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 Place the cursor in grey text boxes and start typing.
 Left-click twice on the boxes to check or un-check them.
 If the text appears too small please use the zoom button.

CITY OF PENDLETON

Planning Department (541) 966-0204 Fax (541) 966-0251
 500 SW Dorion Avenue, Pendleton, OR 97801

MAP/TEXT AMENDMENT APPLICATION

File No. AMD Fee \$

NOTICE TO APPLICANT: Applicants are advised to review the list of submittal requirements indicated on each application form prior to submitting an application. **Incomplete applications will not be acted upon or scheduled for a public hearing until the Planning Department receives all required submittal materials and fees. Failure to provide complete and/or accurate information may result in delay or denial of your request.**

APPLICANT

Mailing address _____

Phone _____ Fax _____ Email _____

Applicant's interest in property _____

Signature _____ Date _____

PROPERTY OWNER

Mailing address _____

Phone _____ Fax _____ Email _____

Signature _____ Date _____

If same as applicant, mark SAME. If there is more than one property owner, please attach additional sheets as necessary.

SITE LOCATION AND DESCRIPTION (if applicable)

Tax Map #(S) Tax Lot #(s) Zoning

Tax Map #(S) Tax Lot #(s) Zoning

Adjacent property under same ownership (list tax lot ID)

SPECIFIC REQUEST Comp Plan Map Amendment Comp Plan Text Amendment

Unified Development Code Text Amendment Zoning Map Amendment

Describe in detail the nature of the request. Provide specific information regarding the change proposed, and the effects of the proposed change on the Comprehensive Plan map, Zoning map or both. Provide specific information regarding the change proposed, and the effects of the proposed change on the text of the Comprehensive Plan, Zoning Ordinance or Subdivision Ordinance. Please provide any additional information that will help staff, the Planning Commission and City Council evaluate the request.

Use additional sheets if necessary, or attach a separate file detailing your proposal. Electronic submittals are encouraged.

OFFICE USE ONLY.

This institution is an equal opportunity provider and employer.

120 day time limit	Accepted as complete _____	Final decision by _____
DLCD 45-day notice required	Y/N Date mailed _____	Date of first hearing _____
Planning Commission hearing date	_____	Notice mailed _____
Notice to media	Publication date _____	Emailed _____
Notice of Decision	Date mailed _____	Appeal deadline _____
Associated applications	_____	

APPROVAL CRITERIA – City of Pendleton Unified Development Code (Ord. 3845)

Article XII. Amendments to this Ordinance

12.01 Purpose

This Article provides standards and procedures for legislative and quasi-judicial amendments to this Code and the Zoning map. Amendments may be necessary from time to time to reflect changing community conditions, needs and desires, to correct mistakes, or to address changes in the law.

12.02 Authorization to Initiate Amendments

An amendment to the text of this Ordinance or to a zoning map may be initiated by the City Council, the Planning Commission or by application of the property owner for an amendment by filing an application with the City Manager using forms prescribed pursuant to this Ordinance.

12.03 Compliance with Comprehensive Plan

An amendment to the text of this Ordinance or the Zoning map shall comply with the provisions of the City of Pendleton Comprehensive Plan text and map. Any deviation shall be preceded by an amendment to the Comprehensive Plan Text or map.

12.04 Transportation Planning Rule Compliance

When a development application includes a proposed Comprehensive Plan amendment or land use district change, the proposal shall be reviewed to determine whether it is consistent with the City of Pendleton Transportation System Plan (TSP) and if it significantly affects a transportation facility, in accordance with Oregon Administrative Rule (OAR) 660-012-0060 (the Transportation Planning Rule).

12.05 Procedure

Text and/or map amendment applications shall follow the procedure for a Type IV application contained in Article 13.

12.06 Record of Amendments

The City Recorder shall maintain records of amendments to the text and map(s) of this Ordinance in a form convenient for use by the public.

12.07 Compliance with Statute and Rule

Certain Sections of this ordinance are pre-empted by Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR). If an amendment to either is adopted at the State level, the City shall observe those standards even if not formally incorporated into this ordinance through the procedure for an amendment.

SUBMITTAL REQUIREMENTS

The following items must be completed upon submittal of a variance application. If you need assistance completing the forms, please contact the Planning Department. If you do not have a copy of the deed to your property to verify ownership, contact the Umatilla County Office of County Records at (541) 278-6236 or online at www.co.umatilla.or.us/records.htm.

1. Original, signed **Application form**. This information is public record and must be reproduced so please type or write clearly using dark ink.
2. Maps, supporting documents, and any additional information you wish to supply to support your request.
3. The appropriate **fee**.

PLEASE NOTE: The City must provide notice to the Department of Land Conservation and Development (DLCD) a minimum of 45 days prior to the Planning Commission hearing.

- **The applicant bears the burden of proof** to show that the request complies with the applicable sections of the Comprehensive Plan, Zoning and/or Subdivision Ordinance, and Oregon Revised Statutes. Applicants should be prepared to demonstrate compliance before both the Planning Commission and City Council.
- Electronic copies of all submittal materials are encouraged.
- For all map and text amendment applications, applicants must **submit a minimum of twenty copies of all materials** for distribution to the Planning Commission and City Council.