



**APPLICATION MATERIALS
REQUIRED FOR:**

FINAL SITE PLAN

Submit the following to the City of Sherwood Planning Department, 22560 SW Pine St., Sherwood, OR 97140: (503) 625-5522.

- Final Site Plan Fee** - See City of Sherwood current Fee Schedule at www.sherwoodoregon.gov. Click on City Departments/Planning/Fee Schedule.
- Application Form** – One original and three (3) copies of a completed **City of Sherwood Application for Land Use Action** form. *All owners must sign the application form.*
- Paper Final Site Plan (Separate from Building Permit Submittal)** – Three (3) full-sized copies of the final site plan and one (1) 11 by 17 inch reduced copy. **Full-sized copies must be folded.**
- CD File Copy** of the final site plan.
- Narrative** – Applicant must provide a response to conditions of approval of preliminary site plan approval.

Note: After the information is submitted and complete, the City will redline the paper site plan. Once the corrections are made and all conditions required prior to building permit approval are met, the Planning Department will sign off on the submitted building permit applications.

Once the paper site plan is received by the Planning Department it may take 2 to 3 weeks to review conditions of approval and forward a release of the building permits to the Building Department. Please refer to the Notice of Decision for all conditions required prior to release of building permits.