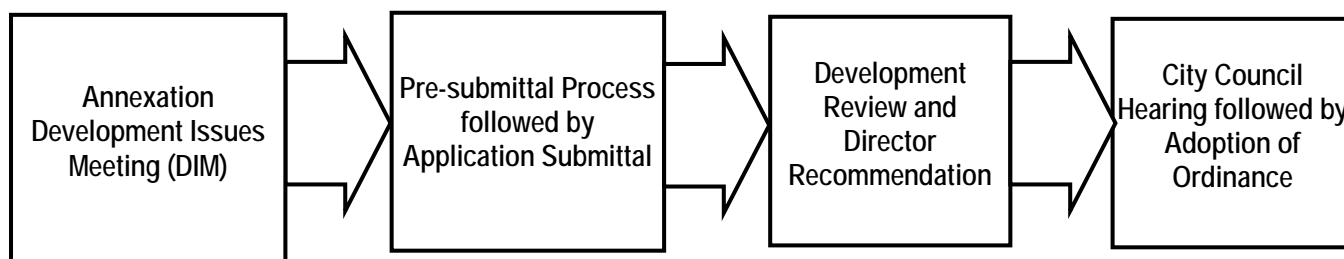




Annexation Application Narrative

Annexation to the City of Springfield is a land use decision made by the Springfield City Council in accordance with Springfield Development Code (SDC) Section 5.7-100, Annexations, and other applicable sections of the Code. City staff reviews the annexation proposal and makes a recommendation to Council on timing, appropriateness, legality, and availability of services. The Council then makes a decision and adopts an Ordinance. The chart that follows generally summarizes the process.



The following steps are necessary to complete an annexation application:

Step 1. Annexation Development Issues Meeting (DIM)

A Development Issues Meeting (DIM) is required prior to the submittal of an annexation application (SDC 5.7-120, Development Issues Meeting). The purpose of the DIM is to give an applicant the opportunity to discuss his/her annexation proposal with City staff responsible for reviewing and making recommendations to City Council on annexation decisions. The discussion can be general or specific, depending on the level of detail provided with the application. The goal of the DIM is to:

1. Review the annexation proposal and provide general information to an applicant related to the current capacity of surrounding public facilities and availability of key urban services in the general vicinity.
2. If adequate services are not available to serve the proposed annexation, the City will determine if an opportunity for an Annexation Agreement exists.
3. Convey the submittal requirements, initiation method¹ and criteria for annexation approval contained in SDC Section 5.7-100, Annexations.
4. Provide application forms and prepare the applicant for the pre-submittal process.

¹ "More than half the owners of land in the territory, who also own more than half the land in the contiguous territory and of real property therein representing more than half the assessed value of all real property in the contiguous territory." (SDC 5.7-125.B.2.b.i)

Applicant Submits an Annexation DIM Application

- The applicant must submit an Annexation DIM application conforming to the DIM Submittal Requirements Checklist included with your application packet.
- Staff strives to conduct the DIM within two to four weeks of receiving the application based on availability of schedule. DIMs are typically conducted every Thursday, from 1:30 p.m. – 3:30 p.m.
- The applicant's proposal is circulated to the relevant staff in preparation for the one hour meeting.

Applicant and the City Conduct the DIM

- The applicant and any member of the applicant's design team who will be doing research for application submittal should attend the DIM.
- The meeting is scheduled for one hour unless additional time is scheduled.
- Staff attending the meeting will be prepared to discuss annexation issues raised in the submittal by the applicant. Other issues raised during the meeting may also be discussed as time allows.

The DIM is not a land use decision and does not confer any development rights, establish any conditions, or bind the applicant or the City to any course of action. The meeting conveys the status of known facilities and services. The status may change over time as conditions or standards change.

