

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 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	Existing Zoning

Code Sections Proposed for Adjustment Review		
List specific code sections for which adjustment review is proposed.		

Check if the Adjustment Review is for any of the following:

- Large commercial facility
- Large multi-tenant commercial facility, or
- Multiple-family housing

Does adjustment request affect at least 2 of the following: Yes No

(If yes, this application will be processed as a major adjustment review.)

- (a) Maximum front yard setbacks
- (b) Building orientation,
- (c) Building entrances
- (d) On-site pedestrian circulation,
- (e) Block requirements or street layout:

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.)

Does request include an adjustment of internal vehicle stacking at Eugene Code Section 9.6703(3)(a): Yes

No

If yes, submit an Alternative Traffic Safety Study (ATSS).

Associated pending Land Use Application or Building Permit numbers:

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 website at www.eugeneplanning.org

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 describing how this request is consistent with all applicable criteria beginning at Eugene Code Section 9.8030. *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.*

Submit an Alternative Traffic Safety Study (ATSS) if an adjustment is requested to required internal vehicle stacking at EC 9.6703(3)(a).

Demonstrate that access to the development site is located in accordance with EC 7.420.

Site Plan Requirements

- Show date, north arrow, and standard engineer's or architect's scale.
- Show the Assessor's Map and Tax Lot numbers.
- Show a vicinity map on the plan. (Vicinity map does not need to be drawn to scale.)
- Show the dimensions of the site plan boundary.
- Show the location of all existing structures and indicate whether they will remain or be removed.
- Show any site features necessary to illustrate the basis for the proposed adjustment.
- Show access to the development site.
- Site Plan must be prepared, stamped and signed by one of the following: Oregon Licensed architect, Oregon licensed civil engineer, Oregon licensed landscape architect, a member of the American Institute of Certified Planners, or an Oregon licensed land surveyor.

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: _____

Note: This is not a complete list of requirements. Additional information may be required after further review in order to adequately address the applicable approval criteria.