



# **ZONE CHANGE/COMPREHENSIVE PLAN CHANGE APPLICATION**

**Applications will no longer be accepted by email or mail.  
All applications must be submitted in person.**

Marion County Planning Division  
5155 Silverton Rd. NE  
Salem OR 97305  
Phone: (503) 588-5038 – Email: [Planning@co.marion.or.us](mailto:Planning@co.marion.or.us)  
<https://www.co.marion.or.us/PW/Planning>

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## **PROCEDURE** (subject to change):

- A. Once a complete application is received, the Planning Division will request comments from other County departments and affected agencies and special districts.
- B. A public hearing before a Marion County Hearings Officer, to take place in approximately 4-6 weeks, will be scheduled. The applicant will be notified by letter of the date for the public hearing.
- C. Planning staff will review the application for compliance with the County Comprehensive Plan, County Zone Code, Statewide Planning Goals, and other applicable ordinances and regulations and prepare a staff report for the public hearing. A copy of the staff report will be mailed to the applicant at least 7 days prior to the hearing.
- D. Approximately 4-6 weeks after the public hearing and record is closed, the hearings officer will issue a recommendation that the Board of Commissioners approve or deny the case or a modified proposal may be recommended.
- E. The application will be forwarded to the Board of Commissioners for a public hearing, usually in 3-4 weeks. Notice of the public hearing will be mailed to the applicant and property owners within the notification area not less than 21 days prior to the scheduled hearing. After the public hearing, the Board will issue an order/ordinance denying or approving the request or remanding the case back to the Hearings Officer for additional review.
- F. Notice of the Board's decision is sent to the applicant and those testifying or requesting a copy.

## **APPLICATION REQUIREMENTS:**

**Do not double-side or spiral bind** any documents being submitted as our office will be scanning this information.

Incomplete applications will not be accepted. A complete application consists of the following that must be submitted:

- A. The attached application form filled out in ink.
- B. Copy of the officially recorded title transfer instrument (deed, warranty deed, or contract) that shows the legal description for the parent parcel. Available at the Clerk's Office, 2<sup>nd</sup> floor, 555 Court St. NE, Salem.
- C. Site Plan (see attached example). The site plan should be on a separate **8½ x 11 sheet of paper**, drawn in ink, and show the change in zoning, location of any proposed use, and distance from other structures, property lines, roads and other features. The site plan must be reviewed and initialed as accepted by a Plans Examiner from the Marion County Building Inspection Division.
- D. A written statement explaining your reasons for the proposal and how your request conforms to Marion County land use policies and regulations of the applicable zone. A copy of the zone regulations is available from the Planning Division.
- E. Filing fee: Make check payable to Marion County.

**Please note:** Land development fees are charged by various offices within Marion County Public Works. Most development requests are reviewed by a number of these offices and there may be several fees you will incur during the development process. Customers can mistakenly believe the first fee(s) they pay covers all the costs for their development request. For example, if this partition application is approved you will be required to pay a Partition Plat Check fee to the County Surveyor (503-588-5155). Contact the Planning Division for more information.

NOTE: If all of the required information is not submitted with the application form, it will not be accepted. If the application is withdrawn after a file has been set up or fee deposited, the entire fee cannot be refunded. Partial refunds are at the discretion of the Planning Division based on the amount of staff work undertaken.



# ZONE CHANGE/COMPREHENSIVE PLAN CHANGE APPLICATION

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**Fee: Please check the appropriate box:**

- |   |  |
|---|--|
| <input type="checkbox"/> Zone Change - \$2500+\$40/acre<br><input type="checkbox"/> Comprehensive Plan Change - \$3755+\$70/acre<br><input type="checkbox"/> Zone Change/Comprehensive Plan Change - \$4510+\$70/acre<br><input type="checkbox"/> Zone Change/Comprehensive Plan Change -<br>with goal exception \$6010+\$70/acre | <input type="checkbox"/> Mineral Aggregate Site - \$6360 base fee +<br>\$30/acre – 0-100 acres<br>\$90/acre – 101-200 acres<br>\$120/acre – 201-399 acres<br>\$180/acre – 400+ acres |
|---|--|

PROPERTY OWNER(S):	ADDRESS, CITY, STATE, AND ZIP:
PROPERTY OWNER(S) (if more than one):	ADDRESS, CITY, STATE, AND ZIP
APPLICANT REPRESENTATIVE:	ADDRESS, CITY, STATE, ZIP
DAYTIME PHONE (if staff has questions about this application):	E-MAIL:
ADDRESS OF SUBJECT PROPERTY:	SIZE OF SUBJECT PROPERTY:
The property owners request to change the zone from (current) _____ to (proposed) _____ and/or change the Comprehensive Plan designation from _____ to _____. Provide detailed information on the attached "Applicant Statement" page.	
Will a railroad highway crossing provide the only access to the subject property? ( ) Yes ( ) No If yes, which railroad:	

