

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 completing 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

Current site address(es):

Area of Request (acres/square feet):

Existing Use of Property:

Proposed Use of Property:

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: 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 (Section 9.8680 of the Eugene Code) and with Report Requirements (Section F) of Administrative Order No. 58-02-02-F. An exception to any or all of the report content requirements listed in the “Standards for Traffic Impact Analyses” for development that generate less than 100 trips in any peak hour may be granted if the applicant demonstrates that the study is not necessary in order to demonstrate compliance with EC 9.8680. Applications involving adjustments shall specifically address additional related criteria. Please note that 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 a denial of your application.

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 on the site plan.
- Show a vicinity map on the site plan. (Vicinity map does not need to be drawn to scale.)
- Show the footprint and location of existing and proposed structures. Indicate whether the existing structures will remain or be removed.
- Calculate the amount the percent of increase in total building square footage.
- Submit a tabulation of site coverage including the amount of area covered by building(s), parking, and the amount of area devoted to open space.
- Show the width and location of all existing and proposed public and private easements.
- Show all proposed improvements for streets, building areas, and other proposed development.

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.
- Show that utility plans comply with Eugene Code Section 9.6775, Underground Utilities.

Street and Public Access Way Requirements

- Identify the street classification of all streets.
- Indicate potential slope easements.
- Provide a street center profile using ground elevations when proposed streets intersect 15% grade.

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- Show the location and widths (right-of-way and paving width) of all existing and proposed streets, intersections, bike and pedestrian access ways, and any proposed traffic calming devices both on-site and adjacent to the site.
- Show existing and proposed driveways, curbs and sidewalks on site, across the street and adjacent to the development site.
- Show street connectivity and provide supporting narrative to address applicable street connectivity standards from Section 9.6815 of the Eugene Code, if applicable.
- Show that the proposal is consistent with Eugene Code Section 9.6780, Vision Clearance Area.
- Show secondary emergency vehicle access.
- Show street names for all existing and proposed streets (public and private), in accordance with 9.6855.
- Indicate the radii of all curves on the plan.
- Show location and type of existing and proposed transit-related facilities.
- Identify any street grade over 12 percent.
- Show all existing private access driveways to property.
- Show any special setbacks in accordance with Eugene Code Section 9.6750.
- Show the location and describe in a note on the plan any traffic control devices (i.e. driveway locations, traffic signals or traffic signals).
- Show directions of traffic movement on and abutting site.
- State if the streets are within Lane County jurisdiction and if the development will generate vehicles of heavy weight using county streets.

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 parking.
- Show traffic circulation patterns, including width of travel lanes.
- Show landscaping and screening for parking areas.
- Show means of protecting landscaping (i.e. curbs).
- Show location and height of proposed lighting for parking area.

Show designated carpool and vanpool spaces for developments with 20 or more employees.

Show the type and size of existing or proposed fencing and/or landscape buffering.

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: _____

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.