



City of Scio

Planning File No.:

PO Box 37  
38957 NW 1<sup>st</sup> Avenue  
Scio, OR 97374

PH: (503)394-3342  
FAX: (503)394-2340  
Website: <http://ci.scio.or.us>  
[cathy@sciooregon.gov](mailto:cathy@sciooregon.gov)

## Comprehensive Plan/Zoning Amendment Application

### APPLICANT INFORMATION

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

### Applicant Certification

*I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true; that the proposed land use activity does not violate covenants, conditions and restrictions associated with the subject property; and any approval granted based on this information may be revoked if it is found that such statements are false.*

*I acknowledge and agree that I will be responsible for any additional costs incurred by the City of Scio for the review and processing of this land use application in accordance with the city's land use fee policies.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### COMPREHENSIVE PLAN MAP AMENDMENT AND/OR ZONING MAP AMENDMENT (If you are requesting a text amendment, leave this section blank)

Situs Address: _____	Nearest Cross Street: _____
Assessor Map & Tax Lot Number(s): _____	
Current Comprehensive Plan Map Designation: _____	Current Zone: _____
Proposed Comprehensive Plan Map Designation: _____	Proposed Zone: _____
Current Use of Property: _____	
Proposed Use of Property: _____	
Reason for the Request: _____	
_____	
_____	
_____	

**COMPREHENSIVE PLAN OR ZONING – TEXT AMENDMENT** (If None, leave this section blank)

Section(s) of Plan or Zoning Ordinance to be Revised: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Revision of Plan or Ordinance Text: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reasons for the Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ENGINEER/DESIGNER/SURVEYOR CONTACTS**

Name:	_____	Phone:	_____
Firm Name:	_____	Cell:	_____
Address:	_____	Email:	_____
	_____		

Name:	_____	Phone:	_____
Firm Name:	_____	Cell:	_____
	_____	Email:	_____
Address:	_____		
	_____		

**FEES AND COSTS INCURRED BY THE CITY ARE THE APPLICANT'S RESPONSIBILITY**

***The application fee is used to cover the costs incurred by the City of Scio in processing the application, including but not limited to: the time spent by the city staff, professional fees for the City Planner, Engineer and/or City Attorney and for the costs to publish hearing notices, recording of documents or other administrative costs.***

***If the application fee does not cover all of the costs incurred by the City of Scio, the applicant/or applicant's representative requesting the land use action will be billed by the City of Scio for the additional costs incurred by the City. The applicant shall pay the City immediately upon receipt of a bill. Failure to pay fees as prescribed in the city's land use fees resolution may result in building permits, utility service connections or other development approvals being withheld until the collection of fee's are paid in full or otherwise resolved.***

***By executing and filing this land use application, the applicant and/or applicant's representative acknowledges and agrees to reimburse the City for any additional costs incurred by the City to process the land use application.***

**PROPERTY OWNER(S) SIGNATURE(S) & CONTACT INFORMATION**

Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

**REQUIRED SUBMITTALS**

- Signed Application
- \$1,700 Application Deposit
- If proposed Annexation – attach Annexation Application & Petition from Property Owners
- Map of Proposed Comprehensive Plan Map / Zoning Map Amendment. The map shall be 8 ½" x 11" in size and shall clearly identify the parcels affected by the proposal.
- Narrative. A written narrative addressing statewide planning goals and the City's criteria for the amendment of the Scio Comprehensive Plan or Zoning Ordinance. See approval criteria below.

### Criteria for Scio Zoning Map Amendment or Zoning Ordinance Text Amendment

Any proposal to amend the Scio Zoning Ordinance (text amendment) or the Scio Zoning Map (map amendment) must comply with the following criteria:

- The zoning map amendment is consistent with the Scio Comprehensive Plan Map
- The proposal is consistent with the goals and policies in the Scio Comprehensive Plan.
- The proposal is consistent with any applicable statewide planning goals and/or Oregon Administrative Rules (OAR 660)

### Amendments to the Comprehensive Plan

#### **Major Amendments to the Scio Comprehensive Plan:**

Major amendments to the Scio Comprehensive Plan are legislative changes. Legislative changes include significant policy modifications to the Scio Comprehensive Plan that have a widespread and significant impact on the community. Legislative amendments affect the community as a whole, a neighborhood or a large area with many different ownerships.

