



## Discretionary Use

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

## Signatures

<b>Applicant:</b>	The undersigned acknowledges that the information in this application is correct and accurate.
_____	<b>Date:</b> _____
<b>Signature</b>	
_____	
<b>Print</b>	

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

## **Discretionary Use Application Process**

### **1. Applicant Submits a Discretionary Use Application to the Development & Public Works Department**

- The application must conform to the *Discretionary Use Submittal Requirements Checklist* on page 5 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed in the *Discretionary Use Submittal Requirements Checklist* have been submitted.
- An application submitted to the Director will not be considered accepted for processing solely because of having been received. Upon receipt of an application, the Director will date stamp the application and verify that the appropriate application fee and materials have been submitted before accepting the application for processing.

### **2. City Staff Conduct Detailed Completeness Check**

- Planning Division staff conducts 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 technically 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 3 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.
- Applications are distributed to the Development Review Committee.
- 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.
- 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 12 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.

## Discretionary Use Submittal Requirements Checklist

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

**Submitted Concurrently-** Include concurrent applications where a proposal involves more than 1 application for the same property

**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 notice fees are collected at the time of complete application submittal.

### Discretionary Use Application Form

**Proof of Ownership** - Copy of the Current Deed(s) or other recorded document

**Copy of a Preliminary Title Report** issued within the past 30 days documenting ownership and listing all encumbrances.

**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 Discretionary Use Criteria described in SDC 5.9.120.

NOTE: Before the Planning Commission or Hearings Official can approve a Discretionary Use request, information submitted by the applicant must adequately support the request. All of the Discretionary Use Criteria must be addressed by the applicant. Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.