



City of Eagle Point Planning Department

Planning Application

Effective Nov 22, 2018 (Ord. No. 2018-12)

√	Planning Action Type	Application Fee (please check applicable boxes)
	<u>Comprehensive Plan Amendment</u> Map OR Text Amendment Map AND Text Amendment	<input type="checkbox"/> \$2,500 <input type="checkbox"/> \$4,000
	<u>Zoning Ordinance Amendment</u> Map OR Text Amendment Map AND Text Amendment	<input type="checkbox"/> \$2,500 <input type="checkbox"/> \$4,000
	Annexation & Zoning Designation	<input type="checkbox"/> \$3,500
	Tentative Subdivision (4 or more lots) *	<input type="checkbox"/> \$1,500 + (\$300 x _____ lots) = \$_____ (includes Final Subdiv Plan review/approval, but not the civil engineering plan review & inspections preceding it)
	<u>Partition</u> (up to 3 lots) Major (includes street) Minor	<input type="checkbox"/> \$1,500 + (\$300 x _____ lots) = \$_____ <input type="checkbox"/> \$1,200
	Boundary Line Adjustment	<input type="checkbox"/> \$300
	<u>Right-of-Way Vacation</u> Minor (portion of Right-of-Way) Major (full Right-of-Way)	<input type="checkbox"/> \$1,000 <input type="checkbox"/> \$3,000
	Planned Development*	<input type="checkbox"/> Covered by Conditional Use Permit fee
	Conditional Use Permit	<input type="checkbox"/> \$1,500
	<u>Site Plan Review</u> Type A (Conventional)* (> 40% increase in bldg floor area) Type B (Administrative) (40% or less increase in bldg floor area)	<input type="checkbox"/> Residential (without TIS).....\$1,500 <input type="checkbox"/> Residential (with TIS)..... \$2,000 <input type="checkbox"/> Commercial (with TIS)..... \$3,000 <input type="checkbox"/> Permanent Mobile Food Vendor..... \$1,500 <input type="checkbox"/> \$600 (incl B&Bs & Temporary Mobile Food Vendors)
	Variance (includes Oversize Sign)	<input type="checkbox"/> \$1,500
	Appeal	<input type="checkbox"/> \$750
	Ordinance Interpretation	<input type="checkbox"/> \$300
	Pre-Application Review	<input type="checkbox"/> \$200
	Additional Services	<input type="checkbox"/> Hourly rates

* Pre-Application Review required

TIS = Transportation Impact Study, by licensed Traffic Engineer

APPLICANT/AGENT INFORMATION:

Name _____ Address _____

City/State/ZIP _____

Phone: () _____ Email _____

PROPERTY OWNER:

Name _____ Address _____

City/State/ZIP _____

Phone: () _____ Email _____

PROJECT DESCRIPTION:

Application Type _____

Property Address or Map & Tax Lot _____ Acreage _____

Zoning District _____

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

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

___ Contains Wetlands (www.oregon.gov) ___ Designated as Historic

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

CERTIFICATION: I hereby certify that the information above and attached hereto is true and correct, that the 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, the signer of the above document, and acknowledge that he/she signed it as a voluntary act and deed.

Notary Public
Commission Expires: _____

Applicant's Affidavit

I/we, _____ 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 _____

Planning Application "Findings of Fact"

State and local laws require that certain types of land use approvals include Findings of Fact (“Findings”). These are supporting, narrative statements accompanying applications and any final decision rendered upon that application. Findings must justify the request and be 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 types. In the form of questions, they are based upon specific criteria found in the City’s Zoning and Subdivision regulations. When writing Findings, be complete, factual and thorough, since the success of an application may depend upon the quality of them.

- Submit 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.
- Provide three full size sets and one 11x17 set of all project drawings.

All Applications:

The following must be addressed in a cover letter or in the narrative Findings, in addition to any other materials (site plan drawings, maps, etc.) required for a particular application.

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

Applicants are also required to submit the names and mailing address of all nearby property owners on mailing labels*. The list must 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.

Subdivisions/Partitions:

Land divisions are regulated by Oregon Revised Statutes, the Eagle Point Subdivision Ordinance, and Standard Details available through the Public Works Department. Compliance with these regulations is sufficient to satisfy application requirements when accompanied by the narrative findings outlined in “All Applications” above, in addition to finding(s) with supporting facts verifying that the proposed land division is in conformance with the Comprehensive Plan and Zoning Ordinance. For subdivisions of 25 or more lots, a Traffic Impact Study is also required.

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.

Zoning/Comprehensive Plan Amendments:

Amendments to the text and/or map of the Zoning Ordinance must conform to the intent of the Comprehensive Plan, the City's governing land use policy document. Narrative "Findings" must address conformance to the Comprehensive Plan and related sections of the Zoning Ordinance.

Amendments to the text and/or map of the Comprehensive Plan are more complex and are controlled by the Statewide Planning Goals (www.oregon.gov) and policies within the current Comprehensive Plan. Annexations, Urban Growth Boundary amendments and land use designation changes should be discussed with the Planning Director, and the applicant is encouraged to provide written narratives pertaining to 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.

FINAL NOTE

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, requirements for development within wetlands and flood zones, as well as regulations pertaining to a wide variety of development issues. 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 land use planner, architect, landscape architect, civil engineer, surveyor, or any other professional who may be needed for a given project.

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