



Supplemental Form: ZONE CHANGE OR COMPREHENSIVE PLAN AMENDMENT

Submittal Requirements: Complete all supplemental application requirements listed below. Check the appropriate box as you include it in your application packet. A complete application includes a Development Application Form, this Supplemental Form with all required supplemental materials as listed below. The Planning Commission shall treat requests for Zoning district and subzone district changes as Type III procedures, or, where the proposed zone change concerns an area of the city rather than one or more individual properties, the Planning Commission shall treat the proposal as a Type IV procedure. Comprehensive Plan amendments shall be processed as a Type IV procedure.

Applicant Use	Creswell Code Section 22.3.0	Official Use
<input type="checkbox"/>	A. Title report and/or other documentation to provide evidence that the applicant is the owner of record, a purchaser under a recorded land sale contract, or the holder of an option to purchase property that is the subject of the application.	<input type="checkbox"/> A
<input type="checkbox"/>	B. Address, legal description and Lane County Assessor's tax lot and map number of the subject property/properties. A map (Lane County Assessor's plat) showing the subject property, and surrounding properties and a listing of current property owners and addresses within 100 feet of the property subject to this application.	<input type="checkbox"/> B
<input type="checkbox"/>	C. List property/properties proposed for this zone change, providing Assessor's Map and Tax Lot numbers:	<input type="checkbox"/> C
<i>Creswell Code Sections 4.5.3 and 22.3.0</i>		
<input type="checkbox"/>	D. The proposed change is consistent with the Creswell Comprehensive Plan and map, or there is a demonstration of change in circumstances that would necessitate a change in the goals and/or policies of the Comprehensive Plan.	<input type="checkbox"/> D
<input type="checkbox"/>	E. Conformance with applicable statewide planning goals and policies	<input type="checkbox"/> E
<input type="checkbox"/>	F. Input from affected governmental units and other agencies.	<input type="checkbox"/> F
<input type="checkbox"/>	G. A demonstration of public need for the change.	<input type="checkbox"/> G
<input type="checkbox"/>	H. A demonstration that the proposed amendment will best meet the identified public need versus other available alternatives.	<input type="checkbox"/> H
<input type="checkbox"/>	I. Citizen review and comment.	<input type="checkbox"/> I
<input type="checkbox"/>	J. Any additional information requested by the Planning Commission or City Council.	<input type="checkbox"/> J
<input type="checkbox"/>	K. In lieu of the above, demonstration that the Plan was adopted in error. In the event of conflict between the Plan and implementing ordinances, statewide planning goals and policies shall supersede local goals, policies and ordinances.	<input type="checkbox"/> K
<input type="checkbox"/>	L. Statement and supportive evidence indicating the precise manner in which the proposed amendment is in conformance with the Comprehensive Plan for the City of Creswell and the applicable provisions of this Code. See also Section 22.5.0.	<input type="checkbox"/> L

Information on Review Criteria for Zone Changes and Comprehensive Plan Amendments

When your application is reviewed, staff will check to make sure that all relevant criteria listed in the *Creswell Development Code* have been met. Please carefully review Section 4 and Section 22 and other applicable portions of the *Creswell Code* to ensure that your application addresses all applicable sections of the Code. You are responsible for ensuring compliance with the requirements of the Code, and you are encouraged to include any additional information in your application that might be helpful in making a determination regarding your application.

Staff will review your application materials for completeness and will make findings for each criterion. Staff will also make general findings and recommendations based on relevant portions of the *Creswell Code*. The Planning Commission, and City Council when applicable, shall then make a decision regarding the approval of your application based on the approval criteria listed below:

4.5.3 Criteria. In reaching a decision on these actions, the Planning Commission, and City Council when applicable, shall adopt findings that demonstrate that the following criteria have been addressed:

- A. The proposed change is consistent with the Creswell Comprehensive Plan Text and Map; and,
- B. The uses and density that will be allowed by the change can be served through the orderly and efficient extension of key urban services and are consistent with the principles of compact and sequential growth.

22.3.0 Application. The property owner or his authorized agent may make application for an amendment by filing an application, on a land use Application form, with the Planning Director. Applications submitted by the Planning Director or private citizens that are not part of a rezoning or Comprehensive Plan map redesignation shall include all applicable portions of Section 22.3.0 A-F. The application will be scheduled for the next available Planning Commission hearing once the required information has been submitted and the application has been deemed complete. The application shall be accompanied by the following information:

- A. Name and address of the applicant.
- B. Title report and/or other documentation to provide evidence that the applicant is the owner of record, a purchaser under a recorded land sale contract, or the holder of an option to purchase property that is the subject of the application.
- C. Address, legal description and Lane County Assessor's tax lot and map number of the subject property.
- D. A map (Lane County Assessor's plat) showing the subject property, and surrounding properties and a listing of current property owners and addresses within 100 feet of the property subject to this application. See also Section 3.2.5, Public Notice.
- E. Statement and supportive evidence indicating the precise manner in which the proposed amendment is in conformance with the Comprehensive Plan for the City of Creswell and the applicable provisions of this Code. See also Section 22.5.0.
- F. The application shall be accompanied by a filing fee in the amount established by general resolution of the City Council. No part of the filing fee is refundable.

22.5.0 Action by the City Council.

- A. Hearing before City Council. Upon receipt of the report of recommendation from the Planning Commission, a public hearing is automatically set for the next regular City Council meeting following the receipt of the report; provided, however, that the Council may, by motion, set the date of such public hearing at such other time or at such other place it desires, or may decline to proceed further with the proposed zone change or amendment. Notice of the public hearing shall be given as provided in Section 3.2.5.
- B. At the conclusion of the public hearing, the Council may enact an ordinance granting the zone change or amendment, or may make any changes the Council deems appropriate to the proposed zone change or amendment, or may decline to adopt the zone change or amendment.

- C. If the Council proposes to adopt an amendment that is substantially altered from the recommendation of the Planning Commission, the Council may refer the amendment back to the Commission for report and recommendation.
- D. Except as set forth herein, in order for the City Council to adopt an ordinance for an amendment to this Code, Comprehensive Plan document and/or map, findings must be made and adopted as a part of the ordinance that are adequate to support the amendment proposal. Consideration must include:
 - 1. Conformance with goals, policies and generalized land use map of the Creswell Comprehensive Plan or demonstration of change in circumstances that would necessitate a change in the goals and/or policies.
 - 2. Conformance with applicable statewide planning goals and policies.
 - 3. Input from affected governmental units and other agencies.
 - 4. A demonstration of public need for the change.
 - 5. A demonstration that the proposed amendment will best meet the identified public need versus other available alternatives.
 - 6. Citizen review and comment.
 - 7. Any additional information requested by the Planning Commission or City Council.
 - 8. In lieu of the above, demonstration that the Plan was adopted in error. In the event of conflict between the Plan and implementing ordinances, statewide planning goals and policies shall supersede local goals, policies and ordinances.