



COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division
P.O. Box 490
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Albany, OR 97321
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Zoning Map Amendment

Checklist & Review Criteria

INFORMATION AND INSTRUCTIONS:

- See fee schedule for filing fee (*subject to change every July 1*) (*No concurrent Comprehensive Plan Map amendment*). Staff will contact you for payment after submittal.
- All plans and drawings must be to scale, and review criteria responses should be provided as specified in this checklist.
- Email all materials to eplans@cityofalbany.net. Please call 541-917-7550 if you need assistance.
- Depending on the complexity of the project, paper copies of the application may be required.
- Before submitting your application, please check the following list to verify you are not missing essential information. An incomplete application will delay the review process.

ZONING MAP AMENDMENT SUBMITTAL CHECKLIST

PLANNING APPLICATION FORM WITH AUTHORIZING SIGNATURES

REVIEW CRITERIA

On a separate sheet of paper, prepare a detailed written response using factual statements (called findings of fact) to explain how the proposed Zoning Map Amendment complies with each of the following review criteria (ADC 2.740). Each criterion must have at least one finding of fact and conclusion statement.

1. The proposed base zone is consistent with the Comprehensive Plan map designation for the entire subject area unless a Plan map amendment has also been applied.
2. Existing or anticipated transportation facilities are adequate for uses that are permitted under the proposed zone designation.
3. Existing or anticipated services (water, sanitary sewers, storm sewers, schools, police and fire protection) can accommodate potential development within the subject area without adverse impact on the affected service area.
4. The intent and purpose of the proposed zoning district best satisfies the goals and policies of the Comprehensive Plan.
5. The land use and transportation pattern recommended in any applicable City-contracted or funded land use or transportation plan or study has been followed, unless the applicant demonstrates good cause for the departure from the plan or study.

LEGAL DESCRIPTION. Submit a single metes and bounds legal description of all properties within the boundary of the proposed zone change.

Note: Some properties may have covenants or restrictions, which are private contracts between neighboring landowners. These frequently relate to density, minimum setbacks, or size and heights of structures. While these covenants and restrictions do not constitute a criterion for a City land use decision, they may raise a significant issue with regard to the City's land use criteria. It is the responsibility of the applicant to investigate private covenants or restrictions.

SUPPLEMENTAL APPLICATION INFORMATION

Quasi-Judicial OR Legislative

Total land area of the area proposed to be rezoned: _____

Zoning Map designation: Current _____ Proposed _____

Existing Comprehensive Plan map designation: _____

Current use of site: _____

Are there any existing structures on the site? _____

If **yes**, will any of these structures be removed? _____

(Before you demolish or remove any structure, you must obtain a demolition/moving permit from the City of Albany Building Division.)

Are there any historic structures or historically significant features as identified on the City's Historic Inventory? Yes _____ No _____

If **yes**, what are they? _____

ZONING MAP AMENDMENT PURPOSE AND PROCEDURE

A pre-application meeting is held for all applications unless the Community Development Director determines one is not necessary. The meeting provides for an exchange of information about Development Code and Comprehensive Plan requirements and offers technical and design assistance to the applicant.

Zoning Map Amendment applications are scheduled for a public hearing before either the Hearings Board or the Planning Commission at the Director's discretion. The City notifies all property owners and relevant neighborhood organizations located within 300 feet of the boundary of the proposed amendment. At the Director's discretion, the notice area may be increased up to 1,000 feet due to land use or transportation patterns or an expected level of public interest. In addition, there are special notice requirements if the zone change request would change the zone of property that includes all or part of a manufactured home park.

The applicant must submit a closing metes and bounds legal description or subdivision lot and block number description for the subject property. Multiple properties proposed for a Zoning Map Amendment must be combined into a single legal property description.

If the Hearings Board or Planning Commission recommends approval on this application, the City Council will then hold another public hearing on the application and make the final decision. If the Hearings Board or Planning Commission denies this application, it will only be considered by the City Council on appeal by the applicant. A City Council decision may be appealed to the Land Use Board of Appeal (LUBA).

NOTE: Map corrections only to the Comprehensive Plan map and/or the Zoning map may be reviewed by the Director administratively as outlined at ADC 2.225 and ADC 2.750. This is not the application to submit for a map correction.