Step 2. Pre-Submittal

The purpose of the pre-submittal process is to provide an opportunity for the property owner, applicant, and the development team to meet with City staff to determine if an application is complete for processing prior to formal submittal to the City. Key elements of the application will be reviewed, including the materials required with the annexation application packet. Staff will make a determination of completeness at the close of the meeting. A complete application will facilitate the review process. The pre-submittal timeline and process are as follows.

Applicant Submits an Annexation Application Packet for Pre-Submittal

- The applicant must complete the materials required with the annexation application.
- A pre-submittal meeting to discuss completeness is mandatory. Staff strive to conduct pre-submittal meetings within ten to fifteen working days of receiving a pre-submittal application. Pre-submittal meetings are conducted every Tuesday and Friday, from 10:00 a.m. – noon.

Applicant and the City Conduct the Pre-Submittal Meeting

- The applicant, owner, and design team are strongly encouraged to attend the pre-submittal meeting.
- The meeting is held with representatives from Public Works Engineering and Transportation, Community Services (Building), Fire Marshal's office, and the Planning Division and is scheduled for one hour.
- The planner provides the applicant with an Annexation Pre-Submittal Completeness Checklist specifying the items required to make the application complete. The applicant will acknowledge the status of the application by signing the checklist and will have 180 days from the date of the meeting to perfect and submit a complete application to the City. Alternatively, the applicant may acknowledge the incomplete status of the application by signature on the pre-submittal application and request a decision on the basis of the current submittal.

Step 3. Application Submittal

As noted above, an application will be deemed complete when City staff receives an acknowledged Completeness Check with a request for processing or a signed re-submittal of an annexation application with a request for processing and fees in accordance with the most recent schedule adopted by City Council.

Step 4. Development Review

Once an application has undergone pre-submittal procedures and is accepted by the City, the application will receive a comprehensive review by the City. During the review process, the Development Review Committee (DRC) will ensure that Code requirements are complied with and will recommend approval, modification, or denial to the Director, who will forward a written recommendation to the City Council based on the approval criteria specified in SDC Section 5.7-140, Criteria.

Step 5. City Council Hearing

Annexation applications are reviewed under the Type IV procedure, without Planning Commission consideration consistent with the requirements of SDC Section 5.2-110, Hearing Body Jurisdiction. Notice of the public hearing is mailed, published in the newspaper, and posted consistent with the requirements of SDC Section 5.7-130, Notice.

A public hearing on the annexation request will be held by City Council. After the public hearing, the City Council may take action on the request. If Council determines additional information is needed, the annexation request can be carried forward to a future meeting.

When considering an annexation request, the City Council must find that the annexation proposal conforms to the following criteria:

- The annexation area is within the City's urban growth boundary and is contiguous to the city limits or separated from the city only by a public right-of-way or a stream, lake, or other body of water.
- The proposed annexation is consistent with applicable policies in the Eugene-Springfield Metropolitan Area General Plan (Metro Plan) and any applicable refinement plans or Plan Districts.
- The proposed annexation will result in a boundary in which the minimum level of key urban facilities and services, as defined in the Metro Plan, can be provided in an orderly, efficient, and timely manner.
- Where applicable, fiscal impacts to the City have been mitigated through an Annexation Agreement or other mechanism approved by the City Council. [SDC Section 5.7-140, Criteria]

If the annexation is approved by the City Council, the UF-10 overlay zoning district (Urban Fringe) will cease to apply and the current City zoning shall apply unless a zoning map amendment has been submitted and approved by the City [SDC Section 5.7-150, Zoning]. If the annexation is disapproved by the City Council, the proceedings end.

