



Variance - Floodplain

Required Project Information		<i>(Applicant: complete this section)</i>
Applicant Name:	Phone:	
Company:	Email:	
Address:		
Applicant's Rep.:	Phone:	
Company:	Email:	
Address:		
Property Owner:	Phone:	
Company:	Email:	
Address:		
ASSESSOR'S MAP NO:	TAX LOT NO(S):	
Property Address:		
Size of Property:		
		Acres <input type="checkbox"/> Square Feet <input type="checkbox"/>
Description of Proposal:		
<small>If you are filling in this form by hand, please attach your proposal description to this application.</small>		
Existing Use:		
Signatures: Please sign and print your name and date in the appropriate box on the next page.		
Required Project Information		<i>(City Intake Staff: complete this section)</i>
Associated Applications:		Signs:
Case No.:	Date:	Reviewed by:
Application Fee: \$	Technical Fee: \$	Postage Fee: \$
TOTAL FEES: \$		PROJECT NUMBER:

Signatures

Applicant:	The undersigned acknowledges that the information in this application is correct and accurate.
_____	Date: _____
Signature	

Print	

Owner:	If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.
_____	Date: _____
Signature	

Print	

Variance – Floodplain Application Process

1. Applicant Submits a Variance – Floodplain Application to the Development & Public Works Department

- The application must conform to the *Variance – Floodplain Submittal Requirements Checklist* on page 5 of this application packet.
- Planning staff screen the submittal at the front counter to determine whether all required items listed in the *Variance – Floodplain Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

2. City Staff Conduct Detailed Completeness Check

- Applications are distributed to the Development Review Committee.
- Planning staff conduct a detailed completeness check within 30 days of submittal.
- The assigned Planner notifies the applicant in writing regarding the completeness of the application.
- An application is not deemed complete until all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes have been provided.
- Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

3. Planning Commission or Hearings Official Review the Application, Hold a Public Hearing, and Issue a Decision

- This is a Type III decision and thus is made after a public hearing.
- A notice is posted in the newspaper, and notice is mailed to property owners and occupants within 300 feet of the property being reviewed and to any applicable neighborhood association. In addition, the applicant must post one sign, provided by the City, on the subject property.
- Written comments may be submitted to the Development & Public Works Department through the day of the public hearing or comments may be provided in person during the public hearing.
- After a public hearing, the Planning Commission or Hearings Official issues a decision that addresses all applicable approval criteria and/or development standards, as well as any written or oral testimony.
- Applications may be approved, approved with conditions, or denied based on findings of fact showing compliance/non-compliance with the Conditions for Variance in SDC 3.3.440(C).
- The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City but the Planning Commission's decision may be appealed within 15 calendar days to the City Council, and the Hearings Official's decision may be appealed within 21 calendar days to the Land Use Board of Appeals.

4. Variance Notification

- Any applicant to whom a variance is granted shall be given written notice that the issuance of a variance to construct a structure below the Base Flood Elevation will result in increased premium rates for flood insurance and that such construction below the base flood elevation increases risks to life and property. The City will maintain this notice and record of variance action, including justification for its issuance, in accordance with SDC 3.3.425(C)(2).
- If approved, the applicant must record a notice of variance with Lane County Deeds and Records.

Variance – Floodplain Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

- Application Fee** - refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development & Public Works Department. The applicable application, technology, and postage fees are collected at the time of complete application submittal.
- Variance – Floodplain Application Form**
- Property Ownership or Control** – a copy of the deed to the property, present lease agreement, or other evidence showing the applicant is exclusive ownership or control of the property, or has consent of all owners to act on their behalf.
- Narrative** – explaining the proposal and any additional information that may have a bearing in determining the action to be taken, including findings demonstrating compliance with the Conditions for Variance described in SDC 3.3.440(C).
- Three (3) Copies of the Plot Plan to Include the Following:**
 - If the floodplain variance is requested concurrently with a site plan or land division plan, those plan sets may be submitted instead of the required plot plan
 - The scale appropriate to the area involved and sufficient to show detail of the plan and related data, such as 1" = 30', 1" = 50' or 1" = 100', north arrow, and date of preparation
 - Indicate the nature and extent of the floodplain variance requested and relevant site features
- Other Permits** – Copies of other required local, state, and federal permits.