



## COBURG PLANNING

### PROCESS FOR APPLYING FOR A ZONE CHANGE

Obtain a zone change application from Coburg City Hall. Fill out zone change application, and submit necessary documentation and initial review fee.

#### Necessary Documentation

The zone change application shall include the following:

- Completed Land Use Planning Application form and fee
- Statement of the applicant's legal interest in the property (owner, contract purchaser, lessee, renter, etc.) and a description of the interest, and, in the case the applicant is not the owner, verification and legal description of the property.
- Address and legal description of the property.
- Statement explaining the intended request.
- Burden of Proof Statement supporting zone change request, which should include, but not limited to State Land Use Goals, Statutes and Administrative Rules, City Comprehensive Plan policies, analysis on impacts to city facilities, such as transportation, water, groundwater, and any other information.**
- The fee required to defray the cost of processing the application.
- Any other materials or information as may be deemed necessary by the applicant to assist in evaluation of the request.
- Names and addresses of adjacent property owners within 300 feet of the site.
- Four copies of drawings clearly showing the following, when appropriate:
  - north arrow;
  - zoning and comprehensive plan designation;
  - dimensions of the parcel;
  - dimensions and setbacks from property lines of existing and proposed structures;
  - drawings of proposed structure to include dimensions and finished height;
  - abutting properties, streets and alleyways;
  - percentage of lot coverage by structures;
  - location and sketches of all proposed signs;

#### Planning Commission Review

Because the Planning Commission's decision on a zone change is a quasi-judicial land use decision, a public hearing is required before the Planning Commission to allow for public comment on the proposal. Oregon State Law requires that notice of the public hearing be

published at least 20 days prior to the hearing, and notice of the proposal must be mailed to owners of property within 300 feet of the applicant's property.

City staff will review the proposal and present a staff report with findings to the Planning Commission. After the public hearing, the Planning Commission may (1) make a decision at that meeting, or (2) continue their deliberation to a subsequent meeting.

The applicant will receive notification of the Planning Commission through the mail.

**QUESTIONS?      Call Coburg City Hall (541) 682-7850**