



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

PLANNING APPLICATION

All but the simplest planning applications may be affected by a variety of Federal, State and local regulations. These include, but are not limited to, special requirements for development within wetlands and flood zones, as well as regulations pertaining to a wide variety of development issues such as public infrastructure, off-street parking, landscaping, signage, utilities, paving, fencing, architectural standards, historic designation, etc. Since it is impossible for the City to anticipate all aspects of a specific application, it is the applicant's responsibility to fully comply with all regulatory and permitting requirements.

Due to the complexity of planning applications, it is recommended that applicants consider seeking professional assistance, whether from a site designer, civil engineer, surveyor, architect, attorney, land use planner, landscape architect, or any other professional who may be needed for a given project.

If your application involves an annexation, change in land use designation, or the subject property is affected by wetlands, an irrigation ditch, or is located in a flood zone, please request additional information from the Planning Department.

√	Planning Action Type	Fee	√	Planning Action Type	Fee
	Annexation/ Zoning Designation	\$		Planned Development	\$
	Appeal	\$		Right of Way Vacation	\$
	Boundary Line Adjustment	\$	Site Plan Review – Type A (select from below)		
	Comprehensive Plan Amendment	\$		Residential (without TIS)	\$
	Conditional Use Permit	\$		Residential (with TIS)	\$
				Commercial (with TIS)	\$
	Ordinance Interpretation & Misc.	\$		Permanent Mobile Food Vendor	\$
	Partition – Major (includes street)	\$		Site Plan Review – Type B	\$
	Partition – Minor	\$		Subdivision	\$
	Partition – Expedited	\$		Variance or Oversize Sign	\$
	Pre-Application Review	\$		Zone Change (Possible TIS)	\$

Note regarding fee(s): In addition to the one-time flat fee noted above, hourly fees may also accrue and be billed to you monthly for time spent by the City's consulting engineer.

1. APPLICANT/AGENT INFORMATION:

Name _____ Address _____

City/State/ZIP _____

Phone: () _____ Email _____

2. OWNER OF RECORD:

Name _____ Address _____

City/State/ZIP _____

Phone: () _____ Email _____

3. PROJECT DESCRIPTION:

Application Type _____

Property Location/Address _____

Property Description Assessor's Map _____ Tax Lot(s) # _____

Comp Plan Map _____ Zoning District _____ Acreage _____

Other designation(s):

___ 100 Year Flood Zone (www.fema.gov or www.floodsmart.gov)

___ Floodway (www.fema.gov or www.floodsmart.gov)

___ Wetlands (www.oregon.gov)

___ Historic

4. MATERIALS: Application must include all required supplemental materials and filing fees.

5. CERTIFICATION: I hereby certify that the information above and attached hereto is true and correct, that the subject property owner supports and agrees with this application, and that any falsification of the facts contained herein will result in nullification of this application. Further, I /we understand any approval granted is valid only for the specific project presented and subject to all relevant laws, regulations and conditions.

Applicant Signature: _____ Date: _____

Pursuant to ORS 227.178, this application is considered to be complete when reviewed, dated and signed by the Planning Director or his/her designee.

Application deemed complete: _____ Date: _____

Agency Agreement

I, _____, the legal owner of property located at _____, Eagle Point, Oregon, Jackson County Assessor's Map _____ Tax Lot(s) # _____, hereby authorize _____ to act as my agent for the planning action and/or proposed development application herein submitted to the City.

Signatures/Notarization

State of OREGON

County of JACKSON

On _____, 20____, _____ personally appeared before me,

_____ who is personally known to me

_____ whose identity I proved on the basis of _____

_____ whose identity I proved on the oath/affirmation of _____,

a credible witness, to be the signer of the above document and he/she acknowledge that he/she signed it as a voluntary act and deed.

Notary Public

Commission Expires: _____

Applicant's Affidavit

I/we, _____

(Print name in full)

am/are the owner(s) of the subject property referenced in the planning application being submitted and hereby declare that the statements and information herein contained in the total application are, in all respects, true and correct to the best of my/our knowledge and belief.

