

Date Received:

**LAND MANAGEMENT DIVISION**



**TYPE I APPLICATION**  
**Floodplain: Fill or Removal**

**PUBLIC WORKS DEPARTMENT 3050 N. DELTA HWY, EUGENE OR 97408 Planning: 682-3577**

For Office Use Only: **FILE #**

**FEE:**

**Applicant** (print name): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**Agent** (print name): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Agent Signature: \_\_\_\_\_

**Land Owner** (print name): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Land Owner Signature: \_\_\_\_\_

**LOCATION**

Township Range Section Taxlot(s)

Site address

**PROPOSAL:** A request for approval of fill or removal within the floodplain, pursuant to Lane Code 16.244.

Version 02/2023

## REQUIRED SUBMITTALS

(Also reference the Application Standards handout)

### Lane Code 14.020 (3)(b) Electronic Materials.

- (i) When application or appeal materials submitted in hard copy format are over five pages in length, an applicant or appellant must provide an identical electronic version of the submitted materials in addition to a hard copy. Any other party submitting written materials into the record that are over five pages is also encouraged to submit an identical electronic copy. Any electronic materials must be in a format acceptable to the Director. This provision should not be interpreted to prohibit electronic submittals of materials less than five pages in length. The County will scan submitted materials upon request for fee. The County cannot be held responsible for electronic submittals that are not received by the Director or not confirmed by the Director to have been received.
- (ii) When electronic materials over five pages in length are submitted by any party for inclusion in an application record, an identical hard copy of the materials must also be submitted unless this requirement is waived by the Director.

### Lane Code 14.040 Application Requirements

- (1) **Minimum Submittal Requirements.** Applications for a Type I through Type IV procedure must be submitted on a form provided by the Director, address all applicable standards and criteria, and include the following materials and information:
  - (a) Applications must include at least one hard copy of all application materials, no larger than 11 inch x 17 inch in size;
  - (b) All applicable information requested on the application form;
  - (c) Required filing fee, except that the required filing fee may not be required when Lane County initiates an application;
  - (d) Signature of each applicant;
  - (e) Signature of a property owner or property owner's authorized representative;
  - (f) Proof of property ownership by providing a certified or recorded copy of a deed, or land sale contract, or Lane County Tax Assessor's records;
  - (g) Assessor's map and tax lot number of the subject property;
  - (h) A site plan drawn to a standard engineer's scale, and conforming to the County's site plan submittal standards;  
  
A site plan must be included. Refer to the handout entitled "How to prepare your plot plan." Identify nearby driveways. Driveways spacing standards are contained in Lane Code 15.138.
  - (i) Information demonstrating compliance with any applicable prior decisions and conditions of approval for the subject property;
  - (j) A written narrative clearly indicating what action is requested and addressing all applicable standards and criteria;
  - (k) Supporting information required to evaluate the application and address the applicable standards and criteria;
  - (l) A written statement indicating whether a railroad-highway crossing provides or will provide the only access to land that is the subject of an application; and

Does a railroad-highway crossing provide the only access to the subject property?

Yes \_\_\_\_ No \_\_\_\_

- (m) Additional information needed to evaluate applicable standards and criteria.
- (2) **Fees Required.** In addition to any other applicable approval criteria, an approvable Type II or III application must be accompanied by the appropriate filing fee unless the Director authorizes a waiver or reduction to filing fees pursuant to Lane Manual Chapter 60.850.
- (3) **Determination of Application Requirements.** The Director may waive any of the requirements of subsection (1) above if deemed to be inapplicable to the application.
- (4) **Applicant's Burden.** It is the applicant's responsibility to provide evidence demonstrating that the application complies with all applicable standards and criteria.

**ADDITIONAL INFORMATION REQUESTED FOR THIS APPLICATION:**

**ZONING** \_\_\_\_\_

**ACREAGE:** \_\_\_\_\_

**DESCRIBE THE ACCESS TO THE PROPERTY** (circle the answer):

State Hwy

County Rd

Public Rd

Private Easement

Road name: \_\_\_\_\_

**NUMBER OF EXISTING DWELLINGS ON PARCEL:** \_\_\_\_\_

**EXISTING IMPROVEMENTS:** What structures or improvements does the property contain (i.e., outbuildings, roads, driveways, wells, septic tanks, drainfields)? Will any structure or improvement be removed/demolished?

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**PHYSICAL FEATURES:** Describe the site.

- The Vegetation on the property: \_\_\_\_\_

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- The Topography of the property: \_\_\_\_\_

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- Any Significant Features of the property (steep slopes, water bodies, etc.): \_\_\_\_\_

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**ADDITIONAL SUBMITTALS:** Any request of a Removal or Fill Permit should include detailed drawings of the proposal. All drawing must be to an appropriate scale and may include the following:

1. Vicinity map
2. Detailed plan view of proposed work
3. Cross section of work showing quantities

**PROJECT DESCRIPTION** (attach additional pages if necessary):

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### APPROVAL CRITERIA

**Lane Code 16.244(4)(b)(hh) requires that the Floodplain Administrator review all development permits to determine if the proposal involves the placement of fill or excavation in the special flood hazard area.**

Project will be:                      ☐ Removal    ☐ Fill                      ☐ Combination

Material will consist of:           ☐ Gravel           ☐ Sand           ☐ Rock           ☐ Other

Total amount of fill (cu. yards) \_\_\_\_\_

Total amount of removal (cu. yards) \_\_\_\_\_

Is fill being placed to raise the ground elevation to or above the base flood elevation, with the intent of building a structure on top of the fill?

Yes    No    If 'yes', please describe the structure foundation type you are proposing (include plan view and/or cross sections of proposed development):

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Will you be disturbing more than 1 acre of land with the proposed development?

Yes    No    How Much? \_\_\_\_\_ (approximate square footage)

What steps will be taken to restore the area to its natural condition? Explain: \_\_\_\_\_

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