



# Development Code Text Amendment Application

## Scappoose Planning Department

52610 NE 1st St., Scappoose, OR 97056 | (503) 543-7184 | [www.scappoose.gov](http://www.scappoose.gov)

Development Code Text Amendments propose amendments to Title 17 of the Scappoose Municipal Code, which governs the permitted and conditional uses, dimensional requirements, and other standards for development in every zone within the City.

Please enter the information electronically using the fillable PDF or write legibly using black or dark blue ink. If you utilize the fillable PDF, please complete the prompts, print the document, and physically sign with a wet ink signature where prompted for a signature. Applicants are advised to review the list of submittal requirements to ensure a complete application.

### TRACKING INFORMATION (for office use only)

*Application submittal Includes:*

☐ *Electronic submittal*

☐ *Fee*

*Date submitted with payment:* \_\_\_\_\_

*Receipt #:* \_\_\_\_\_

### APPLICANT INFORMATION

#### Applicant Information

Name: \_\_\_\_\_

Business name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

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

#### Applicant's Representative

Name: \_\_\_\_\_

Business name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Additional Personnel:

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Business name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Additional Personnel:

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Business name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Additional Personnel:

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Business name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Additional Personnel:

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Business name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Additional Personnel:

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Business name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

**SUMMARY OF REQUEST**

Development Code chapter/section proposed for amendment: \_\_\_\_\_

Current Development Code standard: \_\_\_\_\_

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Proposed amendment: \_\_\_\_\_

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Reason for proposed amendment: \_\_\_\_\_

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Is any other application being applied for concurrently with this proposal: ☐ Yes ☐ No

## SUBMITTAL REQUIREMENTS

**All application materials shall be submitted electronically. Incomplete applications will not be accepted.**

### Pre-submittal Requirements

- ☐ Pre-Application Conference completed within 6 months of land use application submittal

### Application Materials Required

- ☐ **Signed Application Form:** Original, signed application form with a **wet-ink** signature of applicant (scanned)
- ☐ **Compliance Narrative:** A written summary of the proposal, including a description/rationale of why the Text Amendment is being requested, followed by a detailed explanation of how the proposal meets every relevant approval criterion in the Scappoose Municipal Code (SMC), Scappoose Development Code (SDC), Comprehensive Plan, and any other applicable standards. City staff will identify the relevant approval criteria that require a narrative response in the required Pre-Application Conference.
- ☐ **Transportation Planning Rule Analysis:** Proposals to amend the Development Code text shall be reviewed to determine whether they significantly affect a transportation facility pursuant to Oregon Administrative Rule (OAR) [660-012-0060](#) (Transportation Planning Rule - TPR). The TPR Analysis shall be prepared by a qualified professional traffic engineer.
- ☐ **Fee:** The appropriate application fee. **PLEASE MAKE CHECK PAYABLE TO THE CITY OF SCAPPOOSE.** Please consult the fee schedule for current fees.

## ELECTRONIC FILE NAMING STANDARDS

Submission of electronic files provided via email or an electronic storage device (e.g. thumb drive) should be numbered and named according to their order listed in the provided title sheet, cover sheet, or table of contents. File names should start with a numeric value followed by the document name. The numeric value at the beginning of the file name ensures the order in which they are displayed. NOTE: Please limit the number of characters in the file name to 40 characters or less. Abbreviations are acceptable and encouraged. Do not include dashes or other special characters in the file name. Below are examples of acceptable file names.

Application packet order of contents	Electronic file naming standards
Application form (scanned w/ signature)	01 Application Form.pdf
Compliance Narrative	02 Narrative.pdf
TPR Analysis	03 TPR Analysis.pdf