



# ADJUSTMENT REVIEW WATER RESOURCES /WR OVERLAY ZONE

Please complete the following application checklist. Note that additional information may be required upon further review in order to adequately address the applicable criteria for approval. If you have any questions about filling out this application, please contact Planning staff at the Permit and Information Center, phone (541) 682-5377, 99 West 10<sup>th</sup> Avenue, Eugene.

List all Assessor's Map and Tax Lot numbers of the property included in the development site.

Assessor's Map	Tax Lot	Zoning (Include Overlay Zones)	Existing Use (e.g. vacant, residential)	Lot Area	Is the request for this parcel?

Site address(s)

Development site total area (square feet/acres):

Proposed Use of Property:

Standards Review requested?  Yes  No (Separate /WR Standards Review application required)

Any other pending Land Use Application or Building Permit numbers related to subject parcel(s):

Goal 5 Site(s) Name (e.g. E50B, Debrick Slough):

Resource Type:  Stream  Wetland  Both

Area of proposed development/disturbance within /WR conservation area (square feet/acres):

Amount of proposed reduction in conservation setback distance (linear feet) (e.g. reduce required 40-foot setback to 32 feet):

Has any previous Adjustment Review been approved under EC 9.8030(21) for this portion of the conservation area?

Yes  No  Uncertain

Type of /WR Adjustment Review requested (check one):

- Vacant lot up to 33% (EC 9.8030(21)(a))
- Reduction Up to 20% (EC 9.8030(21)(b))
- Averaging up to 30% (EC 9.8030(21)(c))
- Vacant "hardship" (EC 9.8030(21)(d))

**Please Note that the application fee varies depending on the type of adjustment review requested.**

The fee for an adjustment under EC 9.8030(21)(a),(c), or (d) is higher than an adjustment under EC 9.8030(21)(b).

### **Filing Fee**

A filing fee must accompany all applications. The fee varies depending upon the type of application and is adjusted periodically by the City Manager. Check with Planning staff at the Permit and Information Center to determine the required fee or check the City website at [www.eugene-or.gov](http://www.eugene-or.gov).

### **Submittal Requirements:**

Provide 2 paper copies and one digital copy (CD, USB Drive, or Other) of all application materials (i.e. written statement, site plans, etc.). Digital files must be in PDF file format. Please note that it is the applicant's responsibility to make sure that the digital and paper copies are identical. Following completeness review, an updated digital and paper copies may be required. All paper site plans must be folded to a size equal or less than 11" x 17".

### **Written Statement**

Submit a detailed written statement stating the reason for the request, and describing how this request is consistent with all applicable criteria (see Eugene Code Section (EC) 9.8030(21)), /WR Overlay Zone Adjustment and related /WR provisions beginning at EC 9.4900). *Please note: it is the applicant's responsibility to provide adequate information demonstrating how the project satisfies the applicable approval criteria. Failure to provide such information may result in denial of your application.*

### **General Site Plan Requirements**

*Note: EC 9.8030(21), /WR Adjustment Review Approval Criteria, requires that areas **removed** from the conservation area and areas **outside** of the conservation area also comply with /WR Overlay development standards contained in EC 9.4980 ( except standards in subsections: (6) Impervious Surfaces, (9) Trails, and (11) Interpretive Facilities). Where /WR Standards Review is also requested, the information required below may be combined on one site plan submitted with both permit applications.*

- List all professional representatives, as required in EC 9.8025, on the cover sheet. Plans should also include certification/license stamps on applicable sheets.
- Show date, north arrow, and standard engineer's scale on the site plan.
- Show the Assessor's Map and Tax Lot numbers on the site plan.
- Show a vicinity map on the plan. (Vicinity map does not need to be drawn to scale.)
- Show the entire development site on the site plan.
- Show the footprint and location of all existing and proposed buildings and other structures and indicate whether they will remain or be removed.
- Provide elevation and/or cross section drawings that demonstrate how proposed structures (e.g. retaining walls, culverts, light standards, interpretive signs) meet the applicable standards of EC 9.4980.
- Show existing and proposed streets, parking, walkways, and other impervious surfaces. Indicate proposed paving material.
- Show the width and location of all existing and proposed public and private easements, and compliance with EC 9.4940, Conveyance of Stormwater Maintenance Easement.
- Show any outdoor lighting (location, type and height) proposed for the development.
- Show existing and proposed utilities.
- Show existing and proposed stormwater drainage, including disposition of stormwater for all lots.
- Show any site features necessary to illustrate the basis for the proposed adjustment.