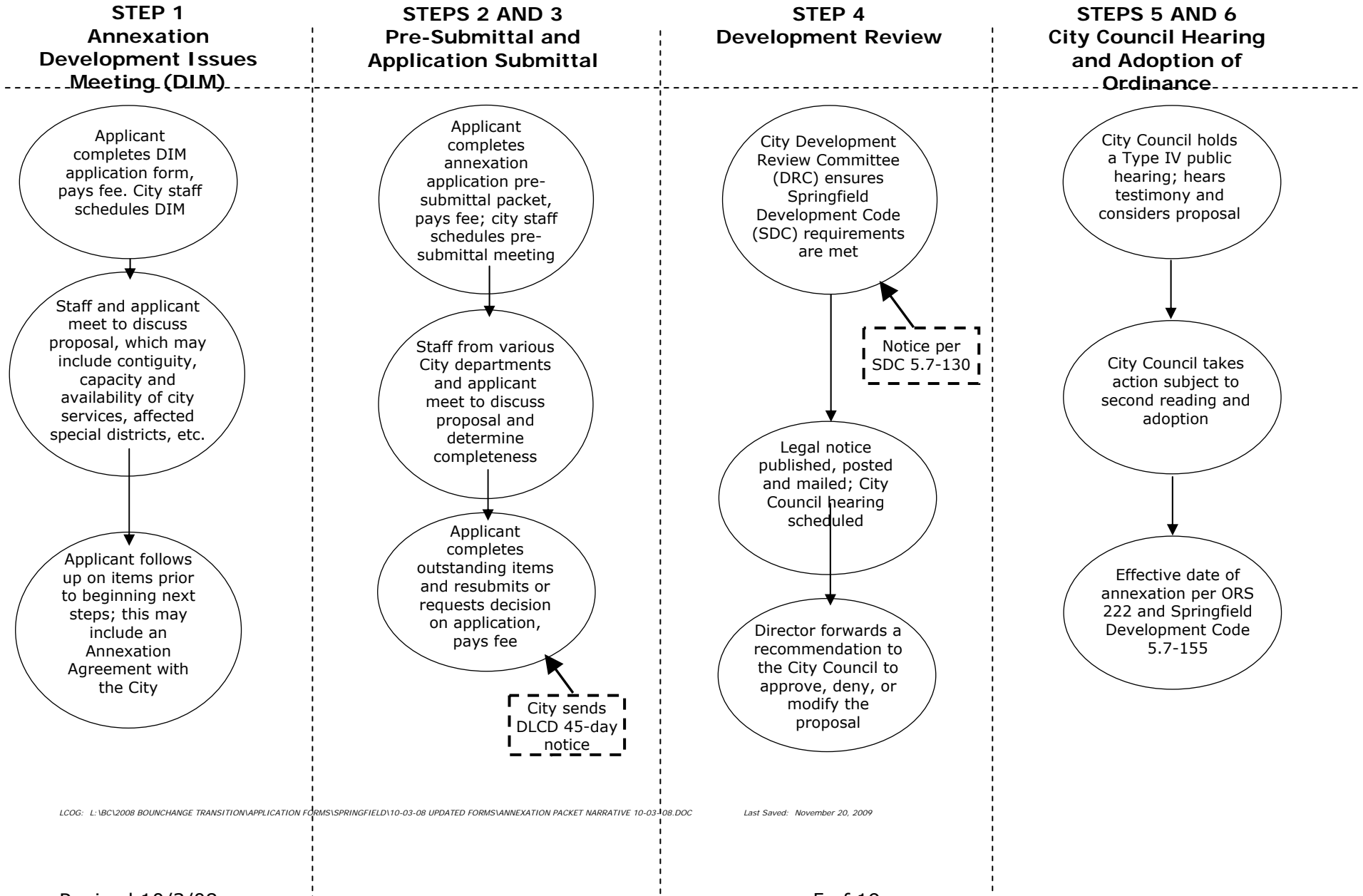
If the annexation area is within a water supply district or fire district, the City will process a request to withdraw the annexing territory from the water district and fire district. The withdrawal request will be processed concurrently with the annexation request. If the annexation area is within Lane County Metropolitan Wastewater Service District or Willamalane Parks and Recreation District, the annexation occurs concurrently by an intergovernmental agreement.

Step 6. Adoption of Ordinance

The City Council's decision on an annexation application will be by Ordinance. The Ordinance will be effective consistent with SDC Section 3, Chapter 5, and Section 5.7-155, Effective Date and Notice of Approved Annexation. The Ordinance will be mailed to the following.

