Land Use Review Application Checklist

LUR Application Materials: (LUR staff, check all that apply)

Forms

- ❑ Land Use Review Application Form
- ❑ Procedure description and other information
- ❑ Approval Criteria for the following land review:
  - ❑ Adjustment Review
  - ❑ Design Review
  - ❑ Greenway Review
  - ❑ Zoning Map Amendment
  - ❑ Conditional Use Review,
  - ❑ Environmental Review,
  - ❑ Historic Review,
  - ❑ _____

Handouts

- ❑ Sample Site Plan (Residential)
- ❑ Landscaping Code; Chapter 33.248
- ❑ Parking Code; Chapter 33.266
- ❑ Fee Schedule
- ❑ _____
- ❑ _____
- ❑ _____

Submitting the Application

Bring the completed application to the Development Services Center, on the first floor of 1900 SW Fourth Ave. A city planner will review the application, answer any questions you may have and prepare a receipt for the filing fee that must be submitted at the same time as the application.

If you have questions about the application or the application process, please call the Development Services Center at 503-823-7526. A planner will return your call. Visit the Development Service Center on the first floor, call for hours 503-823-7310, select option 1.

Items that MUST be submitted with the application

1. ❑ One copy of the completed and signed **Land Use Review Application.**
2. ❑ Two copies of the written statement that describes how your proposal meets the **Approval Criteria** for your request.
3. ❑ Five copies of the **site plan**, utility plans and landscape plans drawn to scale, and one 8.5 x 11 inch reduction suitable for photocopying of all plans.
4. ❑ Two copies of **building elevation drawings,** one drawn to scale, and one copy reduced to 8.5 x 11 inches, suitable for photocopying. These drawings must demonstrate how the proposal meets the approval criteria. For Design Review and Historic Review, a minimum of two copies of full size plans to scale, and two 8.5 x 11 inch copies of all elevation drawings and relevant details.
5. ❑ One copy of photographs that are essential to the proposal and demonstrate how the proposal meets the approval criteria.
6. ❑ Two copies of the information required by the specific land use review such as documentation of compliance with the off-site impact standards, upgrades to non-conforming development, or traffic and parking studies per the pre-application notes.
7. ❑ One copy of the notes from the pre-application conference, if applicable.
8. ❑ If the Neighborhood Contact Requirement applies to your proposal, submit one copy of all letters and all certified or registered mail receipts.
9. ❑ Cash, check, credit card, or money order for the required filing fee.

For more information visit or call the Planning and Zoning staff at the
Development Services Center at 1900 SW 4th Avenue, Suite 1500, 503-823-7526

For Portland Zoning Code visit *www.portlandoregon.gov/zoningcode*

Information is subject to change.