

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

Development Site (acres): _____

Check Standard(s) Proposed for Variance:

- | | |
|---|--|
| <input type="checkbox"/> EC 9.2000 to 9.3915: | <input type="checkbox"/> EC 9.6410 Motor Vehicle Parking Standards |
| <input type="checkbox"/> Building Height | <input type="checkbox"/> EC 9.6600 to 9.6680 Sign Standards |
| <input type="checkbox"/> Fences and Walls | <input type="checkbox"/> EC 9.6745 Setbacks – Intrusions Permitted |
| <input type="checkbox"/> Front Yard Setbacks | |
| <input type="checkbox"/> Interior Yard Setbacks | |

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 9.8760, or if this variance is related to telecommunication facilities, please describe how this request is consistent with the criteria at Eugene Code Section 9.5750(9). *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 a denial of your application.*

Site Plan Requirements

- Show the 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 boundaries.
- Show the location of all existing structures and indicate whether they will remain or be removed.
- Show the location of all proposed structures and any other proposed development activity.
- Show any site features necessary to illustrate the basis for the proposed adjustment.

General Requirements (Submit 3 copies)

- Submit a legal description of property included in the variance 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.
- For sign variances, provide an elevation plan to scale showing the sign and the structure it is mounted on with dimensions.

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.**