



Zoning Map Amendment, Type 3

Required Project Information <i>(Applicant: complete this section)</i>					
Applicant Name:		Phone:			
Company:		Email:			
Address:					
Applicant Signature:					
If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his or her behalf					
Property Owner:		Phone:			
Company:		Email:			
Address:					
Owner Signature:					
ASSESSOR'S MAP NO: _____ TAX LOT NO(S): _____					
Property Address: _____					
Area of Request	Square Feet:	Acres:			
Existing Use(s) of Property:					

Description of The Proposal:					

Required Property Information <i>(City Intake Staff: complete this section)</i>					
Associated Applications:		Reviewed by:	Placard:		
Case No:		Date:		Tech Fee:	
Application Fee:		Notice Fee:		Total Fee:	

Zoning Map Amendment Submittal Requirements Checklist

1. **The application fee** - Refer to the Development Code Fee Schedule for the appropriate application and postage fee. A copy of the Fee Schedule is available at springfield-or.gov and at the Development & Public Works Department.
2. **Proof of Ownership** - A copy of the deed or other recorded document to show ownership.
3. **Vicinity Map** – A map of the property and the surrounding vicinity which includes the existing zoning and plan designations. One copy must be reduced to 8 ½" by 11" which will be mailed as part of the required neighboring property notification packet.
4. **Findings** - Before the Approval Authority can approve a Zone/Overlay District Change Request, there must be information submitted by the applicant which adequately supports the request. The Criteria the Approval Authority will consider in making their decision is listed below. If insufficient or unclear data is submitted by the applicant, there is a good chance that the request will be denied or delayed. It is recommended that you hire a professional planner or land use attorney to prepare your findings.

Criteria of Approval (Quasi-judicial)

SDC 5.22.115(C) requires that in reaching a decision on these actions, the Planning Commission or Hearings Official may approve, approve with conditions or deny a quasi-judicial Zoning Map amendment based upon approval criteria (1)-(5), below.

(1) Consistency with applicable Springfield Comprehensive Plan policies and the Springfield Comprehensive Plan Map;

(2) Consistency with applicable Refinement Plans, Plan District maps, Conceptual Development Plans and functional plans;

(3) The property is presently provided with adequate public facilities, services and transportation networks to support the use, or these facilities, services and transportation networks are planned to be provided concurrently with the development of the property.

(4) Meet the approval criteria specified in SDC 5.14.100 when involving a Springfield Comprehensive Map amendment; and

(5) Compliance with Oregon Administrative Rules (OAR) 660-012-0060, where applicable.