



Comprehensive Plan Amendment and/or Zone Change application

Within the City of Carlton, land is classified by general land use categories on the Comprehensive Plan Map. The Comprehensive Plan Map includes six (6) general planning designations: Residential, Manufactured Home, Commercial, Industrial, Public and Agricultural Holding. The Comprehensive Plan Map designation describes the existing or intended future use of the property over the 20-year planning horizon. A Comprehensive Plan Map amendment is the reclassification of any area from one Comprehensive Plan map designation to another.

Each Comprehensive Plan Map designation is implemented by a specific zone district within the city limits. There are eleven (11) zone districts within the city limits: Agricultural Holding (AH); Downtown District (D); Commercial Business (C); Commercial Industrial (CI); General Industrial (GI); Residential Medium Density (R-2); Residential Medium-High Density (R-3); Manufactured Home District (MH); Mixed Density Residential (MX); Residential Low Density (R-1); and Public Facility (PF). The Carlton Zoning Map identifies the zoning of every property within the City of Carlton. The Carlton Zoning Map is available at City Hall and on the City of Carlton's website.

A “zone change” is a reclassification of any area from one zone or district to another and may or may not involve a Comprehensive Plan Map amendment. Carlton Development Code (CDC) Chapter 17.180* identifies the process to request a zone change within the City of Carlton.

Application Process

Comprehensive Plan map amendments and zone changes are reviewed in accordance with the Type IV for Comprehensive Plan amendments and Type III for Zone Change review procedures found in CDC Section 17.188.020. The Planning Commission conducts an initial public hearing to review the request and make a recommendation to the City Council. The City Council then holds a public hearing to issue a final decision on the request.

Application Requirements

To request a Comprehensive Plan amendment and/or zone change, there shall be submitted to the City Recorder:

____ **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of the application form and the application attachments. Copies must be clear and legible.

____ **Application filing fee**

* The Carlton Development Code is available online at: www.ci.carlton.or.us/municode



Comprehensive Plan Amendment and/or Zone Change Application

Docket No.: _____
Date: _____
Fee: _____
Receipt No.: _____

Applicant: Name _____
Mailing Address _____

Phone _____ Email _____

Title Holder: Name _____
Mailing Address _____

Location: Street Address _____
Tax Lot Number _____ Map _____

Description: Current Comprehensive Plan Designation _____
Current Zoning _____

Proposed Zoning: _____

Proposed Comprehensive Plan Designation (if applicable): _____

Prerequisites: In accordance with Carlton Development Code Section 17.180.010, Comprehensive Plan Amendment/Zone Change applications are conducted as a Type III or Type IV procedure. The Planning Commission will conduct a public hearing to consider the request and will make a recommendation to the City Council. The City Council will conduct a second public hearing and make the final local decision on the request.

To request a hearing and approval of a Zone Change/Comprehensive Plan Amendment, by the City Planning Commission and City Council, there shall be submitted to the City Recorder in addition to this application and filing fee:

_____ A Site Plan 8½ x 11 inches or multiples thereof in size illustrating the following information is attached:

1. The date, north point, scale and sufficient description to define the location and boundaries of the parcel(s) on which the Zone Change/Comprehensive Plan Amendment is proposed.

2. Name and address of the recorded owner or owners and of the person who prepared the Site Plan.
3. For land adjacent to and for the site of the conditional use show locations, names and existing widths of all streets and easements of way; location, width and purpose of all other access or utility easements; drainage ways; and other significant site features.
4. Outline and location of existing and proposed buildings. Plan shall indicate existing setback distance from building to the property lines.
5. Indicate areas of flooding, soil hazard or areas of steep slopes.

_____ The names and addresses of all property owners within 100 feet of the property boundaries, as shown on the last preceding tax roll of the Yamhill County Assessor. Note: A list of property owner names and addresses within 100 feet of the property may be obtained from a title company or the Yamhill County Assessor Department located at: 535 NE 5th Street, Room 42, McMinnville, OR, phone: (503) 434-7521.

_____ A legal description of the property subject to the zone change/Comprehensive Plan amendment.

_____ A detailed description of the proposed Zone Change/Comprehensive Plan amendment and specifically how it addresses each and every Criteria for Approval from Development Code Section 17.180.050. **It is the sole responsibility of the applicant to provide adequate evidence upon which the Planning Commission and City Council can base a decision.**

17.180.050 Criteria for Approval

Zone change proposals may be approved if the applicant provides evidence substantiating the following:

- A. The proposed zone is appropriate for the Comprehensive Plan land use designation on the property and is consistent with the description and policies for the applicable Comprehensive Plan land use classification.
- B. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity.
- C. Allowed uses in the proposed zone can be established in compliance with the development requirements in this Ordinance.
- D. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property.
- E. For residential zone changes, the criteria listed in the purpose statement for the proposed zone shall be met.
- F. The following additional criteria shall be used to review all zone changes:
 1. The supply of vacant land in the proposed zone is inadequate to accommodate the projected rate of development of uses allowed in the zone during the next 5 years, or the location of the appropriately zoned land is not physically suited to the particular uses proposed for the subject property, or lack site specific amenities required by the proposed use.

2. The proposed zone, if it allows uses more intensive than other zones appropriate for the land use designation, will not allow uses that would destabilize the land use pattern of the area or significantly adversely affect adjacent properties.

_____ **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of this application and all of the application attachments. Copies must be clear and legible.

Conditions of Approval:

As specified by Development Code Section 17.188.020(I), approval of a Type II or Type III action may be granted subject to conditions. The following limitations shall be applicable to conditional approvals:

1. Conditions shall be designed to protect public health, safety and general welfare from potential adverse impacts caused by a proposed land use described in an application. Conditions shall be related to the following:
 - a. Protection of the public from the potentially deleterious effects of the proposed use; or
 - b. Fulfillment of the need for public service demands created by the proposed use.
2. Changes or alterations of conditions shall be processed as a new administrative action.
3. All conditions of approval required by the City for a Type III or Type IV approval shall be completed prior to the issuance of building permits, except that the Planning Commission may stipulate that some conditions be completed prior to issuance of building occupancy permits when the former is impractical. When an applicant provides information demonstrating to the satisfaction of the Planning Commission that it is not practical to fulfill all conditions prior to issuance of a building permit, the applicant must complete a performance guarantee for required improvements pursuant to CDC Chapter 17.216.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature

Date

Applicant's Signature

Date

Title Holder's Signature

Date

Title Holder's Signature

Date

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

Land use planning fees ("fees") are an estimate of the costs necessary to process land use applications. Fees include, but are not limited to, preparation of required public notices, staff reports and decisions, and are inclusive of the time allocated by the City Planner, City Engineer, and City Attorney. Fees must be paid at the time of application.

If there are any funds remaining after the project is complete, the applicant will receive a refund for the balance. Alternatively, if the application fee is exhausted before the project is complete, the project will be billed monthly for any additional costs until all land use stages are finished.

Please note that contracted service provider fees are subject to change and may include the fees of their hired staff. For current contractor fees, please call the city at 503-852-7575.

By reading and understanding the above information, I acknowledge the terms of the land use fee agreement as outlined above. Failure to comply with the fee agreement will result in the rejection of the application.

Applicant Signature

Date