



APPLICATION STANDARDS for Land Use Applications

PUBLIC WORKS DEPARTMENT 3050 NORTH DELTA HIGHWAY, EUGENE OR 97408
PLANNING: 541-682-3577 BUILDING: 541-682-4651 SANITATION: 541-682-3754

To maintain prompt processing of land use applications, the following standards are now in effect. **ALL** requirements described below must be met when a land use application is submitted. If not, it will be considered unacceptable for processing. If you have questions about these standards, please refer them to the Planner on duty.

The application statement and exhibits must take the following form:

1. **Supply one master copy**, typewritten or computer generated, *single sided*. The other copies mentioned below can be in duplex form. No handwritten documents will be accepted except for those submitted as exhibits (such as letters of support). Be sure to use ink (no pencil) for exhibits.
2. **Multiple copies**. For Hearings Official review, *four* full copies are required. For Planning Commission review, *sixteen* full copies are required. **Two** copies are adequate for Planning Director applications. Submit an electronic copy on a CD.
3. **All documents including drawings are to be on 8-1/2" by 11" paper only**. Larger drawings or maps may be submitted on the side for display exhibits, but the appropriate number of reduced-sized copies must accompany them within the application statements.
4. **Do not use light colored markers to highlight maps**. Light colors will not photocopy. Bear in mind that dark colors may not differentiate items as would the color original. Consider using dashed lines, etc. for this function.
5. **Do not bind application documents**. Provide stapled or clipped copies only.
6. **Number the pages of the submittal**, to insure that they can be reassembled if they should get out of order.
7. **Date all revisions and supplements**, and include the planning application file number as a reference on the document. Provide multiple copies per #2 above.
8. **Electronic Submittals**. Electronic submittals can be convenient and time saving. However, when printed, formatting problems can arise, and the county cannot assume the cost of printing multiple pages or for color submittals. E-submittals of 10 pages or less, 8.5" x 11" in size and no color are acceptable. Otherwise, hard copy must be submitted. Either method is subject to submittal deadlines established by the Approval Authority. PDF format is preferred.

Each application shall be accompanied by the following graphic exhibits:

9. **Current Assessor's Map** clearly showing entire ownership of the applicant, and neighboring (directly adjacent) properties. This can be obtained from private vendors or the County Assessment and Taxation counter. Outline the subject property ownership with dark marker.
10. **A Site Plan drawn to LMD standards** showing proposed development on the site. Refer to the handout entitled "How to Prepare Your Site Plan". This requirement can be waived if actual site development is not presently being proposed (such as in a Plan Amendment).

The following are mandatory for applications to the Planning Commission, and advisory for all other types of applications:

11. **One or more "landscape" photos of property**, in the form of enlarged laser reprints or original photos mounted on 8-1/2 by 11 sheets of paper. This can be photographed by the applicant or agent. Provide a written index if appropriate.
12. **Air photo excerpt** clearly showing the ownership and surrounding area. Outline the ownership with dark marker

Exceptions to the standards on the previous page can be made if waived by the staff planner assigned to your particular application.

For all Plan Amendment and Rezoning requests, supply written evidence of adequate water supply as set forth in Lane Code 13.050(13) -- this may require well testing and/or a report by a hydrologist or geologist. On a case by case basis, well testing may also be required of other types of applications (*e.g.*, RV parks).

Additional written submittals for certain other applications, such as dwellings in the County's forest (F-2) zone, may be required. This includes cases where state law may differ from Lane Code requirements. Contact staff for more information on this issue.

Beyond explaining submittal and approval standards at a Pre-Application conference, and processing the application once received, LMD staff resources are not sufficient to support the provision of continuing in-depth assistance to persons making applications for land use approvals. By law, the "burden of proof" is upon the applicant in providing documentation sufficient to warrant approval of the proposal.

Although not a requirement, it is *strongly advised* that for complex proposals such as Plan Amendments or Rezoning, or proposals likely to be contested, applicants obtain the services of a private land use professional (planning consultant or land use attorney) in preparing and managing the application.