City of Springfield
Development & Public Works
225 Fifth Street
Springfield, OR 97477
Planning@springfield-or.gov

Minor Variance

Required Project Information	***(Applicant: complete this section)***
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** ☐ **Square Feet** ☐
Description of Proposal: If you are filling in this form by hand, please attach your proposal description to this application.	
Existing Use:	
(See SDC 5.21-125 A. for standards that may be adjusted) **Numeric Standard to be Adjusted:** **Percentage of Standard to be Adjusted:**	
Signatures: Please sign and print your name and date in the appropriate box on the next page.	

Required Project Information		***(City Intake Staff: complete this section)***
Associated Applications:		**Placard:**
Case No.:	**Date:**	**Reviewed by:**
Application Fee: $	**Admin Fee: $**	**Notice 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

Minor Variance Application Process

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

- The application must conform to the *Minor Variance Submittal Requirements Checklist* on page 4 of this application packet.
- Planning staff screen the submittal at the front counter to determine whether all required items listed in the *Minor Variance Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

2. City Staff Conduct Detailed Completeness Check

- Planning 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. City Staff Review the Application and Issue a Decision

- A Type 2 decision, made after public notice, but without a public hearing, unless appealed, is issued within 120 days of submittal of a complete application.
- Mailed notice is provided 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.
- There is a 14-day public comment period, starting on the date notice is mailed.
- Applications are distributed to the Development Review Committee, and their comments are incorporated into a decision that addresses all applicable approval criteria and/or development standards, as well as any written comments from those given notice.
- 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 may be appealed within 12 calendar days to the Planning Commission or Hearings Official.

Minor Variance 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** with Site Plan Review or Land Division applications, where applicable.

☐ **Application Fee -** refer to the *Master Fees & Charges Schedule* for the appropriate fee calculation. A copy of the fee schedule is available at the Development & Public Works Department and on the website at www.springfield-or.gov. The applicable application, administrative, and notice fees are collected at the time of complete application submittal.

☐ **Minor Variance Application Form**

☐ **Proof of Ownership –** Deed or other recorded document.

☐ **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 Minor Variance Criteria described in SDC 5.21.125(D).

NOTE: Before the Director can approve a Minor Variance request, information submitted by the applicant must adequately support the request. All of the Minor Variance 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. In certain circumstances, it is advisable to hire a professional planner or land use attorney to prepare the required findings.

☐ **One (1) Copy and One (1) Digital Copy of a Plot Plan** including the following:

- ☐ If submitted concurrently with a Land Division or Site Plan Review application, one copy and one digital copy of the Land Division Tentative Plan or Site Plan sheet may be submitted in lieu of the plot plan as long as it meets the following requirements.
- ☐ Prepared, signed, and stamped by an Oregon licensed Surveyor if the minor variance involves a setback
- ☐ 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
- ☐ The nature and extent of the minor variance requested and relevant site features