



## Comprehensive Plan Amendment/Zone Change Checklist

For information regarding processes, fees, restrictions, etc., contact:

Planning (P) at 503-722-3789 or [ocplanning@orc city.org](mailto:ocplanning@orc city.org).

Public Works Development Services (DS) at 971-204-4601 or [ocpublicworks@orc city.org](mailto:ocpublicworks@orc city.org).

- 1. A **Completed Application** form with All property owner signatures and complete (P)
- 2. A complete and **Detailed Narrative Description** of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference. (P/DS)
- 3. **Annexation Agreement**, if applicable (P)
- 4. **Traffic Study or Analysis Letter** (P)
- 5. **Neighborhood Association meeting:** (P)
  - A sign-in sheet of the meeting attendees
  - A Summary of issues discussed
  - A letter from the Neighborhood Association or CIC indicating that a meeting was held.
  - If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign sheet of attendees and a summary of issues discussed.
- 6. **Pre-Application Conference Notes from Planning and Development Services.** (P/DS)
- 7. **Additional Information or Reports**, if required in Pre-Application Conference (P/DS)
- 8. A current **Preliminary Title Report or Trio** for the subject property(ies). (P)
- 9. **Documentation** indicating there are **no liens favoring the City** for the subject site. (P)
- 10. **County Assessor's Office Receipt** indicating all taxes for the parcels involved are paid in full for the preceding tax year. (P)
- 11. **Application fees** to be paid once invoice is generated. (P)
- 12. **Electronic Version of Application Materials** (P/DS)

Note: There may be more information required once your application has been reviewed.

*Incomplete applications will increase processing time.*