Signed: _____

Address _____

City _____ State _____ ZIP _____

Phone: () _____

Email _____

Adjoining Property Owners

Applicants are required to submit the names and mailing address of all adjoining property owners **on mailing labels***. (The list must also include labels for all those named on the application, and any others who may have an interest in the application.) Per Oregon Revised Statutes, the list must include all owners within 100 feet of the subject property if located within the existing Urban Growth Boundary, or 250 feet if outside the Urban Growth Boundary.

* Mailing labels may be obtained through local title companies or the Jackson County Assessor’s office. (www.co.jackson.or.us under “Quick Links” - Property Data & Maps). If applicants make the labels personally, exercise EXTREME caution in verifying their accuracy regarding mailing addresses and distances. Errors will delay the processing of an application.

Planning Application "Findings of Fact"

State and local laws require that certain types of land use approvals include “Findings of Fact”, which are defined as supporting, narrative statements accompanying both applications, and any final decision rendered upon that application. Findings must be accurate and specific enough in detail(s) to justify the request being made and clear/concise enough to be used in any public hearing process or court of law, should a land use decision be appealed at any level. Listed below are the required “Findings” associated with various planning application categories. In the form of questions, they are based upon specific criteria found in the City’s Zoning and Subdivision Ordinances. When making required “Findings”, be as complete, factual and thorough as possible, as the success of an application may depend upon the quality of the written findings.

- All “Findings” must be submitted in paper and digital form (MS Word), with any graphics in pdf. Contact the Planning Department for the appropriate email address for all electronic submittals.
- Five (5) full size sets and one (1) 11x17 set of all project maps and associated graphics shall be submitted for review by the City and other affected agencies.

All Applications:

With any application, chances of success will improve with the degree to which the intent and nature of the proposed land use are explained. The following topics must be addressed in a cover letter or in the narrative “Findings”:

1. Location of the subject property and description of surrounding uses.
2. Previous land use history.
3. Detailed description of the proposal.

Note: The above items are in addition to any other materials (site plan drawings, maps, etc.) required for a particular application.

Zone/ Comprehensive Plan Changes:

Changes/amendments to either the text or maps of the Zoning Ordinance must conform to the intent of the Comprehensive Plan, the City’s governing land use document. Narrative “Findings” must address conformance to the Comprehensive Plan and related sections of the Zoning Ordinance.

Changes/amendments to the text or maps of the Comprehensive Plan are more complex and are controlled by the Statewide Planning Goals (www.oregon.gov) and a variety of policies within the current Comprehensive Plan. Annexations, Urban Growth Boundary amendments and land use designation (zone) changes should be discussed with Staff, and the applicant is encouraged to obtain all relevant sections of the Statewide Planning Goals and Comprehensive Plan.

In the case of more significant land use proposals such as those listed above, supplemental forms not provided on the website may be required to satisfy the complete application process. City staff is available to provide the additional forms based upon the specific nature of the proposal.

Conditional Use Permits:

1. State how the conditional use is in conformance with the letter and intent of the Comprehensive Plan and Zoning Ordinance.
2. State how the potential positive impacts outweigh the negative impacts of the conditional use as it relates to the public health, safety and general welfare of the area.
3. State how the conditional use property and buildings are adequate in size and shape to accommodate said use, and all yard spaces, walls and fences, parking, loading, landscaping and other features are to standards required by the Zoning Ordinance.
4. State how the conditional use relates to streets and highways adequate to width and pavement type to carry the quantity and kind of traffic generated by the proposed use.

Variances:

1. State how exceptional or extraordinary conditions apply to the property that do not apply generally to other properties or class of use in the same zone or vicinity, which conditions are a result of lot size or shape, topography or other circumstances over which the applicant has no control.
2. State how the granting of the variance shall not be materially detrimental to the purposes of the City's Zoning Ordinance, be materially injurious to property in the zone or vicinity in which the property is located, or be otherwise materially detrimental to the objectives of any city development plan or policy.
3. State how the variance requested is the minimum variance from the provisions and standards of the City's Zoning Ordinance which will alleviate the practical difficulty.
4. State how the condition(s) for which the variance is requested is not the result of any action or personal circumstances of the applicant.

