



METROPOLITAN PLAN AMENDMENT

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.

Check the appropriate box(es):

- Plan Text Change
- Plan Diagram Change

List all Assessor’s Map and Tax Lot numbers of the property included in the request. Please indicate if only a portion of a lot is included in the request and include any additional map and tax lot numbers for subject property. Also, include existing and proposed Metro Plan Designations.

Assessor’s Map	Tax Lot	Existing Designation	Proposed Designation

Street Address (if available):

Existing Use(s) of the Property:

Proposed Use(s) of the Property:

Existing Zoning:

Is this Metro Plan Amendment being reviewed concurrently with another land use application?

- Yes, application file number: _____
 - No
-

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 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”.

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.

Written Statement

- A written statement listing relevant Statewide Planning Goals and demonstrating that the requested change satisfies the approval criteria in the Eugene Code, Section 9.7730(3). Describe any unchanged portion of the plan your amendment may effect.

Information Required for Proposed Plan Text Changes

- Map indicating the property included in the request and adjacent streets and alleys.
- Vicinity map indicating the general area and allowing easy identification of the property.

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

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: _____