

SUBMITTAL REQUIREMENTS FOR PLANNING APPLICATIONS

Contact the Planning Division at Planning@bendoregon.gov or 541-388-5580 x3 to determine if a Pre-Application Meeting is recommended to identify issues pertaining to the proposed development, and what improvements are likely to be required. It is also recommended that a System Development Charge (SDC) Estimate be applied for prior to submitting a Planning Application. For SDC questions, please contact Development Services at DevServices@bendoregon.gov.

The following are the lists of submittal items required for each type of Planning Division Application. If you have any questions about what application to submit, please contact the Planning Division prior to submitting your application to avoid incorrect fee assessments and processing delays.

Submittal Items by Application Type

Project Type	Application Type	Submittal Items (Upload Files)
Adjustment to Development Code Standards	Adjustment to Development Code Standards	<ul style="list-style-type: none"> • Authorization Form signed • Narrative • Site Plan • Tentative Plan (if applicable) • Adjustment to Standards Request Form
Annexation	Annexation	<ul style="list-style-type: none"> • Authorization Form signed • Annexation Forms and Submittal Documents • Bend Park and Rec District Letter • Copy of Land Use Decision • Irrigation District Letter • Metes & Bounds Survey • Narrative



Comprehensive Plan Map Amendment	Comprehensive Plan Map Amendment *Note: See the Guide to Public Meetings with Neighborhoods for Developers and Applicants.	<ul style="list-style-type: none">• Authorization Form signed• Bend Parks and Recreation District Letter• Bend-La Pine School District Letter• Current Deed• Narrative• Public Meeting Form Verification of Compliance• Public Meeting Documents (Copies notice and mailing list)• Traffic Analysis Memo - issued by the City• Transportation Facilities Report (TFR)• Utility Availability Letters• Water and Sewer Analysis- issued by the City of Bend
Conditional Use Permit	Conditional Use Permit *Note: See the Guide to Public Meetings with Neighborhoods for Developers and Applicants	<ul style="list-style-type: none">• Authorization Form signed• Building Elevations• Current Deed• Discretionary Track Review and Needed Housing Checklist Form• Floor Plans• Landscaping and Irrigation Plan• Narrative• Public Meeting Form Verification of Compliance• Public Meeting Documents (Notice & mailing list)• Site Plan• Traffic Analysis Memo - issued by the City of Bend• Transportation Facilities Report (TFR)• Water and Sewer Analysis (if required)• Will-serve letter from water service provider if other than City



<p>Deschutes River Design Review (WOZ)</p>	<ul style="list-style-type: none"> • Design Review Deschutes River – Administrative (WOZ) • Design Review Deschutes River – Hearing (WOZ) • Tree Removal to Mitigate Fire Hazard (WOZ and Upland ASI) (only starred items) 	<ul style="list-style-type: none"> • Authorization Form signed* • Building Elevations • Current Deed • Deed Restrictions / Easements (Title Report) • Discretionary Track Review and Needed Housing Checklist Form • Floor Plans • Landscaping and Irrigation Plan • Narrative* • Site Plan • Tree Preservation Site Plan* • Tree Inventory Table with Preservation and Replacement Calculations*
<p>Design Review - Commercial</p>	<ul style="list-style-type: none"> • CB Zone Design Review Track 1 • CB Zone Design Review Track 2 • Design Review Minor Alteration • Design Review New/Major Alteration 	<ul style="list-style-type: none"> • Authorization Form signed • Building Elevations • Current Deed • Discretionary Track Review and Needed Housing Checklist Form • Floor Plans • Landscaping and Irrigation Plan • Narrative • Roof Plan • Site Plan
<p>Final Plat</p>	<ul style="list-style-type: none"> • Final Plat Middle Housing Land Division • Final Plat Partition • Final Plat Subdivision • Final Plat – Minor Replat 	<ul style="list-style-type: none"> • Authorization Form signed • Copy of Land Use Decision • Current Deed • Deed Restrictions / Easements • Final Plat • HOA Agreements and/or CC&Rs • Survey Closure Sheets • Taxes and assessments • Title Report (updated within 30 days)



