

CITY OF PORTLAND
Planning & Urban Development Department

**MASTER DEVELOPMENT
SUBMISSION CHECKLIST
GENERAL DOCUMENT AND DRAWINGS CHECKLIST**

Please submit each document as a separate PDF file
Please confirm by electronically checking the boxes to the left

**** PLEASE FILL OUT AND UPLOAD SEPARATELY THE ZONING TABLE
AND WAIVER TABLE AS NOTED BELOW ****

GENERAL APPLICATION DOCUMENTS

Yes	NA	Project Description <ul style="list-style-type: none"> • Cover Letter with detailed project description
Yes	NA	Completed Checklist – Master Development Plan (this document)
Yes	NA	Right, Title and Interest <ul style="list-style-type: none"> • Deeds, leases, or purchase and sales agreements
Yes	NA	Evidence of State or Federal Approvals, if applicable <ul style="list-style-type: none"> • Permits or letters of non-jurisdiction, if applicable
Yes	NA	Zoning Assessment <ul style="list-style-type: none"> • Table listing required and proposed uses and dimensional standards Zoning Assessment Table
Yes	NA	Existing and/or Proposed Easements or Covenants, if applicable <ul style="list-style-type: none"> • Evidence of existing easements and any proposed easements
Yes	NA	Waiver Requests <ul style="list-style-type: none"> • Written request for waiver describing request and reason Waiver Table
Yes	NA	Financial Capability <ul style="list-style-type: none"> • Letter or evidence from a financial institution or third party verifying financial capacity to undertake project
Yes	NA	Technical Capability <ul style="list-style-type: none"> • Evidence of technical capability of applicant and consultants – resumes and/or examples of past projects

**MASTER DEVELOPMENT
STANDARDS AND SUBMISSION CHECKLIST**
Provide assessment of compliance with standards and include
supplemental documentation, as applicable
Please Submit each document as a separate PDF file

NEIGHBORHOOD CONTEXT

Yes	NA	<p>Neighborhood Context Statement</p> <ul style="list-style-type: none"> Statement and/or plan as to the general impact of the proposed Master Development Plan upon the area, indicating how the Master Development Plan relates to surrounding properties and what measures will be taken to create appropriate transitions and access from the subject property to abutting public properties (i.e. parks, waterfront, etc.) or other neighboring tracts (if applicable)
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CONCEPTUAL MASTER DEVELOPMENT PLAN

Yes	NA	<p>Natural Features</p> <ul style="list-style-type: none"> An analysis of existing and/or adjacent natural waterways, wetlands, floodplains topography, soil conditions and other natural features, as applicable.
Yes	NA	<p>View and Historic Features</p> <ul style="list-style-type: none"> An analysis of the designated view corridors, historic resources, and archaeological resources associated with the site.
Yes	NA	<p>Major Landscaping</p> <ul style="list-style-type: none"> Assess major landscaping elements, features, open space and plans for preservation of natural features.
Yes	NA	<p>Buildings</p> <ul style="list-style-type: none"> Existing/proposed buildings and other significant structures, building groupings, exterior building elevations and entrances, parking areas, and other significant physical features of the site.
Yes	NA	<p>Other Information</p> <ul style="list-style-type: none"> Other supportive information that may be beneficial in the evaluation of the Master Development Plan.

TRANSPORTATION		
Yes	NA	Transportation Assessment <ul style="list-style-type: none"> Assessment of major circulation patterns (pedestrian, bicycle, and vehicle) surrounding and serving the site, access ways, easements and any public areas within or next to the site.
Yes	NA	Traffic Analysis <ul style="list-style-type: none"> A traffic analysis and recommendations prepared by a registered professional engineer per Section 14-527 (e)(2)(xii)
INFRASTRUCTURE		
Yes	NA	Public Safety <ul style="list-style-type: none"> An analysis of the public safety services needed to support the master plan.
Yes	NA	School Impacts <ul style="list-style-type: none"> An analysis of the anticipated impacts on the public school system to support the Master Development Plan
Yes	NA	Stormwater Drainage <ul style="list-style-type: none"> General statements concerning storm water management techniques shall accompany generalized drainage plan.
Yes	NA	Utilities <ul style="list-style-type: none"> A utilities analysis and recommendations prepared by a registered professional engineer per Section 14-527 (e)(2)(xiii)

**MASTER DEVELOPMENT
DRAWINGS CHECKLIST**

Please upload the following DRAWINGS with the listed details into e-Plan as separate pdfs

NEIGHBORHOOD CONTEXT MAP – Site Plan Ordinance (Section 14-527 (e))

At a scale of not less than 1” to 100’ – Neighborhood map to include:

Roads

Utilities

Public facilities

Major existing buildings

CONCEPTUAL SITE PLAN(s) – Site Plan Ordinance Section 14-527 (e)(2)(1 - XV)

General Requirements

North arrow

Date

Scale

Legend

Title of Master Development Plan and Project Name

Applicant

Engineer(s), Designer(s) and/or Agent(s)

Existing Conditions

Approximate boundary lines of existing and proposed lots within and immediately adjacent to Master Development Plan, with appropriate areas and dimensions

Approximate location of structures on abutting property

Topography

Locate water courses

Delineate wetlands and flood plains

Natural features

Zone lines

Proposed Site Plan

Density

Lot configuration

Circulation

Site layout

Ground floor area of existing and proposed building

Building groupings

Access, Circulation and Parking

Streets and intersections adjacent to the site

Existing and proposed streets, ways and easements

Public areas within or next to the site

Site Considerations

Designated view corridors

Historic Resources

Archeological resources

UTILITY PLAN, prepared by registered Professional Engineer (Section 14-526 (e)(xiii))

Inventory of existing utilities on site and within public streets (storm sewers and drains, sanitary sewers, electrical lines, fire alarm boxes and lines, gas lines, water mains, lighting, curb and gutter, and etc.

Proposed location, sizing and directional flows of all existing and proposed utilities

GRADING AND DRAINAGE PLAN (Section 14-526 (e)(x))

Existing grades and drainage

Generalized drainage plan for the site, including drainage ways, flow, points of outfall and indicating impacts of development on affected drainage basins

Contour information of not less than 2' intervals

PUBLIC SAFETY SERVICES

Public safety services needed to support master plan

LANDSCAPE PLAN

Major landscaping elements, features, and open space

Plans for preservation of natural features

ARCHITECTURAL PLANS AND RENDERINGS

Exterior building elevations

Building entrances

Context drawings, perspective renderings, photographic montages or computer generated graphics depicting proposed development within context of neighborhood (Section 14-527 (e)(2)(v))

Digital three-dimensional model, per Section 14-527 (e)(2)(v)