including fee estimates: **building@bendoregon.gov**



Accommodation Information for People with Disabilities & Language Assistance Services

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please email **accessibility@bendoregon.gov** or call 541-693-2198. Relay Users Dial 7-1-1. All requests are subject to vendor processing times and should be submitted 48-72 hours in advance of events.

Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto en correo electrónico **accessibility@bendoregon.gov** o número de teléfono 541-693-2198. Los usuarios del servicio de retransmisión deben marcar el 7-1-1. Por favor, envíe sus solicitudes con 48-72 horas de antelación al evento; todas las solicitudes están sujetas a los tiempos de procesamiento del proveedor.