<p>Historic Review (Not all items required for all Historic Applications – check with planner for details)</p> <p>See Historic Submittals for Historic Application Forms</p>	<ul style="list-style-type: none"> • Demo Historic Resource • Fences • Add or Remove District or Property • Interior Window Sign • Major Alteration • Mech equipment visible from street • Minor Alteration • Move structure • New structure • Replacement-in-kind door, siding, roofing • Signs on historic site/building • Solar Panel Visible from Street 	<ul style="list-style-type: none"> • Authorization Form signed • Building Elevations • Color Elevation Photos • Construction Plans Before & After • Current Deed • Discretionary Track Review and Needed Housing Checklist Form • Floor Plans • Historic Application Form • Historic Photos • Historic Resource Construction Details Checklist • Historic Visual Impact Analysis • Landscaping and Irrigation Plan • Narrative • Sign Rendering (Signs applications only) • Site Plan • Site Plan - Adjacent, Existing, & Proposed Lot • Site Photos • Adjacent Lot Photos
<p>Home Based Business</p>	<ul style="list-style-type: none"> • Class B • Class C 	<ul style="list-style-type: none"> • Authorization Form signed • Floor Plans • Narrative • Site Plan
<p>Interpretation or Determination</p>	<ul style="list-style-type: none"> • Determination of Similar Land Use • Determination of Status of Nonconforming Use* • Interpretation of Development Approval* 	<ul style="list-style-type: none"> • Authorization Form signed * • Copy of Land Use Decision (if applicable) • Narrative (all)



<p>Land Division (LD)</p>	<ul style="list-style-type: none"> • Expedited Land Division (if qualified) • Expedited Middle Housing Land Division • Minor Replat • Partition • Partition Replat • Subdivision • Phased Subdivision • Subdivision Replat • Subdivision – Cemetery 	<ul style="list-style-type: none"> • Authorization Form signed • Affordable Housing Letter (if applies) • Bend Park & Rec Dist Letter (subdv) • Bend-La Pine School Dist Letter (MP) • Conceptual Master Plan (MP) • Current Deed • Deed Restrictions/Easements • Development Pattern (Shadow Plat) • Discretionary Track Review and Needed Housing Checklist Form • Draft Development Code (MP) • Existing Conditions • HOA Agreements/CCRs • Irrigation District Letter • Submittals per BDC 4.5.100.E (MP) • Metes & Bounds Survey (MP) • Narrative • Phasing Plan (if applicable) • Preliminary Grading & Drainage Plan • Public Meeting Form Verification of Compliance (Subdivision, MP) • Public Meeting Documents (Notice & mailing list) • Right-of-way Landscape Plan • Tentative Plan (LD) • Title Report (not older than 90 days) • Traffic Analysis Memo – Issued by City (Subdivision, Master Plan) • Transportation Facilities Report (TFR) • Transportation & Parking Demand Management Plan (MP) • Tree Inventory Table with Preservation and Replacement Calculations (LD) • Tree Preservation Site Plan (LD) • Utility Availability Letters • Utility Plan • Water and Sewer Analysis – Issued by City of Bend (not required for Partition except in Woodriver Village) • Will serve letter from water provider if not City of Bend
<p>Master Plan, Area Plan (MP)</p>	<ul style="list-style-type: none"> • Area Plan • Major Master Plan • Minor Master Plan <p>*Note: See the Guide to Public Meetings with Neighborhoods for Developers and Applicants</p>	