- Department of Revenue
- Secretary of State
- Lane County Assessment and Taxation
- Lane County Elections
- Affected special districts
- Owners and electors as applicable in the annexation area

Springfield Annexation Processing





Annexation Development Issues Meeting (DIM)

Required Project Information		<i>(Applicant: complete this section)</i>
Prospective Applicant Name:	Phone:	
Company:	Fax:	
Address:	E-mail:	
Prospective Applicant's Rep.:	Phone:	
Company:	Fax:	
Address:	E-mail:	
Property Owner:	Phone:	
Company:	Fax:	
Address:	E-mail:	
ASSESSOR'S MAP NO:	TAX LOT NO(S):	
Property Address:		
Size of Property: Acres <input type="checkbox"/> Square Feet <input type="checkbox"/>		
Description of Proposal: <small>If you are filling in this form by hand, please attach your proposal description to this application.</small>		
Existing Use:		Proposed Use:
City Zoning:	Metro Designation:	Population:
Prospective Applicant:		
Signature _____		Date: _____
Print _____		
Required Project Information		<i>(City Intake Staff: complete this section)</i>
Case No.:	Date:	Reviewed by:
Application Fee: \$	Technical Fee: \$0	Postage Fee: \$0
TOTAL FEES: \$		PROJECT NUMBER:

Development Issues Meeting Submittal Requirements Checklist

- Application Fee** – refer to the Development Code Fee Schedule for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development Services Department. The applicable application, technology, and postage fees are collected at the time of complete application submittal.
- Development Issues Meeting Application Form**
- Five (5) Questions** – list specific questions the applicant would like staff to answer during the meeting. So that each question may be fully evaluated, the list is limited to five questions. Examples of relevant issues for annexation include but are not limited to the following:
 - Contiguity
 - Availability and capacity of surrounding city services
 - Affected special districts
 - Fees
- Ten (10) Copies of the Proposal** - suggested information valuable for staff to review the proposal is listed below. It is not necessary to include all of these items on the site or plot plan. However, applicants are encouraged to address as many as possible given that the level of information that will be derived from the meeting is commensurate with the level of detail provided in the application.

Applicants are also encouraged to include additional information on the plan as listed in the Springfield Development Code (SDC) 5.7, Annexations.

- Drawn in ink on quality paper no smaller than 11" x 17"
- Scale appropriate to the area involved and sufficient to show detail of the plan and related data, such as 1" = 30', 1" = 50' or 1" = 100'
- North arrow
- Date of preparation
- Street address and assessor's map and tax lot number
- Dimensions (in feet) and size (either square feet or acres) of the annexation area
- Location and size of existing and proposed utilities, including connection points
- On-site drainage collection system and flow patterns, the size and location of drain lines and catch basins, dry wells, and natural drainageways to be retained
- Area and dimensions of all property to be conveyed, dedicated, or reserved for future public road right-of-way
- Approximate location, number and dimensions of proposed lots
- How streets in the proposal area connect with existing streets
- Future development plan, which may include proposed and existing buildings (location, dimensions, size) or other impervious surfaces

City of Springfield
 Development Services Department
 225 Fifth Street
 Springfield, OR 97477

3



Annexation Application Type IV

Application Type		<i>(Applicant: Check one)</i>	
Annexation Application Pre-Submittal:	<input type="checkbox"/>		
Annexation Application Submittal:	<input type="checkbox"/>		
Required Proposal Information		<i>(Applicant: Complete This Section)</i>	
Property Owner:		Phone:	
Address:		Fax:	
		E-mail:	
Owner Signature:			
Owner Signature:			
Agent Name:		Phone:	
Company:		Fax:	
Address:		E-mail:	
Agent Signature:			
<small>If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his or her behalf, except where signatures of the owner of record are required, only the owner may sign the petition.</small>			
ASSESSOR'S MAP NO:		TAX LOT NO(S):	
Property Address:			
Area of Request:	Acres:	Square Feet:	
Existing Use(s) of Property:			
Proposed Use of Property:			
Required Property Information		<i>(City Intake Staff: Complete This Section)</i>	
Case No.:		Date:	
		Reviewed By: (initials)	
Application Fee:		Postage Fee:	
		Total Fee:	

Owner Signatures

This application form is used for both the required pre-submittal meeting and subsequent complete application submittal. Owner signatures are required at both stages in the application process.

