



SUPPLEMENTAL APPLICATION

Modification

(August 2018)

What is a modification of a previously approved land use permit?

The County Zoning and & Development Ordinance (ZDO) allows modification of a previously approved land use applications under specified conditions.

What is needed for approval?

All modifications are discretionary and MAY be permitted after evaluation according to criteria in the ZDO. The County must make written findings to support the decision. The applicant is responsible for providing evidence to support the modification request, according to the ZDO.

What are the chances for approval?

Staff cannot predetermine the decision on this or any application. A decision of approval or denial will only be made after the complete application is processed. This includes review of citizen and agency comments. The decision is based on ZDO criteria relevant to this application. In order to address the necessary criteria, the information requested in this supplemental application should be as thorough and complete as possible.

Application process:

Modifications are subject to the Administrative Action process and public notice. Public comments received from the Community Planning Organization (CPO), property owners, agencies and other interested parties may affect the decision on the application. Special conditions may be attached to any approvals. Any decision on this application can be appealed to the County Land Use Hearings Officer and to the Oregon Land Use Board of Appeals (LUBA) by the applicant or any other interested person.

STAFF WILL ATTACHE THE FOLLOWING PERTINENT INFORMATION:

_____ Land Use Application _____ Sample Plot Plan

The following ZDO Sections:

_____ 800's _____ 1000's _____ 1100's _____ 1203 _____ 1309

Additional ZDO Sections as applicable: _____, _____, _____, _____, _____

Comp. Plan Goals/Policies as applicable: _____, _____, _____, _____, _____

_____ Preliminary Statement of Feasibility (x2)

How long will it take to receive a final decision on an application?

Approximately 6 to 8 weeks. Oregon law requires a final decision on complete land use applications within 120 days (urban areas) or 150 days (rural areas).

Complete applications require the following:

1. Land Use Application – Information on applicant and land involved in application.
2. Supplemental Application – Information requested on this form. Please be as complete and thorough as possible. Questions should be answered on separate paper from this supplemental packet.
3. Preliminary Statement of Feasibility signed by the water provider, sanitary sewer provider, and surface water management authority (if applicable).
4. Application Fee: \$_____ (Fee is nonrefundable upon decision or staff report; partial refund if withdrawn after notice; full refund if withdrawn prior to notice.)
5. Vicinity Map showing the relationship of the proposed use to the surrounding area.
6. Plot Plan drawn to scale on 8.5" x 11" or 11" x 17" paper, showing the property and your proposal.
7. Building Profile of proposed new or remodeled structures as appropriate.
8. Copies: After we have reviewed your submitted application, we will notify you if additional copies are required. Additional copies may be required depending on such factors as the size of the materials submitted (e.g. oversize plans).
9. Narrative addressing the approval criteria for a modification application, which can be found in Section 1309 of the Zoning and Development Ordinance. At a minimum, please respond to the following:
 - A. Describe the proposed modification of the prior approval.
 - B. Is the modification proposal consistent with the prior approval? Explain.
 1. List prior approval number. (Example Z0123-01-C).
 2. List the number of people (employees, students, congregation, clients, etc.) associated with the proposed use, if applicable.
 3. List the days and hours of operation, if applicable.
 4. List the buildings, vehicles, equipment, and materials associated with the proposed use, if applicable.
 - C. Is the modification proposal consistent with all Ordinance provisions in effect on the date the modification request is submitted?
 1. Review applicable Zoning and Development Ordinance criteria for the application that will be modified, such as a Conditional Use (Section 1203), Subdivision (Section 1105) or Partition (Section 1106).

2. How would the proposal satisfy the applicable requirements of any Overlay Zoning Districts that apply to the subject property, as well as any applicable criteria from Sections 800 & 1000 of the Zoning and Development Ordinance?
3. How would the proposal satisfy the goals and policies of the Comprehensive Plan that apply to the proposed use? Review pertinent chapters.

D. Demonstrate that the proposal will **not** result in any of the following:

1. A change in the type of use (e.g. commercial, industrial, institutional) shall not result. Explain any proposed changes in the approved use.
2. An increase of greater than 25 percent of the original approved building floor area shall not result. Identify the total percentage change (increase or decrease) in the building floor area, including this proposal and any other modifications that have occurred since the original approval.
3. An increase of greater than 25 percent of the original approved lot coverage shall not result. Identify the total percentage change (increase or decrease) in the lot coverage, including this proposal and any other modifications that have occurred since the original approval.
4. An increase in the density of development (residential or recreational uses), or intensity of use, as demonstrated by a change in occupancy rating requiring substantial modifications to structures shall not result. What will be the change in density, if any? Is a change in occupancy rating requiring substantial modifications to structures required?
5. An increase in traffic congestion or use of public facilities shall not result. Explain any change in traffic congestion and use of public facilities.
6. A reduction in approved open space shall not result. Explain any proposed change in approved open space.
7. A reduction of off-street parking spaces or loading berths shall not result, except as provided under Section 1015. Explain any proposed changes in off-street street parking spaces or loading berths. If a reduction is proposed, explain how the reduction is provided for under Section 1015 of the ZDO.
8. A reduction in required pavement widths or a change in major access locations shall not result, except as required by the County. Explain any proposed reductions in pavement widths or a change in major access locations.

PLANNING STAFF CONTACT INFORMATION			
CONDITIONAL USE	Clay Glasgow @ 503-742-4520 ClayG@clackamas.us	DESIGN REVIEW	Anthony Riederer @503-742-4528 ARiederer@clackamas.us
PARTITIONS/ SUBDIVISIONS	Rick McIntire @ 503-742-4516 rickmci@clackamas.us	OTHER	Various Planning Staff @ 503-742-4500

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