



# CITY OF KEIZER ZONE CHANGE APPLICATION INFORMATION SHEET

**PRE-APPLICATION CONFERENCE** Prior to the actual filing of a zone change application, it is strongly recommended that the applicant contact Planning Staff for a pre-application conference. The meeting will enable Planning Staff and/or Public Works staff to review the proposal and determine if the zone change request is consistent with the Comprehensive Plan and implementing ordinances and whether public services are required and available.

**ZONE CHANGE (Definition):** A Zone Change Request allows a property owner to rezone a property to another zoning classification that is allowed within the current Comprehensive Plan Land Use designation for the property.

**COMPREHENSIVE PLAN LAND USE DESIGNATION AND ZONE CLASSIFICATIONS.** Zone classifications implement the Comprehensive Plan Land Use designations. Following are the zones allowed in each Comprehensive Plan designation:

<u>Comprehensive Plan Designation</u>	<u>Zone Classification</u>
Low Density Residential (LDR)	RS, RC, UT
Medium Density Residential (MDR)	RL, RM, RC, MU
Medium and High Density Residential (MHDR)	RL, RM, RH, RC, MU
Mixed Use (MU)	MU
Commercial (C)	CO, CR, CG, CO
General Industrial (GI)	IG, IBP
Campus Light Industrial (CLI)	IBP
Special Policy Area (SPA)	IA, EFU
Civic (CI)	P
Schools (ES, MS, HS)	P
Park (P)	P

**Overlay Zones**

Floodplain Overlay Zone	FPO
Greenway Management Overlay Zone	GMO
Limited Use Overlay Zone	LUO
Activity Center Overlay Zone	ACO
Resource Conservation Area Overlay Zone	RCO
Historical Landmark Overlay Zone	HLO

**Zoning Classification**

<u>Zoning Classification</u>	<u>Abbreviation</u>
Single Family Residential	RS
Limited Density Residential	RL
Medium Density Residential	RM
High Density Residential	RH
Residential Commercial	RC

<u>Zoning Classification</u>	<u>Abbreviation</u>
Mixed Use	MU
Commercial Office	CO
Commercial Mixed Use	CM
Commercial Retail	CR
Commercial General	CG
Employment General	EG
Industrial Business Park	IBP
General Industrial	IG
Agricultural Industrial	IA
Public	P
Exclusive Farm Use	EFU
Urban Transition	UT

**REQUIRED PRELIMINARY ZONE CHANGE PLAN INFORMATION**

A preliminary zone change plan (map) showing the existing and proposed zoning of the property and surrounding properties within 250 feet, is required to be submitted with the application form. A minimum of 15 copies of the preliminary zone change plan must be submitted with the completed application. In addition, 1 set of 11' x 17" or 8 1/2" x 11" reductions of all larger sized plans must also be submitted with the application. The following information must be included on the Zone Change plan:

- A. Vicinity map; (this shows the overall location and area where the subject property is located)
- B. Names, addresses, and zip codes of the landowner, the developer, and mortgagees, if any.
- C. A scale map of the subject property showing dimensions of the existing/proposed uses, proposed and existing access easements, location of existing/proposed structures and improvements and their distance to parcel lines, indications of any structures to be removed, all proposed water and sewer sources, the general slope of the land and location of drainage ways.
- D. Such additional information as the City deems necessary.

**ZONE CHANGE CRITERIA: The applicant for a zone change is responsible for providing facts and analysis, which demonstrates that the proposed zone change meets the zone change criteria. The supporting information demonstrating compliance with the criteria must be provided with the completed application form or the application will be deemed incomplete.**

Section 3.110.04 of the Keizer Development Code sets forth the following criteria to review and decide a zone change request:

- 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 addressed:
  - 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 locationally or physically suited to the particular uses proposed for the subject property, or lack site specific amenities required by the proposed use.
  - 2. The supply of vacant land in the existing zone is adequate, assuming the zone change is granted, to accommodate the projected rate of development of uses allowed in the zone during the next 5 years.
  - 3. 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.

**PROCESS:** Upon receipt of the application, Planning Staff will review the application materials to determine if a complete application packet and the processing fee has been submitted. Incomplete applications will not be accepted unless specific arrangements are made with Planning Staff. Once a complete application is accepted and logged in, Planning Staff will set-up a file and begin the review of the application. This review may include requesting comments from affected public agencies such as the Keizer Public Works Department, Keizer Fire District, and additional City, County, and State agencies if required.

