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

Development Code Amendment Application, Type 4

Required Project Information	***(Applicant: complete this section)***
Applicant Name:	
Company:	
Address:	
Description of Proposal	
Development Code Section(s) to be Amended:	
Specific Reason for the Code Amendment:	
Proposed Code Amendment: (Attach Additional Sheets if Necessary)	

The undersigned acknowledges that the appeal application form and its attachments have been read, acknowledges that the requirements for filing an appeal of a land use decision are understood, and states that the information supplied is correct and accurate.

Signature:

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

Development Code Amendment Application Process

1. Applicant Submits a Development Code Amendment Application to the Development & Public Works Department

- Applications initiated by the public are limited to twice per year. Applications must be submitted to the Development & Public Works Department on or before January 5th of each year or July 5th of each year.
- The application must conform to the *Development Code Amendment Application Submittal Requirements Checklist* on page 4 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed in the *Development Code Amendment 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 Council Reviews the Application, Holds a Public Hearing, and Issues a Decision

- This is a Type 4 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 City Council 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 either on the date the decision is made or 30 days after the decision is made if there is no emergency clause in the adopting Ordinance.
- The decision issued is the final decision of the City but the City Council's decision may be appealed within 21 calendar days to the Land Use Board of Appeals.

Development Code Amendment Application Submittal Requirements Checklist

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

☐ **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.

☐ **Development Code Amendment Application Form**

☐ **A Statement Containing Findings of Fact Addressing the Criteria of Approval found in the Springfield Development Code (SDC) 5.6.100.**

NOTE: In order for the Planning Commission and the City Council to consider a Development Code Amendment, there must be Findings of Fact submitted by the applicant. The Findings of Fact must show the reason for the request consistent with the Criteria of Approval. If insufficient or unclear information is submitted by the applicant, the request may be denied or delayed.

In reaching a decision on these actions, the Planning Commission and the City Council shall adopt findings which demonstrate conformance to the following:

☐ The Metro Plan;

☐ Applicable State statutes; and

☐ Applicable State-wide Planning Goals and Administrative Rules.