



CONDITIONAL USE PERMIT

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	Zoning

Street Address (if applicable): _____

Area of Request (square feet/acres): _____

Existing Use of the Property: _____

Proposed Use of the Property: _____

Adjustment Requested?
 No Yes, section number(s): _____

If Adjustment is for EC 9.8030(24) Source Control, submit a DAR form with stormwater analysis. _____

Conditional Use Permit Approval Criteria (*check one*):

- General (EC 9.8090)
- Needed Housing (EC 9.8100)

Is site included on acknowledged Statewide Goal 5 Inventory?

- Yes No Uncertain

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 website at www.eugeneplanning.org.

Written Statement

Provide 3 copies at the time of initial submittal. Following completeness review, submit 9 copies

- Clearly state whether the application is to be reviewed under the General or Needed Housing criteria. Submit a detailed written statement describing how this request is consistent with all applicable criteria (Sections 9.8090 or 9.8100 of the Eugene Code). Applications involving adjustments shall specifically address additional related criteria. *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.*

Neighborhood/Applicant Meeting Requirements

Please provide the following documentation that a neighborhood/applicant meeting was held per EC 9.7007 (see EC 9.7010):

- The list of persons to whom notice was mailed pursuant to EC 9.7007(5) and a signed statement that notice was posted and mailed to those on the list;
- A copy of the notice;
- A copy of the meeting notes and sign-in sheet described at EC 9.7007(9); and
- A copy of the site plan presented at the meeting.

General Site Plan Requirements

Provide 3 sets of site plans at the time of initial submittal. Following completeness review, submit 9 copies. In addition, submit one copy of the set of site plans reduced to 8-1/2" x 11" for public notice purposes and if plans are larger than 11" x 17", one full set of 11" x 17" plans is required. All site plans must be folded to a size equal to or less than 11" x 17".

- 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 and percent of increase in total building square footage.
- Provide elevation drawings that portray the scale and appearance of proposed buildings.
- Submit a tabulation of all impervious surface areas (existing and proposed), including the amount of area covered by building(s), parking, and the amount of area devoted to open space.
- When applicable, demonstrate compliance with the Commercial Zone Development Standards (EC 9.2170-9.2175) and the Multiple-Family Standards (EC 9.5500).
- Show the width and location of all existing and proposed public and private easements.
- Show all proposed grading for streets, building areas, and other proposed development.
- Show the existing and proposed occupancy classification. Gross building size and type of construction also indicated

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, including service to each lot. (Each lot must be connected to a public wastewater sewer.)

Water Supply Requirements

- Show a diagram (including diameters) of existing and proposed water mains.
- Show existing and proposed fire hydrants.

Storm Drainage Requirements

- Show the location and flow line elevation of the existing piped public system at proposed connection point(s).
- Delineate the tops-of-banks of all drainage-ways on and adjacent to the property.
- Delineate the Special Flood Hazard Area and determine the base flood elevation.
- 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.
- Show existing and proposed storm drainage, including the type of facilities proposed for collection, conveyance, and treatment of storm water for all lots and development consistent with the stormwater provisions at EC 9.6790 – 9.6795.
- Submit a stormwater analysis (3 copies) that demonstrates compliance with stormwater drainage provisions at EC 9.6790 – 9.6795.
- Indicate whether the stormwater system or portions thereof are proposed for public or private maintenance. If applicable, submit a draft Operations and Maintenance Plan (for private facilities) and/or Operations and Maintenance Agreement (for public facilities) consistent with EC 9.6797.

Tree Preservation Requirements

- Provide a tree preservation plan and report prepared by a certified arborist or approved equivalent. Both the plan and the report shall demonstrate compliance with EC 9.8090(5)(b), (c), (d) and/or other applicable requirements.
- Show the location, size and species of existing trees on site that are 8 inches or more in diameter at DBH (4.5 feet above ground). Provide an assessment of the condition of the existing trees, indicate whether they will be preserved or removed, and indicate the means of preservation when applicable.
- Show the “critical root zones” for trees to be preserved and provide supporting information that preserved trees will not be impacted so as to constitute “tree removal,” as defined in EC 9.0500.

Natural Features Assessment and Delineation of Applicable Boundaries on Site Plan

Site plans shall show the following information in accordance with EC 9.8090(5)(a):

- Significant on-site vegetation, including rare plants (those that are proposed for listing or are listed under State or Federal law), and native plant communities.
- All documented habitat for all rare animal species (those that are proposed for listing or are listed under State or Federal law).
- Prominent topographic features, such as ridgelines and rock outcrops.
- Wetlands, intermittent and perennial stream corridors, and riparian areas.

- Natural resource areas designated in the Metro Plan diagram as “Natural Resource” and areas identified in any City-adopted natural resource inventory.
- Submit a mitigation plan to address restoration or replacement of significant natural features, in accordance with EC 9.8090(5)(c).
- Submit a narrative report from qualified professional providing an evaluation of existing resources, anticipated impacts and proposed mitigation.

Landscaping Requirements

- Show the location, species and size of existing and proposed landscaping.
- Indicate means of irrigation.
- Show open space and landscaping proposed for open space.
- Show the type and size of existing or proposed fencing and/or landscape buffering.

Contour Intervals

Must be shown as below and must be based on City Bench Mark. The City Bench Mark used must be noted on the plans.

Show existing and proposed contours at one of the following intervals using the North American Vertical Datum of 1988 (NAVD 88):

- 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.

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.
- Show location and height of proposed lighting of parking area.
- Show designated carpool and vanpool spaces for developments with 20 or more employees.

Street and Utility Improvement Requirements

- Show existing and proposed public and private improvements.
- Note on the plan whether public improvements are proposed 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.

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- Show that utility plans comply with EC 9.6775, Underground Utilities.

Street and Public Access Way Requirements

- Identify the number of peak hour trips based on the proposed development. If the development will generate 100 or more trips during any peak hour, a Traffic Impact Analysis Review shall be required in accordance with EC 9.8650 - 9.8680.
- Identify the street classification of all streets in accordance with EC 9.6850 and EC 9.6870.
- Indicate potential slope easements.
- Provide a street center profile using ground elevations when proposed streets intersect 15% grade.
- Show the location and widths (right-of-way and paving width) of all existing and proposed streets, intersections, and bike and pedestrian access ways, both on-site and adjacent to the site.
- Show existing and proposed curbs and sidewalks on site and adjacent to property involved.
- Show street connectivity and provide supporting narrative to address applicable street connectivity standards from EC 9.6815.
- Show that the proposal is consistent with EC 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 EC 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 %.
- Show all existing private access driveways to property. When the property fronts a street under Lane County jurisdiction, also show driveway locations for adjacent properties.
- Show any special setbacks in accordance with EC 9.6750.

Supporting Analysis and Documents

- Submit a Geotechnical Analysis, as required to satisfy applicable criteria (3 copies).
- 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 (3 copies).
- Submit a legal description of property included in this application. This legal description must be typed on an 8 ½" X 11" white sheet of paper (no letterhead) so that it is suitable for recording (3 copies).

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: _____

APPLICANT'S REPRESENTATIVE / **DESIGNATED CONTACT** (Check all that apply):

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 applicable approval criteria.