

ZONE CHANGE

CITY OF HUBBARD

3720 2nd Street (P.O. Box 380)
Hubbard, OR 97032
Phone: (503) 981-9633; Fax: (503) 981-8743
<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 PAGE AND TAX LOT NO: _____

PRESENT ZONE: _____ PROPOSED ZONE: _____

CURRENT USE/STRUCTURES: _____ SQUARE FOOTAGE OF SITE: _____

IS THE SITE OF HISTORIC SIGNIFICANCE? _____

FINDINGS:

Zone change requests 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.
4. The natural features of the site are conducive to the proposed zone district.

ATTACHMENTS:

Please submit one (1) paper copy and one (1) electronic copy (PDF format preferred) of the following 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.

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)

ZONE CHANGE

Zone change applications are reviewed under the same criteria. A zone change 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

The Planning Commission shall conduct a public hearing on the proposed zone change and shall submit a recommendation to the City Council. The City Council shall then conduct a public hearing on the proposal and make the final decision.

EFFECTIVE DATE OF APPROVAL

The zone change decision is effective 21 days after the date of the notice of the final decision, unless the decision is appealed to the Oregon Land Use Board of Appeals

ADDITIONAL INFORMATION

For additional information on zone change requests, call Hubbard City Hall at (503) 981-9633.