Upon completion of the review of the application, Planning Staff prepares a Staff Report with a recommendation and the application is scheduled for a public hearing. Notice of the public hearing is sent to the applicant and all affected property owners located within 250 feet of the subject property involved in the subdivision. At the public hearing, both oral and written testimony may be provided by any affected property owner or interested person. Staff makes a presentation of the Staff Report with a recommendation at the hearing.

Within 14 days after the public hearing date, a written Notice of Decision will be issued. A copy of the decision is sent to the applicant and all those affected property owners who testified at the public hearing or have requested a copy of the decision. In addition, decisions are available at the City Hall for review by the general public.

**APPEAL RIGHTS:** Upon final action any person may appeal the decision by filing a Notice of Appeal in writing with the City Recorder and paying the appropriate fee no later than 10 (ten) days after the decision is rendered. The appeal is to the City Council who shall cause a public hearing to be held and shall conduct a public hearing in accordance with Section 3.207 of the City of Keizer Development Code.





# CITY OF KEIZER ZONE CHANGE APPLICATION

Land Use Fee:	\$1,045.00
Mailing Fee:	\$60.00
Advertising Fee:	\$240.00
Posting Fee:	\$40.00
<b>TOTAL</b>	<b>\$1,385.00</b>

**If there are any questions about this application, who should be contacted (Agent)?**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

1. **Applicant Name** **Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone** \_\_\_\_\_

\_\_\_\_\_

2. **Property Owner Name** **Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone** \_\_\_\_\_

\_\_\_\_\_

3. Street Address of subject property \_\_\_\_\_

4. The Applicants propose to change the zone from \_\_\_\_\_ to \_\_\_\_\_.

5. Please describe the current use of the lands surrounding the property (include land across roads):

\_\_\_\_\_

6. Describe the intended use of the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. In order to have a complete application the following items must submitted with the completed application form. Please check off the following items to ensure a complete application:

- \_\_\_\_\_ Application processing and filing fee. If paid by check, the check must be payable to the City of Keizer. The fee for a Zone Change is \$950.00.
- \_\_\_\_\_ A copy of the latest officially recorded title transfer instrument (deed, warranty deed, or purchase contract) giving the legal description of the property. If only a portion of the subject property is being changed then a legal description prepared by a licensed surveyor for that portion to be amended or rezoned is required.
- \_\_\_\_\_ Attach additional sheets with written statements explaining the reasons for the zone change request. In addition, information must be provided on how the request meets the zone change criteria as outlined in the information sheet provided with this application.
- \_\_\_\_\_ 15 copies of the plot plan and supporting drawings, elevations, or diagrams. The plot plan cannot be smaller than 8 1/2" x 11" in size and must be drawn in black ink. If plot plans larger than 11" x 17" are provided, the applicant must provide at least 1 reduced copy of the plot plan and supporting drawings, elevations, or diagrams.

8. **THE APPLICANT(S) SHALL CERTIFY THAT:**

- (a) The above zone change request does not violate any deed restrictions that may be attached to or imposed upon one, both, or all of the subject properties.
- (b) If the application is approved, the applicant(s) will exercise the rights granted in accordance with that approval and will be subject to all conditions and limitations of approval.
- (c) All of the above statements and the statements included on the plot plan and exhibits attached to the plot plan are true to the best of the applicants knowledge; and the applicants acknowledge that any permit issued on the properties may be revoked if is found that any statements are false.
- (d) The applicant(s) acknowledge that this application and all applicable policies and criteria have been read and understood, and that the requirements and criteria for approving or denying the application are also understood.

**SIGNATURE(s) of APPLICANTS**

**NOTE:** If the applicant(s) is not the property owner, the current property owner **MUST** sign the application.

\_\_\_\_\_

\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**AGENT AUTHORIZATION**

Fill out and sign this portion of the application if you (the applicant) are going to designate another individual as your agent. By signing this section you authorize the person named to act as your agent and agree to be bound by all representations and agreements made by the designated agent.

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_ to act as my representative and agent in all matters pertaining to the processing and approval of this land use application, and agree to be bound by all representations and agreements made by the above designated agent.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Township \_\_\_\_ Range \_\_\_\_ Section \_\_\_\_

Application elements submitted:

Tax Lot Number(s) \_\_\_\_\_

\_\_\_\_ (a) Title transfer

Zone \_\_\_\_\_

\_\_\_\_ (b) Plot plan (15 copies)

\_\_\_\_ (c) Applicant Statement/questions

\_\_\_\_ (d) Filing fee

\_\_\_\_\_  
Date application determined complete

\_\_\_\_\_  
Application accepted by