



LINN COUNTY PLANNING AND BUILDING DEPARTMENT
Steve Wills, Director | Alyssa Boles, Planning Manager

315 SW 4th Avenue
PO Box 100, Albany, Oregon 97321
Phone 541-967-3816, Fax 541-926-2060
www.co.linn.or.us

**COMPREHENSIVE PLAN
TEXT AMENDMENT APPLICATION**

Application Fee: \$5000.00/\$6000.00 (with goal exception)

INTRODUCTION

- A. Application for amendment of the *Comprehensive Plan* may be initiated to amend the *Plan* map, *Plan* text, or a combination of the *Plan* map and text.
- B. An application to amend the *Plan* map and text shall require at least two separate applications: one or more applications to amend the map and one to amend the text. Approval of one application shall not mandate approval of the other application.
- C. If an application to amend the *Plan* map or text necessitates a Zoning Map or Land Development Code text amendment, the two applications may be consolidated into a single public hearing.
- D. At least two public hearings are held for all comprehensive plan amendments--one before the Linn County Planning Commission and one before the Linn County Board of Commissioners. The applicant or an authorized representative must attend all hearings.

Application Check List (for departmental use only)

Date Received: _____ Receipt number: _____ Fee paid: _____

Application accepted by: _____ File number assigned: _____

Planner assigned: _____ Completeness reviewed by: _____

Date deemed complete: _____ Final action time limit date: _____

Scheduled PC hearing date: _____ Scheduled BC hearing date: _____

Date notice mailed to DLCD: _____ Date adoption mailed to DLCD: _____

Other applications included: _____ Plan Map Amendment
_____ Zoning Code Map amendment
_____ Zoning Code Text amendment
_____ Other _____

If the proposal affects property within a UGA, name of affected city: _____

THIS FORM MUST BE FILLED OUT COMPLETELY, IN INK OR TYPE WRITTEN

I. Applicant Information

- A. Applicant(s) _____
Address _____
City _____ State _____ Zip Code _____
Phone number (home) _____ (work) _____
- B. Applicant's representative (if any) _____
Address _____
City _____ State _____ Zip Code _____
Phone number (home) _____ (work) _____

II. Proposed Text Amendment

- A. Please describe the proposed Comprehensive Plan text amendment below.
Include the proposed text amendment(s) in an attachment labeled "*Exhibit 1, Proposed Comprehensive Plan Text Amendment.*"
- _____
- _____
- _____
- _____
- B. If the proposed text amendment will affect a specific property, for example, if this application is to take a Goal exception for a specific unit of land, please complete the following:
1. Property owner(s) _____
 2. Mailing Address _____
City _____ State _____ Zip Code _____
 3. Phone number (home) _____ (work) _____
 4. Site address (if any) _____
City _____ State _____ Zip Code _____
 5. Legal description of property: Township _____ Range _____ Section(s) _____
Tax Lot(s) _____
 6. Property size in acres _____
 7. Zoning designation _____ Plan designation _____

III. Decision Criteria for *Plan Text Amendments* (LCC 921.872)

- A. Please present, in as much detail as possible, evidence to show that the proposed text amendment is consistent with the intent of the applicable section(s) of the *Comprehensive Plan* [LCC 921.872(A)].
- Include your written testimony showing the proposal complies with this criterion in an attachment labeled "*Text Amendment Exhibit 2, Compliance with the Comprehensive Plan.*"
- B. Please present, in as much detail as possible, evidence to show that the proposed text amendment is consistent with the statewide planning goals [LCC 921.872(B)].
- Include your testimony showing the proposal complies with this criterion in an attachment labeled "*Text Amendment Exhibit 3, Compliance with the Statewide Planning Goals.*"

IV. Decision Criteria for a Statewide Planning Goal Exception

- A. If the proposed text amendment involves an exception to a statewide planning goal, the proposal must comply with the applicable sections of *Oregon Administrative Rules (OAR) Chapter 660, Division 4*.
- Please present, in as much detail as possible, evidence to show that the proposed text amendment is consistent with the applicable sections of *OAR Chapter 660, Division 4*.
- Include your testimony showing the proposal complies with this criterion in an attachment labeled "*Text Amendment Exhibit 4, Exception Statement.*"
- B. If the proposed text amendment involves an exception to *Statewide Planning Goal 14*, the proposal must comply with Goal 14 and the applicable sections of *OAR Chapter 660, Division 14*.
- Please present, in as much detail as possible, evidence to show that the proposed text amendment is consistent with the applicable sections of *OAR Chapter 660, Division 14*.
- Include your testimony showing the proposal complies with this criterion in an attachment labeled "*Text Amendment Exhibit 4, Exception Statement.*"
- C. If the proposed text amendment involves an exception to a statewide planning goal for the purpose of authorizing a proposed development on specific property, the following information must also be submitted with the application:
1. An accurate drawing, map or survey that clearly illustrates the dimensions and location of the affected property;
 2. A complete description of the proposed development;
 3. An accurate site development plan identifying property development standards such as building dimensions and location on the property; proposals for off-street parking; methods of access; methods of landscaping and screening; methods of artificial lighting; placement of signs.
 4. Operational data including sanitation facilities, water supply, time of operation, control of noise, vibration, smoke and particulate matter and odor; and
 5. Any other related operational or design characteristics.

V. Owner/Applicant Certification

I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true

Owner/applicant signature _____

Date _____

Owner/applicant signature _____

Date _____

STANDARD SITE PLAN DRAWING

For a complete and accurate evaluation of your proposal, it is necessary to include sufficient information and detail on a site plan drawing. An example is provided as a guide to the preparation of your plan. The site plan you submit will constitute the formal development plan upon which your request is based.

You may submit separate plans to show details of particular aspects of your proposal, i.e. landscaping, off-street parking, topography and drainage plans.

Any public or semi-public use or activity will require written detail and description of such use, i.e. number of employees, hours of operation, unusual equipment or activities that may produce noise, odor, glare, vibration, etc., equipment storage areas, guard or watchman requirements, aerial hazards and road access needs.

This site plan requirement is in addition to any other requirements for zoning, building, sanitation or other governmental permits or standards compliance.

SITE PLAN REQUIREMENTS:

- (1) The site plan must be submitted on paper no larger than 8½ inches by 14 inches and drawn to scale.
- (2) Indicate the scale (for example, 1" = 800') on the site plan.
- (3) Include a North arrow indicating the direction of North on the map.
- (4) Include the applicant's name and address in an information block at the bottom of the page.
- (5) Show the dimensions of the property. These may be taken from surveys, deeds and assessor's records.
- (6) Indicate the names of roads adjacent to the property.
- (7) Indicate the approximate distance and direction to nearest city or town.
- (8) Indicate the dimensions and distance from property lines to all structures, both existing and proposed, as well as fences, culverts, light standards and signs on the property and adjacent properties.
- (9) Indicate the location of existing and proposed access ways, parking and loading areas, approaches and barriers. The type of surfacing should be indicated.
- (10) Identify the location of significant land features, such as streams, creeks, drainage areas and slope.

- (11) Identify the location of existing and/or proposed septic tanks, repair areas and wells. If known, indicate any wells or septic systems on adjacent properties if they are within 10 feet of this property.
- (12) Indicate existing uses of land (cultivation, pasture, timber, etc.). Indicate types of crops, pasture, grass and timber species.

Attach sample plot plan (see sample plotplan on Planning and Building webpage)