An application without the Owner's original signature will not be accepted.

Pre-Submittal

The undersigned acknowledges that the information in this application is correct and accurate for scheduling of the Pre- Submittal Meeting. If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf. I/we do hereby acknowledge that I/we are legally responsible for all statutory timelines, information, requests and requirements conveyed to my representative.

Owner:

_____ Date: _____

Signature

Print

Submittal

I represent this application to be complete for submittal to the City. Consistent with the completeness check performed on this application at the Pre-Submittal Meeting, I affirm the information identified by the City as necessary for processing the application is provided herein or the information will not be provided if not otherwise contained within the submittal, and the City may begin processing the application with the information as submitted. This statement serves as written notice pursuant to the requirements of ORS 227.178 pertaining to a complete application.

Owner:

_____ Date: _____

Signature

Print

APPLICANTS SHOULD COMPLETE THE FOLLOWING STEPS PRIOR TO SUBMITTING AN APPLICATION. APPLICATIONS NOT HAVING ALL BOXES CHECKED WILL BE RETURNED TO THE APPLICANT AND WILL THEREFORE DELAY THE APPLICATION REVIEW PROCESS.

Application Fee [SDC 5.7-125(B)(15)]

Refer to the Development Code Fee Schedule for the appropriate fee calculation formula. Fees are based upon the area of land being annexed. Copies of the fee schedule are available at the Development Services Department. Fees are payable to the City of Springfield.

Petition/Petition Signature Sheet [SDC 5.7-125(B)(2)]

To initiate an annexation by consents from property owners as explained below, complete the attached *Petition Signature Sheet* (refer to Form 1).

Consent by Property Owners [ORS 222.170(1)]

If the proposal is to be initiated by the *owners of at least one-half of the land area, land value, and land ownership*, complete Form 2. To give consent for a particular piece of property, persons who own an interest in the property, or who are purchasers of property on a contract sale that is recorded with the county, must sign the annexation petition. Generally, this means that both husband and wife should sign. In the case of a corporation or business, the person who is authorized to sign legal documents for the firm may sign the annexation petition. *Please provide evidence of such authorization.* To ensure that the necessary signatures are obtained, please complete the attached worksheet (Form 2).

Certification of Ownership [SDC 5.7-125(B)(5)]

After completing the attached *Petition Signature Sheet* (Form 1), have the Lane County Department of Assessment and Taxation certify the ownerships within the proposed annexation area.

Owners Worksheet

Information on the *Petition Signature Sheet* can also be found on Form 2, Owners and Electors Worksheet

Supplemental Information Form [SDC 5.7-125(B)(1) and (11)]

Form 3 (attached) provides additional information for the proposed annexation that is not requested on the Annexation Application Type IV form, such as special districts that currently provide services to the proposed annexation area.

Legal Description [SDC 5.7-125(B)(9)]

A metes and bounds legal description of the territory to be annexed or withdrawn must be submitted electronically in Microsoft Word or a compatible software program. A legal description shall consist of a series of courses in which the first course shall start at a point of beginning. Each course shall be identified by bearings and distances and, when available, refer to deed lines, deed corners and other monuments. A lot, block and subdivision description may be substituted for the metes and bounds description if the area is platted. The Oregon Department of Revenue has the authority to approve or disapprove a legal description. A professionally stamped legal description does not ensure Department of Revenue approval.

