

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:

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.eugene-or.gov.

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 Wetland Buffer standards and criteria beginning at Section 9.4800 (/WB overlay zone provisions) and any related Natural Resource standards from 9.2530. Any other applicable code standards for features included in the application (e.g. stormwater facilities, parking lot landscaping) must also be addressed. 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.

General Site Plan Requirements

- List all professional representatives on the cover sheet. Plans should also include certification/license stamps on applicable sheets.
- 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).
- If proposal includes public improvements or public access facilities on public land, show the entire development site on the site plan.
- Show the footprint and location of existing and proposed buildings and other structures. Indicate whether the existing structures will remain or be removed.
- Provide elevation and/or cross section drawings that demonstrate how proposed structures (e.g. retaining walls, culverts, light standards, interpretive signs) meet the applicable standards.
- Show existing and proposed streets (including right-of-way), parking, walkways, and other impervious surfaces. Indicate proposed paving material.
- Show the width and location of all existing and proposed public and private easements.
- Show any outdoor lighting (location, type and height) proposed for the development.
- Show existing and proposed utilities.
- Show existing and proposed stormwater drainage, including disposition of stormwater for all lots.
- Show how proposed stormwater improvements meet applicable standards for discharge and treatment.

Wetland and Other Natural Features

- Show the delineated wetland boundary for sites protected under the adopted West Eugene Wetlands Plan, and the corresponding wetland buffer setback area.
- Show the top of bank (or ordinary high water line, if applicable) of existing streams on the property and within 50 feet of property lines.

- Where work is proposed within or adjacent to the wetland buffer area, provide a wetland delineation approved by the Department of State Lands, showing the jurisdictional wetland boundary of existing wetlands on the property. Indicate any wetlands within 50 feet of property lines.
- List any rare, threatened or endangered plants (those that are proposed for listing or are listed under State or Federal law), found on the development site, and indicate whether those occur within the area of proposed disturbance. Show the area of proposed disturbance (e.g. area of grading, vegetation removal).
- Indicate any other wetlands identified on the Eugene Local Wetland Inventory.
- Indicate any other areas designated as natural resource areas in any City-adopted natural resource inventory.

Slopes and Grading/Excavation

- Show all proposed grading for streets, building areas, and other proposed development; show location of any proposed fill or excavation.
- Indicate bench mark used. *Must be based on City Bench Mark, and City Bench Mark used must be noted on the plans.*

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.

Landscape and Vegetation Protection Requirements

- Show the location, species and size of all existing and proposed vegetation and landscaping.
- Indicate location and means of ensuring adequate protection for newly planted wetland buffer areas (e.g. irrigation, temporary fencing, etc.).
- Show means of protecting existing vegetation outside of the area of disturbance and within the wetland buffer area.
- Show the “critical root zones” (as defined in Eugene Code Section 9.0500) for any trees to be preserved within the wetland buffer area, and provide supporting information that preserved trees will not be impacted so as to constitute “tree removal” as defined in Eugene Code Section 9.0500.

Supporting Analysis and Documents

- Where required to meet applicable standards, provide a narrative report from a qualified professional demonstrating compliance.
- 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(ies) for which the site review is requested. This legal description must be typed on an 8½" x 11" white sheet of paper (no letterhead) so that it is suitable for recording. Prior to approval, a performance agreement will be required and recorded pursuant to EC 9.7025, Performance Agreements.

Additional information may be necessary depending upon individual site conditions, to demonstrate compliance with applicable standards. Such additional information may include more detailed information on vegetation, soils, hydrology, slopes and lighting.

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:
