



Type IV Review

Zone Map Amendment | Comprehensive Plan Map Amendment

Fee: \$720.00 + \$2500.00 deposit | File No. _____

Fee: \$1080.00 + \$3750.00 deposit (if both applications are necessary)

Applicability: A **zone change** application is used to request a change from one zoning designation to another for a property or group of properties.

A **comprehensive map amendment** application is used to request a change from one comprehensive plan designation to another. In general, comprehensive plan designations mirror zoning designations and often need to be updated at the same time to remain consistent.

Applicant:	
Address:	
Email Address:	
Phone(s):	
Owner (if different from above):	
Owner Address:	
Engineer/Surveyor:	
Phone:	
Engineer/Surveyor Address:	
Project Name:	
Project Location:	
Map/Tax Lot No.:	
Current Zone:	Proposed Zone:
Comp Plan Designation:	Proposed Comp Plan Designation:
Project Description:	

Submittal Requirements (10 copies + one electronic copy of all information)

- Title report that includes a map and legal description of the property

- Site plan showing:
 - 1. Existing features of the site
 - 2. Existing utilities

- Written response to the applicable criteria
For a zone change (17.405.030(A)):
 - 1. How the proposal is consistent with the comprehensive plan map (the comprehensive plan map may be amended concurrently with proposed changes in zoning).
 - 2. How the site is appropriate for the proposed change, in terms of purpose of the proposed zone, topography, access, and required size and dimensions.
 - 3. Public facilities are available, or can be readily made available, to adequately serve the permitted and conditional uses of the proposed zone.

In addition to the above, for a Comprehensive Plan Map amendment (17.405.030(B)):

- 1. The supply of vacant land in the proposed designation is inadequate to accommodate development during the next five years, or the site is not physically or locationally suited to the requirements of the existing designation;
 - 2. The supply of vacant land in the existing designation remains adequate after the proposed change to accommodate development during the next five years;
 - 3. The proposal is consistent with applicable comprehensive plan goals and policies, statewide planning goals, and Oregon Administrative Rules.
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- Transportation Planning Rule Analysis pursuant to OAR 660-012-0060.

I attest that to the best of my knowledge the information provided herein and attached is accurate; and, certify that approval of the adjustment does not create a violation of any other code standard or previous land use approval.

All owners must sign the application or submit letters of consent.

Applicant Signature Date

Owner Signature Date

Print Name

Print Name

Process

A zone change and comprehensive map amendment is a Type IV application, which involves a two public hearings- one before the Planning Commission, who provides a recommendation to the City Council; and, one before the City Council who makes a decision on the application. It also provides the opportunity for those who appear to appeal the City Council decision to the Land Use Board of Appeals. The process also requires public notice to all properties within 100 feet of the project site.

This application will go through the following process:

1. Applicant submits application form and all required materials for review.
2. City staff will do a completeness check and let you know whether more information is needed (within 30 days of application).
3. City staff will send the required 35-day notice to the Department of Land Conservation and Development (DLCD).
4. City staff will prepare and mail notice to all property owners within 100 feet of the project site, and will send the application materials for review and comments to internal and external departments and agencies. This is a two-week long comment period.
5. Once all comments are received, city staff will prepare a staff report on the application.
6. Planning Commission will hold a hearing and make a recommendation on the application to the City Council.
7. City Council will hold a hearing and make a decision on the application.