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

Comprehensive Plan Amendment Type 4

Required Project Information	***(Applicant: complete this section)***
☐ **Type 1** (See SDC 5.14.115(A)	
☐ **Type 2** (See SDC 5.14.115(B)	
☐ **Type 3** (See SDC 5.14.115(C)	
Applicant Name:	
Company:	
Address:	
Applicant Signature:	
Property Owner:	
Company:	
Address:	
Owner Signature:	
If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his or her behalf	
ASSESSOR'S MAP NO:	**TAX LOT NO(S):**
Property Address:	
Current Comp Plan /Refinement Plan Designation:	
Current Land Use District:	
Description of The Proposed Amendment (attach additional sheet(s) if needed):	

Required Property Information	***(City Intake Staff: complete this section)***	
Associated Applications:		**Placard:**
Case No.:	**Date:**	**Reviewed by:**
***Application Deposit Fee:**		**Admin Fee: $**
TOTAL FEES: $	**PROJECT NUMBER:**	
***A deposit is collected and charged for Actual Cost of Service (ACS)**		

In order to protect your identity, your personal contact information is collected on this page, which will not be made readily available to the public, however it will remain part of the public record.

Applicant Name:
Phone Number:
Email Address:
Applicant's Rep:
Phone Number:
Email Address:
Property Owner:
Phone Number:
Email Address:

Please be aware of Phishing Scams asking for additional funds via wire transfers. The City will never ask for fees to be paid via wire transfer, and will contact you with relevant information should any additional fees be required after the submittal of a Planning application.

Comprehensive Plan Amendment Submittal Requirements Checklist

- ❑ **Application Fee -** Refer to the Master Fees & Charges Schedule for the appropriate fee calculation formula. Fees are based upon the Actual Cost of Service (ACS) for processing the application. A deposit is collected with the application submittal to cover the ACS and charged against for the time to process the application. In addition to the ACS there is a Comprehensive Planning Fee based on the acreage of the land being annexed. Copies of the fee schedule are available at the Development & Public Works Department. Fees are payable to the City of Springfield.

- ❑ **Comprehensive Plan Amendment Application Form**

- ❑ **A statement** addressing the Criteria of Approval found in SDC 5.14.135. In order for the Planning Commission and the City Council to consider an amendment of a plan text and/or diagram, there must be Findings of Fact submitted by the applicant. The Findings of Fact must show reason for the request consistent with the Criteria of Approval (shown below). If insufficient or unclear information is submitted by the applicant, the request may be denied or delayed

- ❑ **A Map** to scale depicting the existing conditions and proposed property specific map change (if applicable)

The application must include requirements for addressing specific statewide goals that the Oregon legislature has said must be part of the amendment analysis. In particular, Statewide Planning Goal 9 Economy and Goal 10 Housing must be addressed for impact on buildable lands inventories, and a Goal 12 Transportation analysis must address criteria contained in OAR 660-012-060(1) and (2) of the Transportation Planning Rule (TPR). Goals 9, 10 and 12 are three of several "Applicable State-Wide Planning Goals" that must be specifically addressed in criteria (A) of the Springfield Development Code (SDC) 5.14.135(A). These specific items must be included in the application submittal to be considered a complete application.

In reaching a decision on these actions, the Planning Commission and the City Council shall adopt findings which demonstrate conformance to the following Criteria of Approval (SDC 5.14.135.

A Comprehensive Plan amendment may be approved only if the Springfield City Council and other applicable governing body or bodies find that the proposal conforms to the following criteria.

A. The amendment shall be consistent with applicable Statewide Planning Goals; and

B. Plan inconsistency:
   1. In those cases where the Metro Plan applies, adoption of the amendment shall not make a Metro Plan internally inconsistent.
   2. In cases where Springfield Comprehensive Plan applies, the amendment shall be consistent with the Springfield Comprehensive Plan. (6331)