<p>Minimum Development Standards Review (MDS)</p>	<ul style="list-style-type: none"> • Minimum Development Standards Review Type I • Minimum Development Standards Review Type II (Discretionary Track Review) <p>*Starred items are only if applicable</p>	<ul style="list-style-type: none"> • Affordable Housing Letter* • Authorization Form signed • Building Elevations* • Current Deed • Discretionary Track Review and Needed Housing Checklist Form • Floor Plans* • Landscaping and Irrigation Plan* • Marijuana Business Land Use Checklist* • Narrative • Preliminary Grading and Drainage Plan* • Roof Plan (non-residential if altering) • Site Plan • State DMV or Land Use Compatibility Form* • Electric Utility Tree Canopy Coordination Letter*
<p>Miscellaneous</p>	<p>Extension of approval</p>	<ul style="list-style-type: none"> • Authorization Form signed • Copy of Land Use Decision • Narrative
	<p>Land Use Compatibility Statement/Form</p>	<ul style="list-style-type: none"> • Copy of Land Use Decision (if applicable) • State DMV or Land Use Compatibility Form
	<ul style="list-style-type: none"> • Lot of Record Verification SFD or Duplex in Subdivision • Lot of Record Verification – Other 	<ul style="list-style-type: none"> • Authorization Form signed • Chain of Title Report • Current Deed • Earliest Recorded Deed • Narrative • Tax Lot Card (Contact Deschutes County)
	<p>Removal of Hazardous Tree</p>	<ul style="list-style-type: none"> • Authorization Form signed • Narrative • Tree Preservation Site Plan • Arborist documentation for tree condition
	<p>Road Name Change</p>	<ul style="list-style-type: none"> • Authorization Form signed • Narrative



Miscellaneous (cont.)	Temporary Use Permit	<ul style="list-style-type: none">• Authorization Form signed• Building Elevations• Current Deed• Floor Plans• Landscaping and Irrigation Plan• Narrative• Site Plan
Modification of Approval	Modification of Approval *Starred items if applicable	<ul style="list-style-type: none">• Authorization Form signed• Building Elevations*• Copy of Land Use Decision• Current Deed• Floor Plans*• Landscaping and Irrigation Plan*• Narrative• Preliminary Grading and Drainage Plan*• Site Plan*• Traffic Analysis Memo - issued by City of Bend*
Pre-Application Meeting	Pre-Application Meeting	<ul style="list-style-type: none">• Building Elevations (if applicable)• Floor Plans (if applicable)• Narrative – list of questions and concerns• Phasing Plan (if applicable)• Site Plan (if applicable)• Tentative Plan (if applicable)
Property Line Adjustment	Property Line Adjustment	<ul style="list-style-type: none">• Authorization Form signed by Property Owner(s)• Current Deed(s)• Narrative• Property Line Adjustment Survey• Title Report (not older than 90 days)
Public Easement Removal via Replat	Public Easement Removal via Replat	<ul style="list-style-type: none">• Authorization Form signed• Current Deed(s)• Existing Conditions• Irrigation District Letter• Narrative• Tentative Plan• Title Report (not older than 90 days)• Utility Provider Letters



Right-of-way Vacation	Right-of-way Vacation	<ul style="list-style-type: none"> • Appraisal of property to be vacated • Metes & Bounds Survey • Narrative • ROW Vacation Petition Form • Tax Map showing surrounding area • Title Report • Title Report for Abutting Properties • Utility Plan
Short Term Rental	<ul style="list-style-type: none"> • Infrequent whole house • Owner occupied rental • Owner-occupied + Infrequent whole house • Whole House – unlimited - Residential Zone • Whole House – Commercial Zone 	<ul style="list-style-type: none"> • Authorization Form signed • Current Deed • Floor Plans • Proof of Owner Occupancy (Owner Occupied only) • Site Plan
Sign	<ul style="list-style-type: none"> • Adjustment to Standards • Sign Plan (Major master plan) • Sign Plan (Minor master plan) • Sign Plan Major Revision (3 or more signs) • Sign Plan Minor Revision (2 or less signs) • Sign Variance 	<ul style="list-style-type: none"> • Authorization Form signed Property Owner(s) • Building Elevations • Narrative • Master Sign Plan Checklist (Sign Plan applications) • Sign Rendering • Site Plan
	<ul style="list-style-type: none"> • Portable Sign Registration • Temporary Banner Sign Registration • Temporary Land Development Sign Registration 	<ul style="list-style-type: none"> • Authorization Form signed by Property Owner(s) • Site Plan for temporary sign location • Drawing or Photograph of temporary sign with dimensions



