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

Vacation – PUE

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** ☐
Area of PUE Vacation Request:	**Acres** ☐ **Square Feet** ☐
Description of PUE to be Vacated:	

Signatures: Please sign and print your name and date in the appropriate box on the next page.

Required Property Information		***(City Intake Staff: complete this section)***
Associated Cases:		**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

Vacation – PUE Application Process

1. Applicant Submits a Vacation – PUE Application to the Development & Public Works Department

- The application must conform to the *Vacation – PUE 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 *Vacation – PUE 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 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 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.

Vacation - PUE 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 Land Division or Site Plan Review 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.
- ☐ **Vacation – PUE Application Form**
- ☐ **Proof of Ownership –** Deed or other recorded document.
- ☐ **Narrative** explaining the existing use of the PUE, the reason for the vacation, and the proposed use of the PUE to be vacated, as well as any additional information that may have a bearing in determining the action to be taken.
- ☐ **Notarized Letter** of concurrence with the proposed vacation from all utility providers other than the City (i.e. telephone, cable TV, electric, water, gas).
- ☐ **One (1) Copy and One (1) Digital Copy of a Plot Plan to Include the Following:**
  - ☐ Prepared, stamped, and signed by an Oregon licensed Surveyor
  - ☐ Date, north arrow, and standard scale
  - ☐ Map & tax lot numbers of affected properties and adjacent properties
  - ☐ Vicinity Map
  - ☐ Adjacent streets, alleys, and access ways, including street name and right-of-way and paving width
  - ☐ Existing dimensions and area of the lots/parcels involved
  - ☐ Dimensions of existing public utility easements and any other areas restricting use of the lots/parcels (i.e. conservation areas, slope easements, access easements) on or adjacent to the subject lots/parcels
  - ☐ Dimensions, area, and legal description of the portion of the easement proposed for vacation