

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. 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 overlay zoning.

Assessor's Map	Tax Lot	Acres	Existing Zoning	Proposed Zoning

Street Address (if available): _____

Existing Use(s) of the Property: _____

Proposed Use(s) of the Property: _____

Is this zone change 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".

Written Statement

A written statement demonstrating how the requested change satisfies the criteria in the Eugene Code, Section 9.8865. A list of the criteria is available at the Eugene Permit and Information Center, 99 West 10th Avenue.
Please note: it is the applicant's responsibility to provide adequate information demonstrating how the proposal satisfies the applicable criteria. Failure to provide such information may result in a denial of your application.

The written statement and application materials must also demonstrate how the requested change complies with Oregon Administrative Rule (OAR) 660-012-0060 (the Transportation Planning Rule).

Map Information

- A map indicating the property involved in the request and showing adjacent streets, alleys, etc.
- A vicinity map showing the general area of the request and indicating the specific property involved in the request.

Legal Description

- A legal description for each existing lot involved in the requested change. This description must be typed and suitable for recording.

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.