Cadastral Map [SDC 5.7-125(B)(10)]

Three clean copies of the most current cadastral map or maps, to scale, must be provided. An additional cadastral map at the same scale shall be provided that shows the proposed annexation area in relationship to the existing city limits. Cadastral maps can be purchased from the Lane County Assessment and Taxation Office.

ORS 222.173 Waiver Form [SDC 5.7-125(B)(8)]

Complete the attached waiver (Form 4). The waiver should be signed by each owner within the proposed annexation area.

Public/Private Utility Plan [SDC 5.7-125(B)(12)]

A plan describing how the proposed annexation area can be served by key facilities and services must be provided with the Annexation Agreement. Planning and public works staff will work with the applicant to complete the Annexation Agreement.

Written Narrative addressing approval criteria as specified below. All annexation requests must be accompanied with a narrative providing an explanation and justification of response with the criteria stated in the application (also stated below). [SDC 5.7-125(B)(13) and (14)]

- A. The affected territory proposed to be annexed is within the City's portions of the urban growth boundary and is contiguous to the city limits or separated from the City limits only by a public right-of-way or a stream lake or other body of water;
- B. The proposed annexation is consistent with applicable policies in the Metro Plan and in any applicable refinement plan or Plan Districts;
- C. The proposed annexation will result in a boundary in which the minimum level of key urban facilities and services as defined in the Metro Plan can be provided in an orderly efficient and timely manner; and
- D. Where applicable fiscal impacts to the City have been mitigated through a signed Annexation Agreement or other mechanism approved by the City Council.

Eighteen (18) copies of the previously required information.

ALL PLANS AND ATTACHMENTS MUST BE FOLDED TO 8½" BY 11" AND BOUND BY RUBBER BANDS.

FORM 1

PETITION/PETITION SIGNATURE SHEET Annexation by Individuals [SDC 5.7-125(2)(b)(i)/ORS 222.170(1)]

We, the following property owners of the following territory, consent to the annexation to the City of Springfield and concurrent annexation to Lane County Metropolitan Wastewater Service District and Willamalane Parks and Recreation District, as deemed necessary:

Signature	Date Signed m/d/y	Print Name	Residence Address <i>(street, city, zip code)</i>	Map and Tax Lot Number <i>(example: 17-04-03-00-00100)</i>	✓ Land Owner	Acres (qty)
1.						
2.						
3.						
4.						
5.						

Note: With the above signature(s), I am attesting that I have the authority to consent to annexation on my own behalf or on behalf of my firm or agency. *(Attach evidence of such authorization when applicable.)*

I, _____ *(printed name of circulator)*, hereby certify that every person who signed this sheet did so in my presence.
 x _____ *(signature of circulator)*

CERTIFICATION OF OWNERSHIP

The total landowners in the proposed annexation are _____ *(qty)*. This petition reflects that _____ *(qty)* landowners *(or legal representatives)* listed on this petition represent a total of _____ *(%)* of the landowners and _____ *(%)* of the acres as determined by the map and tax lots attached to the petition. *A&T is not responsible for subsequent deed activity that may not yet be reflected on the A&T computerized tax roll.*

Lane County Department of Assessment and Taxation

 Date Signed and Certified

FORM 2

OWNERSHIP WORKSHEET

(This form is **NOT** the petition)

(Please include the name and address of ALL owners regardless of whether they signed an annexation petition or not.)

OWNERS

Property Designation (Map/lot number)	Name of Owner	Acres	Assessed Value	Imp. Y / N	Signed Yes	Signed No
TOTALS:						

TOTAL NUMBER OF OWNERS IN THE PROPOSAL	
NUMBER OF OWNERS WHO SIGNED	
PERCENTAGE OF OWNERS WHO SIGNED	
TOTAL ACREAGE IN PROPOSAL	
ACREAGE SIGNED FOR	
PERCENTAGE OF ACREAGE SIGNED FOR	
TOTAL VALUE IN THE PROPOSAL	
VALUE CONSENTED FOR	
PERCENTAGE OF VALUE CONSENTED FOR	

FORM 3

SUPPLEMENTAL INFORMATION FORM

*(Complete **all** the following questions and provide all the requested information. Attach any responses that require additional space, restating the question or request for information on additional sheets.)*

Contact Person: _____

E-mail: _____

Supply the following information regarding the annexation area.

