



Please complete the following application checklist. Note that additional information may be required after further review in order to adequately address the applicable approval criteria. 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 10th Avenue, Eugene.

List all Assessor’s Map and Tax Lot numbers of the property included in the request. Proposals are required to include all property under contiguous ownership of the applicant.

Assessor’s Map	Tax Lot	Zoning

Area of Request (square feet/acres): _____

Existing Use of Property: _____

Proposed Use of Property: _____

Number of Dwellings: Existing: _____ Proposed: _____

Number of Lots: Existing: _____ Proposed: _____

Planned Unit Development Approval Criteria (check one):

- General (EC 9.8320)
- Needed Housing (EC 9.8325)

Is site included on City acknowledged Statewide Goal 5 Inventory?

- Yes
- No
- Uncertain

Does adjustment request include stormwater drainage facilities: Yes No
*(If request includes Pollution Reduction/Flow Control, submit approved alternative design.
 If request includes Source Control, submit DAR form.)*

Pre-application Conference (as required per EC 9.7005):

Date: _____ Conference No.: _____

Neighborhood/Applicant Meeting Requirements

Provide the following documentation that a neighborhood/applicant meeting was held per EC 9.7007 (see EC 9.7010):

- The list of persons to whom notice was mailed pursuant to EC 9.7007(5) and a signed statement that notice was posted and mailed to those on the list;
- A copy of the notice;
- A copy of the meeting notes and sign-in sheet described at EC 9.7007(9); and
- A copy of the site plan presented at the meeting.

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.eugeneplanning.org

Submittal Requirements:

Provide 3 paper copies and one CD copy of all application materials (i.e. written statement, site plans, etc.) in pdf format at the time of initial submittal. Please note that it is the applicant's responsibility to make sure that the CD and paper copies are identical. Following completeness review, an updated CD and additional paper copies may be required. All site plans must be folded to a size equal or less than 11" x 17".

Written Statement

- Clearly state whether the application is to be reviewed under General or Needed Housing criteria. Submit a detailed written statement which describes the proposed use of the property and how the proposed planned unit development satisfies all applicable approval criteria (EC 9.8300-9.8310 and 9.8320 or 9.8325).
- The statement must include the names, addresses, and telephone numbers of the design team members, and designation of the professional coordinator for the project.

Site Plan Requirements

- Show the date, north arrow, and standard engineer's scale on the site plan.
- Show the Assessor's Map and Tax Lot numbers involved in the request on the site plan.
- Show a vicinity map on the site plan (vicinity map does not need to be drawn to scale).
- Show the dimensions of the plan boundary, dimensions of proposed lots, approximate square footage calculations, and proposed parcel lines.
- Show the location of parcel lines and other layout details for future division of parcels greater than 13,500 square feet.
- Show the location of all existing and proposed structures and indicate whether the existing structures will remain or be removed.
- Provide elevation drawings that portray the scale and appearance of proposed buildings.

www.eugene-or.gov/planning

- Provide a tabulation of all impervious surface areas (existing and proposed), including the amount of area covered by building(s), parking, and the amount of area devoted to open space
- Indicate on the site plan and provide a supporting written statement addressing the solar lot standards (this applies only to land zoned R-1, and R-2).
- Provide a cover sheet with the certification and signatures of the professional coordinator and all design team members for the project. Each drawing must be stamped and signed by the licensed professional responsible for preparing the plans.
- Show the width and location of all existing and proposed public and private easements.
- Show all contiguous property under the same ownership. The application shall include all contiguous undeveloped or partially developed property under the same ownership.
- Show all proposed grading for streets, building areas, and other proposed development.
- Show the type and size of existing or proposed fencing and/or landscape buffering.
- Include a phasing plan that indicates any proposed phasing for development, including the boundaries and sequencing of each phase.

Wastewater Requirements

- Show the location and flowline elevation of the existing public wastewater sewer at proposed connection point(s).
- Show the existing and proposed wastewater sewer layout, including service to each lot. (Each lot must be connected to the public wastewater sewer.)

Water Supply Requirements

- Show a diagram (including diameter) of existing and proposed water mains.
- Show existing and proposed fire hydrants.

Is any part of the property located above 500 feet in elevation?

- Yes -- If yes, contact EWEB Water Engineering at 541-685-7377 to discuss water service/capacity for the site prior to application submittal
- No

Storm Drainage Requirements

- Show the location and flow line elevation of the existing public piped system at proposed connection point(s)
- Delineate the tops-of-banks of all open waterways on and adjacent to the property.
- Delineate the Special Flood Hazard Area and the base flood elevation.

- A description of the extent to which a watercourse will be altered or relocated as a result of proposed development, including a stormwater analysis of pre- and post-development flows.
- Show existing and proposed storm drainage, including the type of facilities proposed for collection, conveyance, and treatment of storm water for all lots and development consistent with the stormwater provisions at EC 9.6790 – 9.6795.
- Submit a stormwater analysis that demonstrates compliance with stormwater provisions at EC 9.6790 - 9.6795.
- Indicate whether the stormwater system or portions thereof are proposed for public or private maintenance. If applicable, submit a draft Operations and Maintenance Plan (for private facilities) and/or Operations and Maintenance Agreement (for public facilities) consistent with EC 9.6797.