*Examples: Adoption of a public facility master plan, a buildable lands inventory, a community-wide economic analysis or amendments to the city's zoning, subdivision or flood plain ordinance are legislative amendments. In addition, amendments to the Scio Comprehensive Plan map that affect multiple parcels are also legislative amendments.*

#### **Minor Amendment to the Scio Comprehensive Plan:**

Minor amendments to the Scio Comprehensive Plan may follow either a legislative amendment process or be considered under a quasi-judicial proceeding.

Legislative Proceeding: A minor amendment that involves an amendment to goals and policies of the Scio Comprehensive Plan will be handled by the City using a legislative proceeding.

Quasi-Judicial Proceeding: A minor amendment to the Scio comprehensive Plan map that affects one or two parcels will be considered using a quasi-judicial hearing procedure since the proposed amendment affects individual properties and may not have a significant effect beyond the immediate area of the change.

In making a decision to approve or deny a major or minor amendment to the Scio Comprehensive Plan, the City will consider the adopted goals and policies in the Scio Comprehensive Plan, public needs and benefits, special studies or other information that will serve as the factual basis to support the amendment to the plan. Any revision to the plan must also involve a review of the statewide land use goals (and related Oregon Administrative Rules). The City must determine if the proposed minor amendment to the Scio Comprehensive Plan is consistent with the goals, rules and policies.

### Criteria for Comprehensive Plan Amendment:

Any proposal to the amendment of the Scio Comprehensive Plan must comply with the following criteria:

1. The proposed amendment is consistent with the goals and policies of the Scio Comprehensive Plan and does not alter the intent of the plan.
2. Other suitable locations are not presently available to accommodate the use for which the amendment is proposed.
3. The proposed amendment will be compatible with adjacent land uses and will not adversely impact the overall land use pattern in the area.
4. The proposed amendment will not have a significant negative impact on the provision of public facilities such as police and fire protection, water supply, and sewage disposal.
5. The proposed amendment will not have a significant negative impact on the provision of transportation facilities.
6. Development limitation, such as soil and foundation suitability, or flood hazard potential, will not adversely affect other properties or the land uses which would be permitted through the amendment.

## APPROVAL PROCESS

An application to amend the City of Scio Comprehensive Plan Map or Zoning Map requires meetings with both the Planning Commission and City Council; see process below.

The Amendment process steps are:

1. Scio Planning Commission. The Planning Commission will hold a public hearing and make a recommendation to the City Council to either approve, modify or deny the proposal.
2. Scio City Council. The Scio City Council will hold a public hearing. At the conclusion of the hearing, the City Council may either approve or deny the proposal. If approved, the City Council must adopt an ordinance to formally approve the proposal and modify the Comprehensive Plan and/or Zoning Map.
3. A written notice of decision will be issued by the City.
4. The City Council decision to approve a Comprehensive Plan Map Amendment or Zoning Map Amendment is not final until after the City adopts an ordinance and the appeal period expires.

***This information is only a summary. For additional information or clarification, please refer to the Scio Zoning Ordinance No. 561 or request clarification from city staff.***

**OFFICE USE ONLY**  
**PROCESS SUMMARY TIMELINE**

Date Received: _____	Payment Received: _____
Received by: _____	Receipt No.: _____
Application Reviewed By: _____	Date: _____
Additional Materials Requested: _____	
Application Completed on: _____	
City Planner Review Complete: _____	
Notifications Mailed on: _____	By: _____
Planning Commission Review: _____	Granted: _____ Denied: _____
Notice of Decision Mailed: _____	By: _____
Appeal Period Expires: _____	
Appealed by: _____	Date: _____
Notice of Appeal Hearing Mailed: _____	By: _____
Appeal Hearing Held: _____	Granted: _____ Denied: _____
Notice of Final Decision Mailed: _____	By: _____