- Estimated Population (**at present**): _____
- Number of Existing Residential Units: _____
- Other Uses: _____
- Land Area: _____ total acres
- Existing Plan Designation(s): _____
- Existing Zoning(s): _____
- Existing Land Use(s): _____
- Applicable Comprehensive Plan(s): _____
- Applicable Refinement Plan(s): _____
- Provide evidence that the annexation is consistent with the applicable comprehensive plan(s) and any associated refinement plans. _____

- Are there development plans associated with this proposed annexation?

Yes _____ No _____

If yes, describe.

- Is the proposed use or development allowed on the property under the current plan designation and zoning?

Yes _____ No _____

- Please describe where the proposed annexation is contiguous to the city limits (non-contiguous annexations cannot be approved under 5.7-140, Criteria).

FORM 4

**WAIVER OF ONE YEAR TIME LIMIT
FOR ANNEXATION PURSUANT TO ORS 222.173**

This waiver of the time limit is for the following described property:

Map and Tax Lot Number
(assigned)

Street Address of Property (if address has been
assigned)

ONE WAIVER OF TIME LIMIT FOR EACH PARCEL, PLEASE

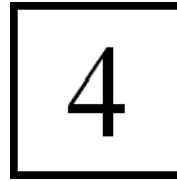
We, the owner(s) of the property described above understand the annexation process can take more than one year but desire to annex to have City services. Therefore, we agree to waive the one-year time limitation on this petition to annex established by Oregon Revised Statutes 222.173, and further agree that this contract shall be effective [] indefinitely or [] until

Date

Signatures of Legal Owners

Please print or type name	Signature	Date Signed

DEVELOPMENT CODE APPLICATION FEES



Effective 7-01-2008

APPLICATION TYPE	CITY LIMITS	URBAN GROWTH BOUNDARY	TYPE
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DESIGN REVIEW CASE TYPES

Accessory Dwelling Unit	\$726	\$726	Type I
Demolition of Historic Landmark	\$3,472	\$5,239	Type III
Discretionary Use	\$3,828	\$5,774	Type III
DWP Overlay District Development	\$1,020	\$1,020	Type I
Establishment of Historic Landmark Inventory	\$1,922	\$1,922	Type III
Final Site Plan Review/Development Agreement (1)	See Footnote (1)	See Footnote (1)	Type I
Final Site Plan Equivalent	\$3,761	\$3,761	Type I
HD Hillside Development Overlay District	\$915/acre	\$915/acre	Type II
Historic Commission Review Under Type I	\$60	\$157	Type I
Historic Commission Review Under Type II	\$176	\$467	Type II
HS Hospital Support Overlay District	\$2,919+\$585/acre	N/A	Type II
Temporary Use - Emergency Medical Hardship (SDC 36.135)	\$276	\$276	Type II
Temporary Use - Manufactured Dwelling (SC 36.130)	\$371	\$371	Type I
Minimum Development Standards	\$726	N/A	Type I
Minor Variance (Up to 30%)	\$2,433	\$2,433	Type II
Determination of Non-Conforming Use Status	\$107	\$160	Type I
Non-Conforming Use – Expansion/Modification	\$3,828	\$5,774	Type II
Pre-Submittal Meeting	\$346	\$520	N/A
Site Plan Review	-	-	
a. <10,000 square feet of impervious surface	\$4,222	\$4,222	Type II
b. 10,000 - 100,000 square feet of impervious surface	\$4,222+\$272/1000 sq ft	\$4,222+\$272/1000 sq ft	Type II
c. >100,000 square feet of impervious surface	\$4,222+\$317/1000 sq ft	\$4,222+\$317/1000 sq ft	Type II
Site Plan Review Modification – Major	\$4,074	\$4,074	Type II
Site Plan Review Modification- Minor	\$1,241	\$1,873	Type I
Solar Access Guarantee	\$781	\$945	Type II
Tree Felling Permit Base Fee (2)	\$985	\$985	Type II
Department of Motor Vehicles Licensing - New	\$704	\$844	Permit
Department of Motor Vehicles Licensing - Renewal	\$281	\$340	Permit
Final Site Plan Inspection for Occupancy/LUC/Change of Use	\$281	\$281	Permit
Land Use Compatibility Statement/ Letter	\$281	\$304	Permit
Plan Review - Minor	\$119	\$286	Permit
Plan Review - Major	\$211	\$286	Permit