Tree Preservation Requirement

- Provide a tree preservation plan and report prepared by a certified arborist or approved equivalent. Both the plan and reports shall demonstrate compliance with EC 9.8320(4)(b), (c) and (d), and/or other applicable requirements.
- Show the location, size and species of existing trees on site that are 8 inches or more in diameter at DBH (4.5 feet above ground). Provide an assessment of the condition of the existing trees, indicate whether they will be preserved or removed, and indicate the means of preservation when applicable.
- Show the “critical root zones” for trees to be preserved and provide supporting information that preserved trees will not be impacted so as to constitute “tree removal,” as defined in EC 9.0500.

Natural Features Assessment and Delineation of Applicable Boundaries on Site Plan. *Site plans shall show the following information in accordance with EC 9.8320(4)(a):*

- Significant on-site vegetation, including rare plants (those that are proposed for listing or are listed under State or Federal law), and native plant communities.
- All documented habitat for all rare animal species (those that are proposed for listing or are listed under State or Federal law).
- Prominent topographic features, such as ridgelines and rock outcrops shown.
- Wetlands, intermittent and perennial stream corridors, and riparian areas shown.
- Natural resource areas designated in the Metro Plan diagram as “Natural Resource” and areas identified in any city-adopted natural resource inventory.
- Submit a mitigation plan, in accordance with EC 9.8320(4)(c).

Landscaping Requirements

- Show the location, species, and size of existing and proposed landscaping.

- Indicate means of irrigation.
- Show open space and landscaping proposed for open space areas.

Contour Intervals

Must be shown as below and must be based on City Bench Mark. The City Bench Mark used must be noted on the plans.

Indicate bench mark used.

- 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.

Parking Area Requirements

- Show the location, number, and dimensions of existing and proposed parking spaces, including aisle widths and disabled parking spaces.
- Show the location, number, and dimensions of bicycle parking spaces, including long-term and short-term bicycle parking.
- Show traffic circulation patterns, including the width of travel lanes.
- Show landscaping and screening for parking areas.
- Show means of protection for landscaped areas (i.e. curbs).
- Show the location and height of all existing and proposed lighting for parking area.
- Show designated car pool and van pool parking for developments with 20 or more employees.

Street and Public Access Way Requirements

- Identify the number of peak hour trips based on the proposed development. If the development will generate 100 or more trips during any peak hour, a Traffic Impact Analysis Review shall be required in accordance with EC 9.8650 - 9.8680.
- Identify the street classification of all streets in accordance with EC 9.6850 and EC 9.6870.
- Indicate potential slope easements.
- Provide a street center profile using ground elevations when proposed streets intersect 15% grade.
- Provide the distance from centerline-to-centerline of all street intersections.

- Show the location and widths (right-of-way and paving width) of all existing and proposed streets, intersections, and bike and pedestrian access ways, both within and adjacent to the project.
- Show existing and proposed curbs and sidewalks on the site and adjacent to the site.
- Show street connectivity and provide supporting narrative to address applicable street connectivity standards from EC 9.6815, and secondary emergency vehicle access, if applicable.
- Show street names for all existing and proposed streets (public and private), in accordance with EC 9.6855.
- Indicate the radii of all curves on the plans.
- Show the location and type of existing and proposed transit-related facilities.
- Identify any street grade over 12 %.
- Show all existing private access driveways to property. When the property fronts a street under Lane County jurisdiction, also show driveway locations for adjacent properties.
- Submit an Alternative Traffic Safety Study (ATSS) if an adjustment is requested to required internal vehicle stacking at EC 9.6703(3)(a).
- Note any amount of increase to the development site's peak hour trips due to the proposed development; particularly if the increase is more than 50% and there will be 20 or more additional peak hour trips than the previous/existing use.
- Demonstrate that access to the development site is located in accordance with EC 7.420.

Street and Utility Improvement Requirements

- Show existing and proposed public and private improvements.
- Note on the plan whether public improvements are to be constructed publicly or privately.
- Note on plan the location, size and species of existing and proposed street trees.
- Note on plan the location of any existing or proposed street lights.

Architectural Features of Proposed Buildings

- Indicate general building locations, bulk and height.
- Indicate key architectural features of proposed buildings (concept drawings okay).
- If subject to the South Hills, indicate how buildings proposed on slopes will blend with natural terrain.

Supporting Documents – (submit 3 copies)

- Submit a Geotechnical Analysis, if required, to satisfy applicable criteria.
- Submit a preliminary title report.

- 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 included in the planned unit development application. This legal description must be typed on an 8½" x 11" white sheet of paper (no letterhead) so that it is suitable for recording (submit one copy only).

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:
