



RECORD NO. 217 - _____ - _____ PLNG

- FEES: Comprehensive Plan, No goal exception: \$4400
- Comprehensive Plan, Goal Exception: \$5500
- Zone Map, Measure 56 notice required: \$2750
- Zone Map, No Measure 56 notice required: \$2200
- Text Change: Measure 56 notice required: \$3850
- Text Change: No Measure 56 notice required: \$3300

COMPREHENSIVE PLAN, MAP AND TEXT AMENDMENTS

Notice to all applicants: The Crook County Community Development, Planning Division is required to review all applications for accuracy and determine the adequacy of information needed to make a decision. Crook County Code (C.C.C.) allows 30 days to determine whether the application is complete. If the Planning Division determines that your application is incomplete, you will be requested in writing or email to provide the necessary missing information, and a decision on your application will be postponed until the information is received. **Make sure your application is complete. The burden of proof lies with the applicant.**

PROPERTY OWNER:

Last Name: _____ First Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: (____) _____ - _____ Alternate Phone: (____) _____ - _____
 Email: _____

AGENT/REPRESENTATIVE:

Last Name: _____ First Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: (____) _____ - _____ Alternate Phone: (____) _____ - _____
 Email: _____

PROPERTY INFORMATION:

Township _____ Range _____ Section _____ Tax Lot _____
 Size of property: _____ acres Zone: _____
 Physical address: _____
 Subdivision name, if applicable: _____ Lot _____ Block _____

FLOOD PLAIN:

Is the subject property located within a Flood Plain Zone? Yes _____ No _____ If yes, what zone: _____

CROOK COUNTY COMMUNITY DEVELOPMENT - PLANNING DIVISION

300 NE 3RD Street, Room 12, Prineville, OR 97754

Phone: (541) 447-3211 Ext. 1 - Fax: (541) 416-2139 - www.co.crook.or.us - plan@co.crook.or.us

Z:planning/planning/applications/amendments/comprehensiveplan, map and text amendments

DETAILED EXPLANATION: Explain the “existing” & “proposed” structures.

PROPERTY OWNERS SIGNATURES:

By signing below, I/WE agree to meet the standards governing the laws for “Site Plan Reviews” as outlined in the State of Oregon’s OAR, ORS, Crook County Code, and/or the Crook County Comprehensive Plan. I/We agree that all the information contained in this application is true to the best of my knowledge.

PRINT OWNER NAME CLEARLY: _____ Date: _____

PROPERTY OWNER SIGNATURE: _____

PRINT OWNER NAME CLEARLY: _____ Date: _____

PROPERTY OWNER SIGNATURE: _____

PRINT AGENT/REPRESENTATIVE CLEARLY: _____ Date: _____

AGENT/REPRESENTATIVE SIGNATURE: _____

CHECKLIST FOR COMPLETING THIS APPLICATION

1. Completed this “Amendment” 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 county codes and comprehensive plan policies. A text amendment application must include the proposed language and the basis for the change.
3. Submit the correct application fee.
4. Submit a copy of the current “deed” for the property(ies).

APPLICABLE CRITERIA

Title 18, Chapter 18.168 (**LEGISLATIVE AMENDMENTS**); **OR**

Title 18, Chapter 18.170 (**QUASI-JUDICIAL AMENDMENTS**)

SUPPLEMENTAL INFORMATION:

1. **COMPREHENSIVE PLAN:**

- a. Describe in detail the proposed “Comprehensive Plan” amendment.
- b. Explain in detail how this request is in compliance with the statewide planning goals.
- c. Explain how this amendment is consistent with the Crook County – Prineville Area Comprehensive Plan.
- d. Explain how this “Comprehensive Plan” amendment would serve the public’s interest.

2. **TEXT AMENDMENT:**

- a. Submit the proposed language of the proposed “Text” amendment.
- b. Explain how this request is in compliance with the Crook County – Prineville Area Comprehensive Plan, and the purpose of the code in effect.
- c. Explain how this “Text” amendment would serve the public’s interest.

3. **MAP AMENDMENT:**

- a. Describe in detail the proposed “Map” amendment.
- b. Explain how your “Map” amendment complies with the statewide planning goals, and how it’s in compliance with the statewide goals.
- c. Explain how this “Map” amendment is consistent with the Crook County – Prineville Area Comprehensive Plan.



Community Development Department

300 NE 3rd Street, Prineville, OR 97754

Phone: (541) 447.8156 / Fax: 541-416-2139

Email: plan@co.crook.or.us / Website: www.co.crook.or.us

AUTHORIZATION FORM

Let it be known that _____
(Print name clearly)

has been retained to act as my authorized agent to perform all acts for development on my property noted below:
These acts include: Pre- application conference, filing applications and/or other required documents relative to all Permit applications.