<b>FOR OFFICE USE ONLY:</b>			
Township	Range	Section	<u>Application elements submitted:</u>
Tax lot number(s)			<input type="checkbox"/> Title transfer instrument
Zone:	Comp Plan:		<input type="checkbox"/> 2 Site plans showing existing/proposed zoning
Zone map number:	<input type="checkbox"/> Urban <input type="checkbox"/> Rural		<input type="checkbox"/> Applicant statement
<input type="checkbox"/> TPA/header			<input type="checkbox"/> GeoHazard Peer Review (if applicable)
Case Number:			<input type="checkbox"/> Filing fee
Signs given (min. agg. only):			Application accepted by:                      Set up by:
Date determined complete:			Date:

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

- A. If the application is granted the applicant(s) will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- B. I/We hereby declare under penalties of false swearing (ORS 162.075 and 162.085) that all the above information and statements and the statements in the plot plan, attachments and exhibits transmitted herewith are true; and the applicants so acknowledge that any permit issued on the basis of this application may be revoked if it is found that any such statements are false.
- C. I/We hereby grant permission for and consent to Marion County, its officers, agents, and employees coming upon the above-described property to gather information and inspect the property whenever it is reasonably necessary for the purpose of processing this application.
- D. The applicants have read the entire contents of the application, including the policies and criteria, and understand the requirements for approving or denying the application.

**PRINTED NAME AND SIGNATURE** of each owner of the subject property.

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Print Name	Signature
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Print Name	Signature
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Print Name	Signature
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Print Name	Signature
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**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_





**INSTRUCTIONS FOR PREPARATION OF A SITE PLAN**

Site plan must be **current**, drawn to scale, and **show all property lines**. If unable to draw to scale, property lines must still be shown noting actual dimensions or total acreage.

**Failure to include all of the items listed below may delay the review necessary to obtain a permit**

**ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN:**

- 1. **NORTH ARROW.**
- 2. **SCALE OF DRAWING.**
- 3. **STREET NAME** accessing the parcel.
- 4. **ALL PROPERTY LINES AND DIMENSIONS** – existing and proposed.
- 5. **DRIVEWAYS, ROADS, INTERNAL ROADS, PARKING AND CIRCULATION AREAS** – existing and proposed and label as *“Paved”* or *“Gravel.”* Show driveway to public right-of-way.
- 6. **EXISTING AND PROPOSED STRUCTURES** - label as *“Proposed”* and *“Existing”*. Include dimensions and distance to all property lines and other structures.
- 7. **UTILITY LINES AND EASEMENTS.**
- 8. **GEOGRAPHIC FEATURES** – ground slope and direction of slope, escarpments, streams, ponds, or other drainage ways.
- 9. **WELLS** – existing and proposed on this parcel and adjacent parcels within 100 feet.
- 10. **FENCES, RETAINING WALLS** – location of existing and/or proposed.
- 11. **PARTITIONING** (if applicable) – proposed new property line shown by dashed lines, with parcels labeled as *“Parcel 1”*, *“Parcel 2”*, etc.
- 12. **SEPTIC SYSTEM and REPLACEMENT AREA** – existing and proposed. Show existing septic tank, drain field lines and distance from structure(s).
- 13. **STORM WATER SYSTEMS OR DETENTION BASINS** – show existing and proposed.
- 14. **CUTS/FILLS** – show existing and proposed.
- 15. **ELEVATIONS** – at lot corners or construction area and at corners of building site.
- 16. **FLOODPLAIN** – if applicable, show the boundary of the 100 year floodplain.

**If sanitary sewer service is not available, a septic system must be installed.** Include the following additional items on the site plan:

- 17. **TEST HOLES** – show distances between holes and property lines. One test hole should be located in the center of the initial system installation site, the other in the center of the replacement area. Accuracy of location is very important.
- 18. **PROPOSED SEPTIC SYSTEM AND REPLACEMENT SYSTEM** – show septic tank and distance from structure; show disposal trenches and length, width, and distance between trenches.

**Commercial development must also include the following:**

- 19. **FIRE DEPARTMENT ACCESS**
- 20. **FIRE HYDRANTS** – locations
- 21. **HANDICAP ACCESS**
- 22. **LANDSCAPING** – existing and proposed landscaping areas.
- 23. **PARKING** – lot configuration, number of parking spaces, and off-street loading area.