Subdivisions/Partitions:

Land divisions are specifically regulated by Oregon Revised Statutes (ORS) (www.oregon.gov), the Eagle Point Subdivision Ordinance and Standard Details (available through the City Planning and Public Works Departments). Compliance with these regulations is sufficient to satisfy application requirements, when accompanied by the narrative findings outlined in "All Applications", plus a finding with supporting facts verifying that the proposed land division is in conformance with the Comprehensive Plan and Zoning Ordinance.

A note about Irrigation Districts/Water Rights: In cases where a property is impacted by an irrigation ditch or water rights, additional forms must be presented to the Eagle Point Irrigation District (EPID) for their sign off prior to a land use application submittal. It is the responsibility of the applicant to satisfy the requirements of the EPID.

CITY OF EAGLE POINT
LAND USE APPLICATION FEE SCHEDULE
Ordinance No. 2002-09 (Effective July 1, 2002)

Planning Action Type	Application Fee
Annexation/ Zoning Designation	\$800 (\$500 + \$300 Jackson County fee)
Appeal	\$750
<u>Boundary Line Adjustment</u> Hearing Required Administrative (no hearing)	\$300 \$60
Comprehensive Plan Amendment	\$5000
Conditional Use Permit	\$500
Ordinance Interpretation & Misc.	\$120 plus actual costs
<u>Partition</u> Major (includes street) Minor (up to 3 lots) Expedited	Same as Subdivision \$500 \$120
Pre-Application Review	No charge
Planned Development*	Based upon required approvals
Right of Way Vacation	\$600 plus actual "outsource" costs
<u>Site Plan Review</u> Type A* (> 40% increase in bldg area) Type B (40% or less increase in bldg area)	Residential \$600 (without TIS) Residential \$1500 (with TIS) Commercial \$5000 (with TIS) Permanent Mobile Food Vendor \$1500 \$124 (includes Bed & Breakfasts and Temporary Mobile Food Vendors)
<u>Subdivision</u> Tentative* 4-24 lots (TIS may be required) 25-49 lots (TIS required) 50+ lots (TIS required) Final Plat Review & Signoff	 \$1000 plus \$300/lot (due prior to pre-construction meeting) \$3000 plus \$300/lot (due prior to pre-construction meeting) \$5000 plus \$300/lot (due prior to pre-construction meeting) Included in Subdivision fees
Variance or Oversize Sign (height/area)	\$750
Zone Change (TIS may be required)	\$750

* Pre-Application Review is required prior to submitting this application (See note 5 on page 8).

ADDITIONAL INFORMATION:

1. Review Rate = \$56.89/hour. This is an average rate for those staff members actively involved in the application review process, which is routinely the Planning and Public Works Departments.
2. This fee schedule is routinely adjusted to account for wages effective July 1st of each year. The amount of the increase is based upon the Consumer Price Index for the previous March, along with other wage/benefit costs.
3. In addition to the one-time flat fee, hourly fees may also accrue and be billed to you monthly for time spent by the City's consulting engineer.
4. When costs exceed the initial fees collected, the City shall invoice the applicant for all additional costs associated with its review. These costs shall begin accruing at the time of application submittal and include, but not be limited to, publishing of legal notices, postage, recordings and attorney, engineering and planning consultant fees. Documentation shall be provided by the City for all invoiced charges.
5. Pre-Application Review is required prior to application for a Type A Site Plan Review, Tentative Subdivision, and Planned Development. This is a one-time exchange of general information at no charge. It is intended to inform the City about a project idea so that the prospective applicant can be provided with initial design feedback, application requirements, expected fees, and how long the decision process may take. If additional City feedback is desired after the Pre-App and before the formal project application has been submitted, staff time will be billed at the hourly Review Rate in item 1 above.
6. If an application is withdrawn before the planning process is completed, fees shall be reimbursed in an amount equal to those paid at the time of submittal LESS any costs incurred by City staff for time devoted to processing the application.
7. TIS = Transportation Impact Study (by licensed Traffic Engineer).