



City of Silverton
306 South Water Street
Silverton, OR 97381
(503) 874-2207 fax: (503) 873-3210

FOR OFFICE USE ONLY:

Planning File No. : _____

Date Received: _____ Fee: _____

Land Use Type: IV

Received by: _____

COMPREHENSIVE PLAN AMENDMENT APPLICATION

Project Name: _____

Applicant:

Name: _____

Mailing Address: _____

Phone Number: _____

Relationship to Property Owner: _____ Email Address: _____

Applicant's Representative:

Name: _____

Mailing Address: _____

Phone Number: _____

Relationship to Property Owner: _____ Email Address: _____

Property Owner(s):

Name: _____

Mailing Address: _____

Phone Number: _____

Site Information:

Address: _____

Assessors _____

Map/Taxlot #: _____

Current Use of Site: _____ Zoning Designation: _____

Comprehensive Plan Designation: _____

Required Attachments and Information:

- Site Plan.** Drawn to scale, in a scale large enough to clearly show the comprehensive plan amendment and containing the following information:
 - Lot dimensions and total lot area.
 - Location of all existing and proposed structures, including distances to lot lines.
 - Location of all existing or proposed improvements on the site, including driveways, sidewalks, decks, and patios.
 - Abutting streets, whether public or private.
 - Locations, dimensions, and nature of all easements on the property.

- Narrative.** Explain how the proposed Comprehensive Plan Amendment meets **each and all** of the following review criteria in sufficient detail for review and decision-making:
 1. A legislative amendment is consistent with the goals and policies of the Comprehensive Plan, the statewide planning goals, and any relevant area plans adopted by the City Council.
 2. A legislative amendment is needed to meet changing conditions or new laws.
 3. The result of the legislative amendment will result in an improvement to the Comprehensive Plan that furthers the adopted goals, policies or needs of the community above the current Comprehensive Plan.
 4. The requested designation for a quasi-judicial map amendment meets all of the following tests:
 - A. The requested designation for the site has been evaluated against relevant Comprehensive Plan policies and on balance has been found to be more supportive of the Comprehensive Plan as a whole than the old designation.
 - B. The requested designation is consistent with any relevant area plans adopted by the City Council.
 - C. The requested designation is consistent with the Comprehensive Plan map pattern and any negative impact upon the area resulting from the change has been considered and deemed acceptable by the City.
 - D. A public need will be met by the proposed change that is not already met by other available property.
 - E. The requested designation is consistent with the Statewide Planning Goals.

- Traffic Impact Study.** When required, shall be prepared in accordance with the road authority's requirements. *See Section 4.1.900 for relevant standards.*

- Deeds.** A copy of the deed(s) and legal description of the property.

- Posting Requirements.** At least ten (10) days prior to a public hearing the applicant shall post a sign supplied by the Community Development Department on the site where it is clearly visible to pedestrians and motorists. The sign must be returned within fourteen (14) days after the public hearing or the applicant will be billed \$300 dollars to replace the sign.

- Neighborhood Meeting.** A neighborhood meeting is encouraged for all Comprehensive Plan Amendment applications. Following any neighborhood meeting the applicant shall complete and submit the required documents (meeting minutes, summary of public comments, attendance sheet, etc).

- Mailing List.** A certified list prepared by a title company or certified by the Marion County Tax Assessor’s office with the names and addresses of all property owners within 500 feet of the subject site. The list shall be formatted to Avery 5160 (1”x 2 5/8”) labels for reproducing by the City.
- Submittal Requirements.** For initial Staff Review, five (5) printed copies of the application shall be submitted. Once the application has been deemed complete an additional seven (7) printed copies of all application materials shall be submitted. In addition to the printed copies an electronic copy of the Narrative shall be submitted to the City.

Authorizing Signatures:

I hereby certify that the information on this application and attachments are correct and that the property affected by this application is in the exclusive ownership or control of the applicant, or that the applicant has the consent of all partners in ownership of the affected property. An authorization letter from the property owner has been attached in the event that the owner’s signature has not been provided below.

Property Owner(s):

Print or Type	Signature
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Print or Type	Signature
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Applicant(s) or Authorized Agent:

Print or Type	Signature
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Print or Type	Signature
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