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

Discretionary Use

Required Project Information	***(Applicant: complete this section)***
Applicant Name:	
Company:	
Address:	
Applicant's Rep.:	
Company:	
Address:	
Property Owner:	
Company:	
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:	
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 Deposit: $**		**Admin Fee: $**
TOTAL FEES: $		**PROJECT NUMBER:**
***A deposit is collected and charged for Actual Cost of Service (ACS)**		

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

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.

Discretionary Use Application Process

1. Applicant Submits a Discretionary Use Application to the Development & Public Works Department

- The application must conform to the *Discretionary Use Submittal Requirements Checklist* on page 5 of this application packet.
- Planning staff screen the submittal at the front counter to determine whether all required items listed in the *Discretionary Use 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. Planning Commission or Hearings Official Review the Application, Hold a Public Hearing, and Issue a Decision

- This is a Type 3 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 Planning Commission or Hearings Official 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 on the day it is mailed.
- The decision issued is the final decision of the City, but the Planning Commission's decision may be appealed within 12 calendar days to the City Council, and the Hearings Official's decision may be appealed within 21 calendar days to the Land Use Board of Appeals.

Discretionary Use 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 application, where applicable

☐ **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.

☐ **Discretionary Use 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 Discretionary Use Criteria described in SDC 5.9.120.

NOTE: Before the Planning Commission or Hearings Official can approve a Discretionary Use request, information submitted by the applicant must adequately support the request. All of the Discretionary Use 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.