[www.eugene-or.gov/planning](http://www.eugene-or.gov/planning)

**Goal 5 Resource Sites and Other Natural Features**

Site plans shall show the following information in accordance with EC 9.8030(21), /WR Adjustment Review Approval Criteria, and related provisions of /WR Overlay Zone beginning at EC 9.4900 of the Eugene Code.

- Show the adopted site boundary of all Goal 5 natural resource sites located on the property and designated for protection, and the corresponding required /WR conservation area.
- Show the top of bank (or ordinary high water line, if applicable) of existing streams on the property and within 50 feet of property lines.
- Where work is proposed within 50 feet of a wetland site protected on the adopted Goal 5 Inventory, provide a wetland delineation approved by the Department of State Lands, showing jurisdictional wetland boundary of existing wetlands on the property. Indicate any wetlands within 50 feet of property lines.
- Show the proposed adjusted conservation area of any Goal 5 natural resource site located on the property, and its required /WR conservation area, if any.
- List any rare, threatened or endangered plants (those that are proposed for listing or are listed under State or Federal law), found on the development site, and indicate whether those occur within the area of proposed disturbance. Show the area of proposed disturbance (e.g. area of grading, vegetation removal).
- Indicate any other wetlands identified on the Eugene Local Wetland Inventory.
- Indicate any other areas designated as natural resource areas in any City-adopted natural resource inventory.

**Slopes and Grading/Excavation**

- Show all proposed grading for streets, building areas, and other proposed development; show location of any proposed fill or excavation.
- Indicate bench mark used. *Must be based on City Bench Mark, and City Bench Mark used must be noted on the plans.*
- Show existing and proposed contours at one of the following intervals using the North American Vertical Datum of 1988 (NAVD 88):
  - One-foot contour intervals for ground slopes up to five percent.
  - Two-foot contour intervals for ground slopes between five and ten percent.
  - Five-foot contour intervals for ground slopes exceeding ten percent.

**Landscape and Vegetation Protection Requirements**

- Show the location, species and size of all existing and proposed vegetation and landscaping.
- Indicate location and means of ensuring adequate protection for newly planted conservation areas (e.g. irrigation, temporary fencing, etc.).
- Show means of protecting existing vegetation outside of the area of disturbance and within /WR conservation areas.
- Show the “critical root zones” (as defined in EC 9.0500) for trees to be preserved within /WR conservation area, and provide supporting information that preserved trees will not be impacted so as to constitute “tree removal” as defined in EC 9.0500.

**Supporting Analysis and Documents** (Submit 3 copies)

- Where required to meet applicable standards, provide a Narrative report from a qualified professional has been provided demonstrating compliance with EC 9.8030, Adjustment Review Approval Criteria, and related provisions of /WR Overlay Zone beginning at EC 9.4900 of the Eugene Code.
- If required by EC 9.8030(21)(b),(c), provide a report from a qualified biologist or botanist describing relative habitat quality of the conservation area being reduced (and adjacent habitat quality, if applicable)
- If required by EC 9.8030(21)(e), provide a report from a qualified biologist or botanist describing the habitat functions and values of the conservation area reduced relative to the conservation area enhanced (EC 9.8030(21)(e)).
- The applicant is responsible for meeting State/Federal wetland requirements. Submit a wetland determination and a letter of acceptance of the determination from the Oregon Division of State Lands (ODSL) and if necessary, a wetland delineation report for potential wetlands identified on the Eugene Local Wetlands Inventory (LWI) maps, West Eugene Wetlands Plan (WEWP) maps, Wetland Determination reports, or other sources which indicate the potential presence of wetlands.
- Submit a legal description of property(ies) for which the Adjustment Review is requested. This legal description must be typed on an 8½" x 11" white sheet of paper (no letterhead) so that it is suitable for recording.

**Please Note: Additional information may be necessary depending upon individual site conditions, to demonstrate compliance with applicable criteria in EC 9.8030(21). Such additional information may include more detailed information on vegetation, soils, hydrology, slopes and lighting.**

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing the application. I (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

**OWNER** (Also the Applicant?  Yes /  No):

Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPLICANT**  / **APPLICANT'S REPRESENTATIVE**  (Check one):

Name (print): \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ E-mail (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPLICANT'S REPRESENTATIVE**  / **DESIGNATED CONTACT PERSON**  (Check all that apply):

Name (print): \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ E-mail (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_