

Zone Map Amendment Submittal Checklist

Community Development
Located at 1300 S. Kodiak Circle, Cornelius, Oregon 97113
www.ci.cornelius.or.us

Written Narrative Requirements

- _____ A. **Checklist:** Please provide one completed and signed copy of this two-page checklist.
- _____ B. **Description of proposal:** Please describe what the existing conditions are on-site and the changes proposed to the site. Provide findings verifying that the intended use is allowed by the City's *Development Code*.
- _____ C. **Approval criteria findings:** Please provide a narrative that evaluates and verifies the proposal meets the approval criteria identified below: Chapter 18.125.010(C), of the Development Code
1. *The proposal conforms with the City's Comprehensive Plan.*

Please note when making findings, the applicant shall address all applicable Comprehensive Plan policies.
 2. *The Permitted use of the proposed new zone will not materially and/or adversely affect the character of the neighborhood*
 3. *The proposal will place all property similarly situated in the area in the same zoning category or in appropriate complementary categories, without creating a "spot zone".*
- _____ D. **Additional Requirements:** Please be advised that special studies, investigations and reports may be required to ensure that the proposal does not adversely affect the surrounding community, and does not create hazardous conditions for persons or improvements on the site.

- _____ E. **Neighborhood Review Meeting:** information required (*Dev. Code Chapter 18.10.030*)
 - _____ 1. A copy of the notice sent to surrounding property owners.
 - _____ 2. A copy of the mailing list used to send out meeting notices.
 - _____ 3. An affidavit of mailing notices.
 - _____ 4. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
 - _____ 5. Notes of the meeting, including the meeting date, time, and location, the names and addresses of those who attended, and oral and written comments received.

Plan Requirements

- _____ A. **Proposed Zoning Map (include the following):**
 - _____ 1. North arrow, scale and date of plan.
 - _____ 2. The entire lot(s), including area and property lines dimensioned.
 - _____ 3. Identify City and Urban Growth Boundary, if within 250 ft.
 - _____ 4. Surrounding Zoning Districts within 250 ft. of the property.
 - _____ 5. Title block, identifying project.
 - _____ 6. Vicinity Map
 - _____ 7. Significant Natural Resources (i.e. wetlands, sensitive areas, water features, etc.)

I have provided the items required in this 2-page submittal checklist. I understand that any missing information, omissions or both may deem my project incomplete, which may lengthen the time to process the request.

Signature

Date

Print name

Telephone Number