



PLANNING DEPARTMENT
PO Box 330 • Phoenix, OR 97535
541-535-2050 • 541-535-5769 fax

Fee: \$3,000.00

ZONE CHANGE APPLICATION

I. PROPERTY INFORMATION:

- A. LOCATION (address): _____
- B. ASSESSOR'S ID:
Township _____ Range _____ Section: _____ Tax Lot: _____
- C. Present Zoning: _____
- D. Present Use of Property: _____
- E. Describe adjacent land uses (i.e. single family, restaurant, auto repair, etc.):
- North: _____ East: _____
- South: _____ West: _____

II. DESCRIPTION OF ZONE CHANGE

This request is to amend the zoning classification of the property described above from the _____ District to the _____ District.

III. SUBMITTAL REQUIREMENTS:

Submit one of each of the following Submittal Requirements for review by the City Planner. Once this "Application Package" is deemed complete, submit 20 additional "Application Packages" (excluding items 3 & 6) to the Planning Department.

1. Legal description of subject property.
2. Copy of assessor's maps showing the location of property requested to be rezoned, a copy of an 8 ½ x 11 reduction of the map, and a copy of an 8 ½ x 11 clear transparency of the map.
3. Two sets of mailing labels for all property owners of record as specified in Chapter 4.1.5 – Type III Procedure (Quasi-Judicial), Section C (Notice of Hearing). The records of the Jackson County Department of Assessment and Taxation are the official records for determining ownership. The applicant shall demonstrate that the most current assessment records have been used to produce the notice list;
4. One copy of the Findings of Fact detailing compliance with the City's Comprehensive Plan and applicable Development Code provisions.
5. Completed application with property owner and applicant signatures.
6. Application fee,

7. An impact study. The impact study shall quantify/assess the effect of the development on public facilities and services. The study shall address, at a minimum, the transportation system, including pedestrian ways and bikeways, the drainage system, the parks system, the water system, and the sewer system. For each public facility system and type of impact, the study shall propose improvements necessary to meet City standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users. In situations where this Code requires the dedication of real property to the City, the applicant shall either specifically agree to the dedication requirement, or provide evidence that shows that the real property dedication requirement is not roughly proportional to the projected impacts of the development.

IMPORTANT: Only completed applications will be processed. If you are unsure of the submittal requirements, please contact City staff for clarification.

IV. **PROPERTY OWNER/APPLICANT INFORMATION: (PLEASE PRINT OR TYPE)**

Property Owner Name: _____
(Please print or type)

Address: _____

Phone: _____ 2nd Phone: _____

Applicant's Name: _____

Address: _____

Phone: _____ 2nd Phone: _____

Other Contact Name: _____

Address: _____

Phone: _____ 2nd Phone: _____

V. **AUTHORIZATION TO PROCESS:**

PROPERTY OWNER'S CONSENT: I do hereby certify that I am the legal owner of record of the property described above and as such I am requesting that the City of Phoenix process this application in accord with State and local ordinances. I also certify that the information submitted hereto is true and correct to the best of my knowledge and belief.

Property Owner's Signature

Date

APPLICANT'S AUTHORIZATION: I do hereby certify that the information submitted herein is true and correct to the best of my knowledge and belief.

Applicant's Signature

Date

FOR CITY USE ONLY

RECEIVED BY: _____

DATE: _____

FEE RECEIVED: _____

RECEIPT NO.: _____

FILE NO. ASSIGNED: _____