

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. Please indicate if only a portion of a lot is included in the request.

Assessor's Map	Tax Lot	Zoning

Site address(es): _____

Area of Request (square feet/acres): _____

Existing Use of Property: _____

Proposed Use of Property: _____

Adjustment Requested? Yes No

Specify type of adjustment being requested: _____

Pre-application Conference (as required per EC 9.7005):

Date: _____ Conference 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 the City website at www.eugeneplanning.org

Written Statement

Submit a detailed written statement describing how this request is consistent with all applicable criteria (Section 9.8815 of the Eugene Code). 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.*

Property Review Checklist

Submit **if applicable**. This checklist will be provided to you at the required pre-development conference **or limited consultation if determined necessary**.

- Submit a completed Public Works Property Review Checklist and any supporting or required documentation if applicable.

Site Plan Requirements

- Show location of the Willamette River ordinary low water line and the distance from the proposed development. Show the Greenway Boundary line.
- Show vicinity map drawing on the subject site plan (does not need to be drawn to scale).
- Show location of all existing and proposed structures. Indicate whether the existing structures will remain or be removed.
- Submit a tabulation of coverage, including the amount of area covered by building(s), parking, and the amount of area devoted to open space.
- Provide elevation drawings that portray the scale and appearance of proposed buildings.
- Show all proposed grading for streets, building areas, and other proposed development.
- Show date, north point, and standard engineer's scale on the site plan.
- Show assessor's map and tax lot numbers on the site plan.

Landscaping and Vegetation

- Show location, species and size of existing vegetation. Specify areas which include riparian vegetation.
- Show proposed landscaping scheme.
- Indicate means of irrigation.
- Show open space and landscaping proposed for open space.
- Show size and species of existing trees on site that are 8 inches or more in diameter at DBH (4.5 feet above ground).

Significant Fish and Wildlife Habitat

- Identify any existing significant fish and wildlife habitats (as required by Section 9.8815(5) of the Eugene Code).
- If applicable, show the specific locations of these habitats on the site plan.
- Describe potential impacts to these habitats resulting from the proposal, and provide any mitigation plan necessary to satisfy applicable criteria.

Public Access -- Parking Area Development

- Show location, number, and dimensions of existing and proposed parking spaces, including aisle widths and disabled parking spaces.
- Show location, dimensions, and number of bicycle parking spaces, including long-term and short-term bicycle parking.
- Show landscaping and screening for parking area.
- Show means of protecting landscaping (i.e, curbs).
- Show location and height of proposed lighting for parking area.
- Show designated carpool and vanpool parking spaces for developments with 20 or more employees.

Wastewater Requirements

- Show the location and flow line elevation of the existing public wastewater sewer at proposed connection point(s).
- Show the existing and proposed wastewater sewer layout.

Water Supply

- Show diameter of existing and proposed water main.
- Show existing and proposed fire hydrants.

Contour Intervals

Show existing and proposed contours at one of the following intervals *and must be based on City Bench Mark (North American Vertical Datum of 1988 (NAV 88)). The City Bench Mark used must be noted on the plan.*

Indicate bench mark used.

- One-foot contour intervals for ground slopes up to five percent.
- Two-foot contour intervals for ground slopes between five and ten percent.
- Five-foot contour intervals for ground slopes exceeding ten percent.
- Indicate which bench mark used.
- Existing vegetation to be preserved shall be shown on contour map.

Storm Drainage Requirements

- Show the location and flow line elevation of the existing piped public system at proposed connection point(s).
- Show existing and proposed storm drainage, including disposition of storm water for all lots.

- A description of the extent to which a watercourse will be altered or relocated as a result of proposed development, including a stormwater analysis of pre- and post-development flows.
- If contributing stormwater runoff to a drainage-way, submit a stormwater analysis (3 copies) that addresses the capacity and any erosion issues of the downstream system.
- Delineate areas subject to Federal Emergency Management Agency (FEMA) regulations regarding inundations or storm water overflow, all areas covered by water, and the location, width, and direction of flow of all water courses and the base flood elevation.

Public Access -- Circulation

- Show circulation patterns, including width of travel lanes.
- Show location and dimension of existing and proposed curb cuts.
- Show existing and proposed pedestrian walkways and bicycle paths (including dimensions) and how they connect with adjacent properties.
- Show public sidewalks.
- Show any existing and proposed public access connections to, and along, the Willamette River.

Supporting Analysis and Documents

- Submit a Geotechnical Analysis, if required to satisfy applicable criteria.
- The applicant is responsible for meeting State/Federal wetland requirements. Submit a wetland determination and a letter of acceptance of the determination from the Oregon Division of State Lands (ODSL) and if necessary, a wetland delineation report for potential wetlands identified on the Eugene Local Wetlands Inventory (LWI) maps, West Eugene Wetlands Plan (WEWP) maps, Wetland Determination reports, or other sources which indicate the potential presence of wetlands.
- Submit a legal description of property included in the Willamette greenway application. The legal description(s) must be typed on an 8½" x 11" white sheet of paper (no letterhead) so that it is suitable for recording.

NOTICE STATEMENT: If the Eugene/Springfield Fire Marshall (or the Fire Marshal's designee) determine that there is inadequate water supply, apparatus access, or both, to the site for the development of one and two family dwellings that will be subject to the Oregon Residential Specialty Code, the Eugene Building Official (or the Building Official's designee) may require compliance with one or more of the fire suppression or fire containment Uniform Alternate Construction Standards set out at OAR 918-480-0125(4) and (5).

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.