<p>Site Plan Review</p>	<ul style="list-style-type: none"> • Site Plan Major Alteration • Site Plan Minor Alteration (5,000 sq ft or less) • Site Plan New Development • Site Plan New Development - Phased • Site Plan No Building <p>*Note: A Public Meeting is required when development of 10,000 square feet or more is proposed. See the Guide to Public Meetings with Neighborhoods for Developers and Applicants</p>	<ul style="list-style-type: none"> • Affordable Housing Letter (if applicable) • Authorization Form signed • Building Elevations (if applicable) • Current Deed • Deed Restrictions/Easements • Discretionary Track Review and Needed Housing Checklist Form • Electric Utility Coordination Letter (where mature tree canopy within 10 feet of overhead power line) • Existing Conditions - within 150 feet of site with topographic contour lines at 1 ft intervals • Floor Plans (if applicable) • Landscaping and Irrigation Plan • Lighting Cut Sheets • Marijuana Business Checklist (if applicable) • Narrative • Phasing Plan (if applicable) • Photometric Plan • Preliminary Grading & Drainage Plan • Public Meeting Form Verification of Compliance • Public Meeting Documents (letter & mailing list) • Roof Plan (show mechanical) • Site Plan • Title Report (not older than 90 days) • Traffic Analysis Memo (Issued by City) • Transportation Facilities Report (if required) • Tree Inventory Table with Preservation and Replacement Calculations • Tree Preservation Site Plan • Utility Plan • Water and Sewer Analysis – Issued by City of Bend • Will-serve letter from water service provider (if other than City water)
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Solar Access	<ul style="list-style-type: none"> • Solar Access Permit • Solar Shade Exemption 	<ul style="list-style-type: none"> • Authorization Form signed • Building Elevations • Current Deed • Site Plan • Tree Preservation Site Plan • Narrative
Statutory Development Agreement per ORS Chapter 94	Statutory Development Agreement per ORS Chapter 94	<ul style="list-style-type: none"> • Authorization Form signed • Current Deed(s)
Surface Mining	Surface Mining	<ul style="list-style-type: none"> • Authorization Form signed • Narrative • Site Plan • Current Deed
Text Amendment	Text Amendment – Comprehensive Plan or Development Code	<ul style="list-style-type: none"> • Narrative • Draft Code
UGB Expansion	<ul style="list-style-type: none"> • UGB Expansion (Pre-application meeting required) <p>*Note: See the Guide to Public Meetings with Neighborhoods for Developers and Applicants</p>	<ul style="list-style-type: none"> • Authorization Form signed • Bend Park and Rec District Letter • Bend-La Pine School District Letter • Current Deed • Irrigation District Letter • Narrative • Title Report (not older than 90 days) • Traffic Analysis Memo Issued by City • Transportation Facilities Report • Utility Availability Letters • Public Meeting Form Verification of Compliance • Public Meeting Documents (Notice & mailing list) • Water and Sewer Analysis
Variance	<ul style="list-style-type: none"> • Class A • Class B • Class C 	<ul style="list-style-type: none"> • Authorization Form signed • Building Elevations • Floor Plans • Site Plan • Current Deed • Narrative • Discretionary Track Review and Needed Housing Checklist Form

<p>Waiver of Public Improvement Standards</p>	<p>Waiver of Public Improvement Standards</p>	<ul style="list-style-type: none"> • Authorization Form signed • Narrative • Site Plan • Waiver Request Checklist
<p>Wireless or Broadcast Facility Review</p>	<ul style="list-style-type: none"> • Type I • Type II • Type III 	<ul style="list-style-type: none"> • Authorization Form signed by Property Owner • Alternative Site Analysis (Type II, III) • Building Elevations • Current Deed • FCC License • Geographic Service Area • Landscaping and Irrigation Plan • Narrative • RF Emissions Safety Standards • Site Plan • Technology Design Options (Type II, III) • Title Report (not older than 90 days) • Visual Impact Analysis • Wireless Communication Facility Lease • Discretionary Track Review Checklist Form
<p>Zoning Map Amendment</p>	<p>Zoning Map Amendment</p> <p>*Note: See the Guide to Public Meetings with Neighborhoods for Developers and Applicants</p>	<ul style="list-style-type: none"> • Authorization Form signed • Current Deed • Narrative • Public Meeting Form Verification of Compliance • Public Meeting Documents (Copies notice and mailing list)



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.