



# OVERLAY ZONE REMOVAL OR MAP CORRECTION Water Quality (/WQ) Overlay Zone

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 10<sup>th</sup> Avenue, Eugene.

List all Assessor’s Map and Tax Lot numbers of the property included in the development site.

Assessor’s Map	Tax Lot	Zoning (Include Overlay Zones)	Existing Use (e.g. vacant, residential)	Lot Area

Site Address(es):

List other related Land Use Application or Building Permit numbers:

Dates and contact information regarding previous review or initial consultation with City staff:

**Check which one applies:**

- The request to correct an alleged error in the location of a waterway or a /WQ Management Area on the adopted Water Quality Waterways Map, pursuant to EC 9.4786(1)(a).
- The request is to remove the /WQ Overlay Zone due to a partition, subdivision, or property line adjustment that results in a new or reconfigures lot onto which the /WQ Management Area does not extend, pursuant to EC 9.4786(1)(b).

**Filing Fee**

- A filing fee must accompany all applications. The application 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](http://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 written statement demonstrating how the requested change satisfies the criteria in the Eugene Code, Section 9.4786(2)(a) and/or (2)(b). *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.*

### **Site Plan Requirements**

- 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 parcel lot lines of the subject property and those abutting the site.
- 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))*
  - 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.
- Delineate the following information, on the site plan, from the adopted Water Quality Waterways Map:
  - The waterway channel and applicable setback
  - The setback measurement point (waterway centerline or top of high bank)
  - The /WQ Management Area
- For requests seeking a correction to the waterway or /WQ Management Area, pursuant to EC 9.4786(1)(a), include the following information on the site plan:
  - Delineate waterway drainage boundaries
  - Show existing private and public stormwater conveyance and collection systems on and abutting the site.
  - Show what is purported to be the correct mapping of the waterway or /WQ Management Area in question.
- For requests seeking removal of the /WQ Overlay Zone, pursuant to EC 9.4786(1)(b), include the following information on the site plan:
  - Delineate the waterway or /WQ Management Area on the parent lot.
  - Show how the newly created lots (area of request) do not include any portion of a /WQ Management Area.

### **Supporting Analysis**

- For requests seeking a correction to the waterway or /WQ Management Area, pursuant to EC 9.4786(1)(a), submit evidence (such as land survey, ortho-photo, and topographic information) that, based on the procedures for mapping described at EC 9.4778(1) and Administrative Rule R-9.4770-C\*:
  - The waterway does not have a discernable streambed and side banks;
  - The waterway does not carry water at least part of the year;

- The waterway only provides a drainage function for surface runoff from a roadway;
- The waterway is a ponded area with no inlet or no outlet drainage feature;
- The waterway location or alignment is incorrect; or
- The /WQ Management Area as depicted on the map extends beyond the applicable 25 foot or 40 foot setback as described in EC 9.4778(1).

For requests seeking removal of the /WQ Overlay Zone, pursuant to EC 9.4786(1)(b):

- Include a copy of the proposed or recorded plat for such partition, subdivision or, for a property line adjustment, a copy of the recorded deed and approved map; and
- Provide a legal description for the property involved in the requested change. This description must be typed and suitable for recording.

\* EC 9.4778(1) and Administrative Rule R-9.4770-C are available on the City's website at [www.eugene-or.gov](http://www.eugene-or.gov) or at the Permit and Information Center.

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: \_\_\_\_\_