

COMPREHENSIVE PLAN AMENDMENT/ZONE CHANGE

CITY OF HUBBARD

3720 2nd Street (P.O. Box 380)

Hubbard, OR 97032

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<http://www.cityofhubbard.org>

To Be Filled Out by Staff:

FILE: _____

DATE: _____

FEE: _____

RECEIPT NO: _____

APPLICANT: _____

PHONE: _____ EMAIL ADDRESS: _____

ADDRESS: _____

OWNER(S): _____

(If different from above)

PHONE: _____ EMAIL ADDRESS: _____

ADDRESS: _____

PROPERTY DESCRIPTION:

ADDRESS: _____

MAP & TAX LOT NO: _____

PRESENT ZONE: _____ PROPOSED ZONE: _____

PRESENT COMPREHENSIVE PLAN DESIGNATION: _____

PROPOSED COMPREHENSIVE PLAN DESIGNATION: _____

CURRENT USE/STRUCTURES: _____

SQUARE FOOTAGE OF SITE: _____

APPROVAL CRITERIA:

A. Comprehensive Plan map amendments shall be approved if the applicant provides evidence substantiating the following:

1. conformance with the applicable Statewide Planning Goals,
2. conformance with the goals and policies of the Plan or demonstration of a change in circumstances that would necessitate a change in the goal and/or policy,
3. a demonstration of public need for change, and
4. a demonstration that the proposed amendment will best meet the identified public need versus other available alternatives.

DATE: 9/19/08

B. Zone change proposals shall be approved if the applicant provides evidence substantiating the following:

1. approval of the request is consistent with the Comprehensive Plan and the Comprehensive Plan map designation and most effectively carries out the Plan goals and policies considering all alternatives, and
2. the property and affected area is presently provided with adequate public facilities, services, and transportation to support uses allowed within the requested zone, or such facilities/services provided concurrently with the development of the property.
3. The proposed amendment is consistent with the purpose of the Code's subject section and article.

C. The natural features of the site are conducive to the proposed zone district.

ATTACHMENTS:

Please submit one (1) copy and one (1) electronic copy (PDF format preferred) of the following information application materials:

- 1. A legible site plan drawn to scale on 8 ½ x 11 or 11 x 17 inch paper or eight (8) full size copies (typically 18 x 24 inches or larger) that shows the following information:
 - existing and proposed structures,
 - driveways and vehicular circulation,
 - parking,
 - landscaping, and
 - significant natural features.
- 2. A written narrative that demonstrates that the application meets the approval criteria from A, B, and C above.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT; AND THAT THE REQUEST DOES NOT VIOLATE ANY DEED RESTRICTIONS THAT MAY BE ATTACHED OR IMPOSED UPON THE SUBJECT PROPERTY. (NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.)

Date

Applicant

Date

Owner(s)

Date

Owner(s)

DATE: 9/19/08

ZONE CHANGE/COMPREHENSIVE PLAN AMENDMENT

Zone change and comprehensive plan amendment applications are reviewed under the criteria from Section 3.102.03 of the Hubbard Development Code. A zone change/comprehensive plan amendment may be initiated by resolution of the city council, resolution of the Planning Commission, or petition of property owners.

APPLICATION PROCESSING

Once an application is submitted, along with all pertinent filing information, City staff will review it for completeness, and if additional material is necessary, you will be contacted. Once the application is determined to be complete, staff will prepare a report. The staff report is available seven days prior to the Planning Commission meeting.

AUTHORITY TO GRANT OR DENY A ZONE CHANGE/COMPREHENSIVE PLAN AMENDMENT

The Planning Commission shall conduct a public hearing on the proposed zone change/comprehensive plan amendment and shall submit a recommendation to the City Council. The City Council shall then conduct a public hearing on the proposed zone change/comprehensive plan amendment. The Council must make written findings in its decision; if the Council approves the zone change/comprehensive plan amendment, such action shall be confirmed by ordinance.

EFFECTIVE DATE OF APPROVAL

The zone change/comprehensive plan amendment is effective 21 days after the date of the notice of the final decision.

DATE: 9/19/08