**Additional information such as patio slabs, walkways, roof overhangs, etc. may be required for the issuance of your permit.**

**YOU MAY USE THE REVERSE SIDE OF THIS FORM TO DRAW YOUR SITE PLAN**

Property Owner(s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Manufactured Home Park: \_\_\_\_\_ Space: \_\_\_\_\_

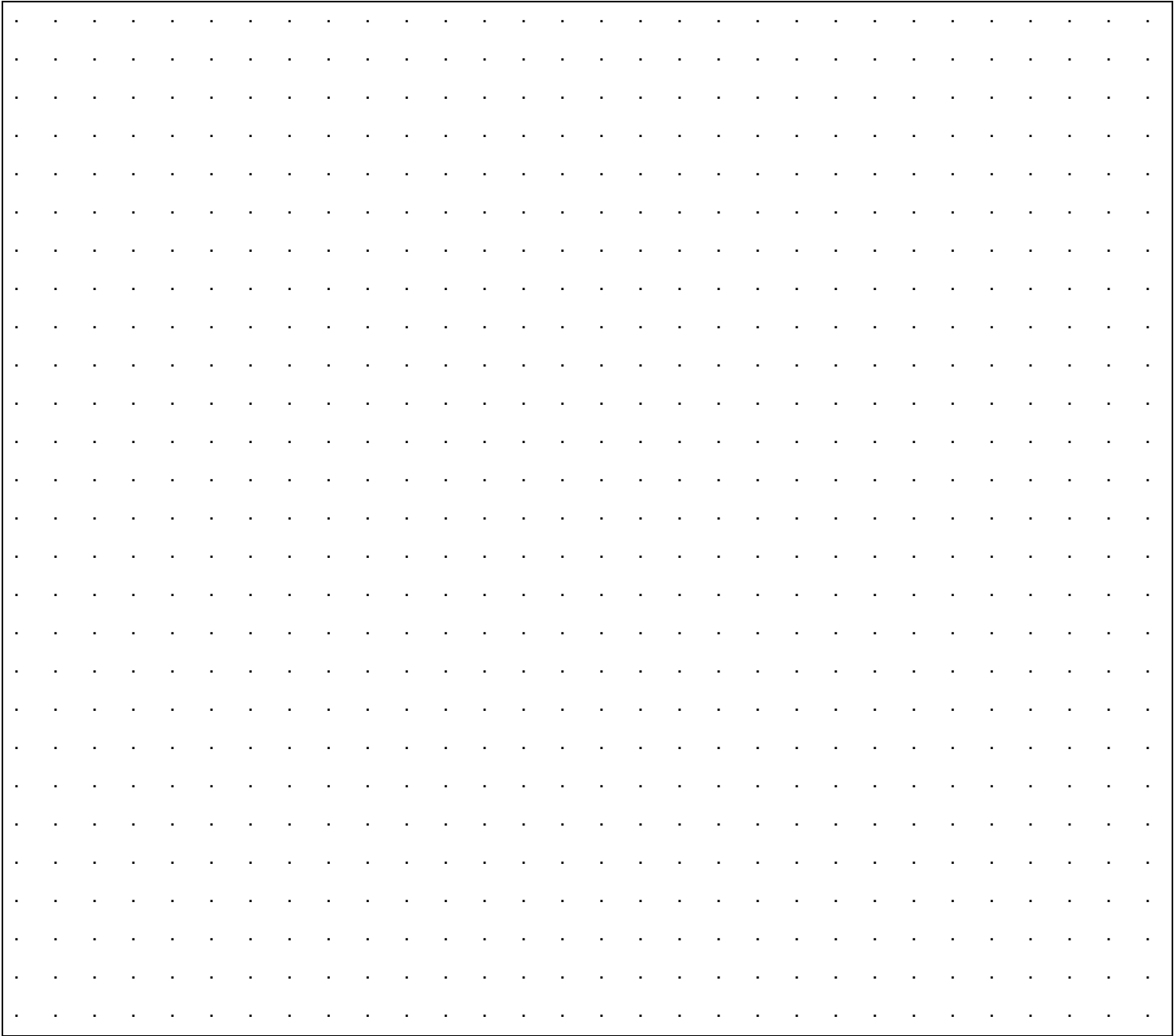
Assessor Map # (T-R-Sec-TL(s)): \_\_\_\_\_ Total # Acres \_\_\_\_\_

Zoning Designation: \_\_\_\_\_ Planning Map \_\_\_\_\_

Permit Specialist Review: \_\_\_\_\_ Date: \_\_\_\_\_

**SITE PLAN MUST SHOW ALL PROPERTY LINES AND DIMENSIONS**

Drawn to Scale: 1 square = \_\_\_\_\_ Feet Not Drawn to Scale: Total Acres \_\_\_\_\_



**I certify that the above information is accurate to the best of my knowledge. I AM THE [ ] Owner or [ ] Authorized Agent**

NAME (please print): \_\_\_\_\_ Telephone # \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**FOR OFFICE USE ONLY**

PLANNING: \_\_\_\_\_ Date: \_\_\_\_\_

PUBLIC WORKS: \_\_\_\_\_ Date: \_\_\_\_\_

BUILDING INSPECTION (Acceptable for Planning requirements only) \_\_\_\_\_ Date: \_\_\_\_\_

# SAMPLE RESIDENTIAL SITE PLAN

SCALE: 1"=50'

