

Community Development, Environmental Health, & Public Works Departments

Site Consultation Worksheet



Please complete this worksheet to the best of your ability and submit to Community Development (ideally in person¹) or any of the Development Services departments to schedule a Site Consultation with Community Development, Public Works, Environmental Health, and other departments as needed.

The purpose of Site Consultations is to provide you with needed information about your site *early in the process*, including any alternatives or constraints that may affect where and how development can happen, any needed permits, and other requirements. Benton County offers this service to help ensure that you and the Development Services team are prepared for an efficient, informative consultation.

Please use this worksheet to provide Benton County staff basic information about your proposed development project. A complete worksheet is comprised of the following two items:

1. This completed worksheet, signed, and dated; and
2. A *draft* Site Plan that meets the minimum requirements stipulated on page 4 of this worksheet.

When your worksheet and draft Site Plan are complete, please submit the two documents via email to permitcheck@bentoncountyor.gov or drop off in person at the Community Development Department. Staff will then assist you in scheduling your Site Consultation appointment.

Applicant Name(s): _____

Applicant Phone Number: _____

Applicant Email: _____

Contractor Name: _____

Site Address or Map & Tax Lot No.: _____

¹ Submit in person at Community Development, 4500 SW Research Way, Corvallis, OR (2nd floor) or at Benton County Public Works, 360 SW Avery Drive, Corvallis, OR.

PART I: BASIC PROJECT INFORMATION

- A. Please provide a brief description of your proposed project, including any new features that will be added, any existing features that will be demolished, and any site work (utilities, grading, roads, landscaping, etc.). Attach separate sheets if needed.

- B. Indicate 'Yes,' 'No,' or 'Undecided' for each of the following site plan components that will be included in your project and the approximate size (square feet) of each.

My site plan/proposal includes...	Yes	No	Undecided	Approx. size (SF)
1) Primary structure (e.g., house)				
2) Accessory structure (e.g., storage shed, garage, barn, etc.)				
3) Driveway				
4) Well or other water system				
5) Septic system				
6) Other structure(s): _____				
Total approximate SF of all proposed components:	_____ (SF)			

- C. Indicate 'Yes,' 'No,' or 'N/A' to the following questions about the **site location and proposed project**.

Please provide further details as needed	Yes	No	N/A	I don't know
1) Does the site have an existing well water system in place ?				
If yes , please indicate the location of the existing well on your draft site plan and if possible, bring the well log(s).				
If no , will the proposed project need potable water access?				
2) Does the site have an existing septic system in place ?				
If yes , is the septic system sized accordingly (number of bedrooms) for your proposed project?				
If no , will the proposed project need a septic system?				
3) Does the site have an existing road approach and driveway access ?				
4) Does the site have an existing structure(s) ?				
If yes , will the structure(s) remain on the property or be removed as part of the proposed project?				
5) Is this property part of a larger development project/series?				

- D. Please use the [Benton County Site Consultation Map \(https://arcg.is/0i8SGv0\)](https://arcg.is/0i8SGv0) and [Development Code](#) to inform your responses to the following questions about your site location, indicating 'Yes,' 'No,' or 'N/A.' Please provide additional details on a separate sheet of paper as needed.

	Yes	No	N/A	I don't know
1) Is your proposed project a permitted use under zoning regulations? My site is zoned: _____				
2) Is this property inside of the Corvallis Urban Growth Boundary (UGB) area ? Or the UGB of another small city? _____				
3) Are any of the following <i>protected</i> or <i>regulated</i> natural features or hazards on your site ?				
a. Wildlife Habitat Areas				
If yes , does any component of your proposed site plan encroach upon, occur within, or impact this feature?				
b. Riparian Areas				
If yes , does any component of your proposed site plan encroach upon, occur within, or impact this feature?				
c. Wetlands				
If yes , does any component of your proposed site plan encroach upon, occur within, or impact this feature?				
d. High Value Soils				
If yes , does any component of your proposed site plan encroach upon, occur within, or impact this feature?				
e. Landslide Risk Areas				
If yes , does any component of your proposed site plan encroach upon, occur within, or impact this feature?				
f. Steep Slopes				
If yes , does any component of your proposed site plan encroach upon, occur within, or impact this feature?				
g. Wildfire Risk Areas				
If yes , does any component of your proposed site plan encroach upon, occur within, or impact this feature?				
h. FEMA Floodplains				
If yes , does any component of your proposed site plan encroach upon, occur within, or impact this feature?				

What other information do you want County staff to know about your site or your proposed plans?

PART II: DRAFT SITE PLAN MINIMUM REQUIREMENTS

Please provide a site plan of your property, clearly demonstrating the following features. Site plans shall be drawn to a scale divisible by 10 (e.g. 1"=20', 1"=40', etc.). The following should be included on **ALL** site plans:

APPLICANT INFORMATION	
<input type="checkbox"/> Owner's Name/Address/Phone #/E-mail Address	<input type="checkbox"/> Design Professional
<input type="checkbox"/> Date of submittal	<input type="checkbox"/> Map and Tax Lot Number

SITE PLAN BASICS	
<input type="checkbox"/> North Arrow and Scale Bar	<input type="checkbox"/> Property boundaries & right of way lines
<input type="checkbox"/> Names of adjacent and intersecting roads and streets	<input type="checkbox"/> Road approach width and location
<input type="checkbox"/> Topography: existing contour lines at 2-foot intervals	<input type="checkbox"/> Please indicate on the site plan any well location and neighboring well locations within 100' of septic areas.
<input type="checkbox"/> Please indicate the location of any septic drain field and dedicated septic drain field repair area.	
<input type="checkbox"/> On-site driveways, roads, and parking/staging/turnaround areas, <i>including any fire department turnarounds/access to meet fire agency requirements</i>	

PROJECT FEATURES	
<input type="checkbox"/> All existing and proposed structures and additions (label use and dimensions of each structure and whether structure is existing or proposed)	<input type="checkbox"/> Distance of proposed structures from edge of road and from right-of-way (front property line)
<input type="checkbox"/> Distance of proposed structures from adjacent structures on the property and on adjacent property (if less than 50')	<input type="checkbox"/> Distance of proposed structures from all property lines
<input type="checkbox"/> Distance of proposed structures from septic system (tank, lines, replacement area)	<input type="checkbox"/> Distance of proposed structures from septic system (tank, lines, replacement area)

Signature of Applicant: _____

Date: _____