Physical address of property: _____, and described in the records of CROOK COUNTY as:

Township _____ South, Range _____ East, Section _____, Tax lot _____
Township _____ South, Range _____ East, Section _____, Tax lot _____

The costs of the above actions, which are not satisfied by the agent, are the responsibility of the undersigned property owner.

PROPERTY OWNER (Please Print Clearly)

Signature: _____ Date: _____

Print Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email: _____

- Individual(s)
- Corporation;
- Limited Liability Corporation;
- Trust

IMPORTANT NOTE: Indicate whether property is owned in individual name(s), or by a business or other entity (e.g. Corporation, Limited Liability Company; or Trust). If property is owned by an entity, include names of all authorized signers. For Example:

If the owner is a Corporation, Limited Liability Corporation or Trust, the following information is required as part of this form.

If a Corporation ~ please provide the name of President or other authorized signor(s).

If a Limited Liability Corporation ~ provide names of ALL members & managers.

If a Trust ~ provide the name of current Trustee(s)

In addition, you will need to include a copy of Bylaws (Corporations); an Operating Agreement (Limited Liability Company); or Certificate of Trust (Trusts) that verifies authority to sign on behalf of the entity.

AGENT

Signature: _____ Date: _____

Print Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email: _____

Chapter 18.168 **LEGISLATIVE AMENDMENTS**

Sections:

- 18.168.010 Legislative hearings.**
- 18.168.020 Authorization to initiate amendments.**
- 18.168.030 Notice.**
- 18.168.040 Submission of written testimony.**
- 18.168.050 Number and manner of hearings.**
- 18.168.060 Record of amendments.**
- 18.168.070 Limitations on reapplications.**

18.168.010 Legislative hearings.

(1) When the court or an agency of the court is required by state statute or this title to conduct a hearing on legislative matters, it shall hold the hearing in accordance with the applicable procedures of this chapter.

(2) "Legislative matters" generally involve a broad public policy decision that applies to other than an individual property owner. These include, without limitation, amendments to the text of the comprehensive plan, zoning ordinance, or the subdivision ordinance and changes to the comprehensive plan map and/or zoning maps not directly affecting individual property owners. (Ord. 236 § 4 (Exh. D), 2010; Ord. 18 § 8.010, 2003)

18.168.020 Authorization to initiate amendments.

The application for a hearing on any legislative matter may be initiated by any of the following:

- (1) Property owners by written application on forms provided by the director and upon payment of the required fee;
- (2) Planning commission on its own motion; or
- (3) County court on its own motion and order. (Ord. 236 § 4 (Exh. D), 2010; Ord. 18 § 8.020, 2003)

18.168.030 Notice.

(1) Notice of the hearing to enact any legislative matter shall be published in a local newspaper of general circulation at least 10 days in advance of each hearing in accordance with the requirements of ORS [215.223](#). During a hearing properly advertised, the matter may be continued to another date certain without additional public notice. Notice may be given by other means such as mail, radio and television.

(2) The notice shall contain at least the following information:

- (a) A statement of the proposed public action;
- (b) The department of the county from which additional information can be obtained; and
- (c) The time, place, date and methods for presentation of views by interested persons.

(3) When applicable notice to DLCD shall be provided as required by ORS 197.610 and 197.615.

(4) When applicable notice to affected property owners shall be provided as required by ORS 215.503(2). (Ord. 236 § 4 (Exh. D), 2010; Ord. 18 § 8.030, 2003)

18.168.040 Submission of written testimony.

Any person may submit written recommendations and comments, copies of which shall be kept on file and made available for public inspection. Time limitations on the acceptance of written testimony shall be determined by the hearing authority. (Ord. 236 § 4 (Exh. D), 2010; Ord. 18 § 8.040, 2003)

18.168.050 Number and manner of hearings.

(1) Subject to subsection (4) of this section, the planning commission shall conduct no less than one public hearing on the proposed legislative matter.

(2) The planning commission shall, within 20 working days after the last hearing, issue a written recommendation to the court for approval, approval as modified, or disapproval. The written recommendation shall also contain a statement of findings of fact and conclusion, which supports the recommendation.

(3) The county court, after receiving the written recommendation from the planning commission, shall schedule and conduct a public hearing on the proposed legislative matter. The public hearing may be conducted as described in CCC 18.172.081.

