



MODIFICATION OF APPROVED LAND USE APPLICATION

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.

Assessor's map and tax lot number(s) of the property in the request. Please indicate if only a portion of a lot is included in the request and attach any additional map and lot numbers for the property.

Assessor's Map	Tax Lot	Existing Zoning

Existing Use of the Property: _____

Original File Name & Number: _____

Existing Land Use Agreement Approved for: _____

Requested Modification: _____

Area of Request (square feet/acres): _____

Adjustment Requested? Yes No

Specify type of adjustment being requested: _____

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".

Legal Description (Submit one copy)

- Legal description of all property included in the original agreement. This description must be typed on an 8-1/2 x 11" white sheet of paper (no letterhead) so that it is suitable for recording.

Written Statement

- Provide a written statement describing the requested modification. Submit a detailed written statement describing **how** this request is consistent with all applicable criteria (Sections 9.8107, 9.8335, 9.8370, 9.8455, 9.8474, 9.8580 or 9.8825 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.*

Site Plan and Architectural Information

- Submit a copy of the original decision of approval and approved plans.
- 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.
- Show vicinity map on the subject site plan (vicinity map does not need to be drawn to scale).
- Show foot print and location of existing and proposed structures. Indicate whether the existing structures will remain or be removed.
- Architectural elevations and site design details of any new or modified building(s), with supporting data to demonstrate compliance with approval criteria, as well as applicable development standards.
- Show type and size of existing or proposed perimeter fencing and/or landscape buffering.
- Submit a tabulation of coverage, 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 (Sections 9.2170-9.2175) and the Multiple-Family Standards (Section 9.5500).

Landscaping

- Show location, species and size of existing vegetation.
- Show proposed landscaping scheme.
- Indicate means of irrigation.

Site Specific Requirements

These additional requirements depend upon location, size and type of proposal. Please consult with staff at the Permit and Information Center.

Additional Information for New Construction Remodeling

- Architectural elevations and site design details of any new or modified building(s), with supporting data to demonstrate compliance with approval criteria.

Wetland Requirement

- 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 National Wetlands Inventory (NWI) maps, West Eugene Wetlands Plan (WEWP) maps, Wetland Determination reports, or other sources which indicate the potential presence of wetlands.

Tree and Significant Vegetation Requirements

- Show size and species of existing trees on site that are 8 inches or more in diameter at DBH (4.5 feet above ground).
- If a tree preservation plan was previously established for the project and the modification potentially impacts the approved preservation plan, provide a report prepared by an ISA Certified Arborist demonstrating how the modification request will comply with the applicable approval criteria.
- Show significant natural features and identify any impacts associated with the proposed modification. Submit a report from a qualified professional demonstrating how this impact and any associated mitigation will comply with the applicable approval 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, number, and dimensions of bicycle parking spaces, including long-term and short-term parking.
- Show landscaping and screening for parking area.
- Show location and height of proposed lighting for parking area.
- Show means of protection for landscaped areas (i.e., curbs).
- Show designated carpool and vanpool parking for developments with 20 or more employees.

Water Supply

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

Utilities and Infrastructure

The following items may require varying levels of detail depending on the nature of the modification:

- Show all public and private easements.
- Show existing or approved location, size, flow line elevation of sanitary and storm water systems and show how system(s) may be affected by the modification.
- Show other existing or approved public and private improvements and show how these improvement may be affected by the modification.

Contour Intervals

Must be shown as below 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 plans.

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.

Public Access -- Circulation

- Show circulation patterns, including width of travel lanes.
- Show location and dimension of existing and proposed curb cuts.
- Show location and dimensions of on-site pedestrian walkways.
- Show public sidewalk locations and widths.
- Show location and type of transit-related facilities.

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 PERSON** (Check all that apply):

Name (print): _____

Company/Organization: _____

Address: _____

City/State/Zip: _____ E-mail (if applicable): _____

Phone: _____ Fax: _____

Signature: _____