

FOR OFFICE USE ONLY

Application #: _____

Date Received: _____



City of Prineville

Revision/Amendment Application

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

ZONE MAP AMENDMENT: _____	ZONING CODE TEXT AMENDMENT: _____	OTHER MAP AMENDMENTS: _____
COMP PLAN MAP AMENDMENT: _____	COMP PLAN TEXT AMENDMENT: _____	OTHER TEXT AMENDMENTS: _____

Brief description of proposed Amendment: _____

A PRE-APPLICATION APPOINTMENT IS REQUIRED FOR ALL AMENDMENTS

Applicant's Name (print): _____ Phone: (____) _____

E-Mail _____

Mailing Address: _____ City/State/Zip: _____

Property Owner's Name (if different): _____ Phone: (____) _____

Mailing Address: _____ City/State/Zip: _____

Property Description: Township _____ Range _____ Section _____ Tax Lot _____

Current Zoning: _____ Proposed Zoning: _____

Current Plan Designation: _____ Proposed Designation: _____

Applicable State Goals: _____ Size of Affected Area: _____ Acres

INSTRUCTIONS FOR COMPLETING THIS APPLICATION:

1. Complete this application form including the appropriate signatures.
2. Include a detailed statement describing the proposal and how it meets all requirements of the appropriate State rules and statutes, and City codes and Comprehensive Plan policies. Text amendment applications must include the proposed language and the basis for the change.
3. If multiple properties are involved in this application, then identify each property on a separate page and follow with the property owners' signatures.
4. Submit the correct application fee.
5. Submit a copy of the current deed(s) for the property and Location Maps.

Amendments

Authorization to Initiate Amendments. An amendment to the text of these standards, or to a zoning or plan map may initiated by either City Council or the Planning Commission. A property owner may initiate a request for a map or text amendment by filing an application with the Planning Department using the form(s) prescribed by the city and shall be accompanied by the required filing fees.

Zone/Plan Map Amendments. The Hearings Body shall, at its earliest practicable meeting after the filing of a petition by a property owner for a zone change/plan amendment with the Planning Department, hold a public hearing. The Planning Commission will, within five days of the public hearing, give its recommendations to the City Counsel.

Justifying the zone change or plan amendment. The burden of proof is upon the applicant to show how the proposed zone change of plan amendment is:

1. In conformity with all applicable State statutes.
2. In conformity with the Sate-wide planning goals where applicable.
3. In conformity with the Prineville Comprehensive Plan, land use requirements, policies and goals.
4. Needed due to a change of circumstances or a mistake in the original zoning.

Public Hearing on Amendments. If a map change is initiated by the Planning Commission or City Council, or if an amendment to the text of these standards is to be considered, the City Council shall hold a public hearing on the propsed changed. Notice of the hearing shall be published in a newspaper of general circulation in the City for two weeks prior to the hearing.

Limitations on Re-Applications. No application of property owner for an amendment to the text of these standards or to the zoning map shall be considered within a six month period immediately following a previous denial application; if in the opinion of the Planning Department, new evidence or a change of circumstances warrant it, however, the Planning Department may permit a new application.

By signing, the undersigned certifies that he/she has read and understood the requirements outlined above, and that he/she understands that omission of any listed item may cause delay in processing this application.

I (we) the undersigned acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

Applicant: _____ Date: _____
Signature

Property Owner: _____ Date: _____
Signature

**If you are an authorized agent, please attach the letter of authorization signed by the owner.
Note: This may not be a complete list of information required to process and decide this request, and additional information may be required after further review by staff.**