(4) If an ordinance is initiated by the governing body, it shall, unless waived by a majority vote of the county court, prior to enactment, request a report and recommendation regarding the ordinance from the planning commission. The planning commission shall submit the report and recommendation by the date and time stated in the request. Such date and time shall be reasonable. (Ord. 236 § 4 (Exh. D), 2010; Ord. 18 § 8.050, 2003)

18.168.060 Record of amendments.

The county clerk shall maintain a recorded copy of all amendments to the comprehensive plan and land use regulation text and maps. (Ord. 236 § 4 (Exh. D), 2010; Ord. 18 § 8.060, 2003)

18.168.070 Limitations on reapplications.

No application of a property owner for an amendment to the text of the comprehensive plan, the development ordinance or of this title or its zoning map shall be considered by the planning commission within the six-month period immediately following a previous denial on the same application; if, in the opinion of the planning commission, new evidence or a change of circumstances warrants it, however, the planning commission may permit a new application. (Ord. 236 § 4 (Exh. D), 2010; Ord. 18 § 8.070, 2003)

Chapter 18.170 QUASI-JUDICIAL AMENDMENTS

Sections:

18.170.010 Quasi-judicial amendment standards.

18.170.020 Notice.

18.170.030 Limitations on reapplications.

18.170.040 Record of amendments.

18.170.010 Quasi-judicial amendment standards.  SHARE

An applicant requesting a quasi-judicial amendment must satisfy the following factors for quasi-judicial amendments:

(1) Comprehensive Plan Map Change.

(a) That the amendment complies with the Statewide Planning Goals and applicable Administrative Rules (which include OAR 660-12, the Transportation Planning Rule) adopted by the Land Conservation and Development Commission pursuant to ORS [197.240](#) or as revised pursuant to ORS [197.245](#).

(i) The applicant shall certify the proposed land use designations, densities or design standards are consistent with the function, capacity and performance standards for roads identified in the county transportation system plan.

(A) The applicant shall cite the identified comprehensive plan function, capacity and performance standard of the road used for direct access and provide findings that the proposed amendment will be consistent with the county transportation system plan.

(B) The jurisdiction providing direct access (county or ODOT) may require the applicant to submit a traffic impact analysis or traffic assessment letter consistent with the requirements of Section 7.1.7 of the Crook County transportation system plan to support the findings used to address this subsection (1)(a).

(b) That the amendment provides a reasonable opportunity to satisfy a local need for a different land use. A demonstration of need for the change may be based upon special studies or other factual information.

(c) That the particular property in question is suited to the proposed land use, and if an exception is involved, that the property in question is best suited for the use as compared to other available properties.

(d) If it appears that it is not possible to apply an appropriate goal to specific properties or situations, then the application shall set forth the proposed exception to such goal when:

(i) The land subject to the exception is physically developed to the extent that it is no longer available for uses allowed by the applicable goal;

(ii) The land subject to the exception is irrevocably committed as described by the Land Conservation and Development Commission rule to uses not allowed by the applicable goal because existing adjacent uses and other relevant factors make uses allowed by the applicable goal impracticable; or

(iii) The following standards are met:

(A) Reasons justifying why the state policy embodied in the applicable goals should not apply;

(B) Areas which do not require a new exception cannot reasonably accommodate the use;

(C) The long-term environmental, economic, social and energy consequences resulting from the use at the proposed site with measures designed to reduce adverse impacts are not significantly more adverse than would typically result from the same proposal being located in areas requiring a goal exception other than the proposed site; and

(D) The proposed uses are compatible with other adjacent uses or will be so rendered through measures designed to reduce adverse impacts. ("Compatible," as used in this subsection, is not intended as an absolute term meaning no interference or adverse impacts of any type with adjacent uses.)

(2) Zone Map Change.

(a) That the zone change conforms with the Crook County comprehensive plan, and the change is consistent with the plan's statement and goals.

(b) That the change in classification for the subject property is consistent with the purpose and intent of the proposed amendment.

(c) That the amendment will presently serve the public health, safety and welfare considering the following factors:

(i) The availability and efficiency of providing necessary public services and facilities.

(ii) The impacts on surrounding land use will be consistent with the specific goals and policies contained within the Crook County comprehensive plan.

(d) That there has been a change in circumstances since the property was last zoned, or a mistake was made in the zoning of the property in question. (Ord. 236 § 6 (Exh. F), 2010)

18.170.020 Notice.

(1) Notice of the hearing to enact any quasi-judicial matter will be given pursuant to the provisions of CCC 18.172.070.

(2) When applicable notice to DLCD shall be provided as required by ORS 197.610 and 197.615.

(3) When applicable notice to affected property owners shall be provided as required by ORS 215.503(2). (Ord. 236 § 6 (Exh. F), 2010)

18.170.030 Limitations on reapplications.

No application of a property owner for an amendment to the text of the comprehensive plan, the development zoning ordinance or of this title or its zoning map shall be considered by the planning commission within the six-month period immediately following a previous denial on the same application. If, in the opinion of the planning commission, new evidence or a change of circumstances warrants it, however, the planning commission may permit a new application. (Ord. 236 § 6 (Exh. F), 2010)

18.170.040 Record of amendments.

The county clerk shall maintain a recorded copy of all amendments to the comprehensive plan and land use regulation text and maps. (Ord. 236 § 6 (Exh. F), 2010)