

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.

**Name of Refinement Plan:** \_\_\_\_\_

**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 Refinement 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 Refinement 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](http://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**

- A written statement demonstrating that the requested amendment satisfies the criteria found in the Eugene Code Section 9.8424. Describe any unchanged portions of the refinement plan which your amendment may affect.
- For text changes, a written example of the proposed text change. This should be specific and site the page(s) the change applies to.

### **Information Required for a Proposed Plan Diagram Change**

- A map indicating the property included in the request and adjacent streets and alleys.
- A vicinity map indicating the general area of the amendment and allowing easy identification of the property.
- A map indicating the existing plan diagram boundaries and the proposed plan diagram boundaries.

**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: \_\_\_\_\_