LONG RANGE PLANNING CASE TYPES

Amendment of Development Code Text (9)	\$7,405	\$11,171	Type IV
Annexation			Type IV
a. Annexation to the City of Springfield	N/A	Consisting of Less than 1 acre.....\$2,142 Consisting of 1 acre > 5 acres.....\$2,740 Consisting of 5 acre > 10 acres.....\$3,657 Consisting of 10 acres > 25 acres.....\$4,614 Consisting of 25 acres > 50 acres\$5,727 Consisting of 50 acres > 100 acres.....\$6,592 Consisting of 100 acres or more.....\$9,085	Type IV
b. Concurrent Special District Boundary Adjustments and/or withdrawals (1) Including but not limited to: Park and Recreation Districts; Water Districts; Fire Districts; Library Districts, etc.	N/A	10% of applicable Annexation Fee	Type IV
c. Annexation Comprehensive Planning Fee per acre	N/A	\$1,959	Type IV
Extraterritorial Public Wastewater or Water Line Extensions and Connections	N/A	\$1,071	Type IV

APPLICATION TYPE	CITY LIMITS	URBAN GROWTH BOUNDARY	TYPE
Conceptual Development Plan	\$13,674	\$20,627	Type III
Conceptual Development Plan Amendment	\$5,297	\$7,991	Type III
Master Plan Amendment Type I	\$2,631	\$3,944	Type I
Master Plan Amendment Type II	\$5,297	\$7,991	Type II
Master Plan Amendment Type III	\$9,672	\$14,141	Type III
Master Plan Approval	\$18,814+\$634/acre	\$28,323+634/acre	Type III
Final Master Plan Approval (1)	See Footnote (1)	See Footnote (1)	Type III
Metro Plan Amendment Type I (acre fee for diagram amendment)	\$21,753+\$634/acre	\$32,815+\$634/acre	Type IV
Metro Plan Amendment Type II (acre fee for diagram amendment)	\$10,549+\$634/acre	\$13,531+\$634/acre	Type IV
Refinement Plan Amendment (acre fee for diagram amendment)	\$10,549+\$634/acre	\$16,232+\$634/acre	Type IV
Vacation Public Easements	\$1,241	\$1,873	Type II
Vacation ROW, Subdivision Plat and other public property	\$4,742	\$7,154	Type IV
Street Name Change	\$4,742	N/A	N/A

SHORELINE CASE TYPES

Floodplain Development Base Fee (3) (4)	\$1,105	\$1,667	Type I
Willamette Greenway Overlay District Development:	-	-	
Greenway Setback Line already established	\$2,888	\$6,114	Type III
Greenway Setback Line not already established	\$5,772+\$585/acre	\$8,256+585/acre	Type III

SUBDIVISION CASE TYPES

LDR Subdivision Tentative Plan	-	-	
a. <2 acres	\$5,518+\$237/lot	N/A	Type II
b. 2 acres to 5 acres	\$7,810+\$390/lot	N/A	Type II
c. 5 acres to 10 acres	\$10,332 + \$620/lot	N/A	Type II
d. 10 acres to 20 acres	\$10,899+\$632/lot	N/A	Type II
e. Greater than 20 acres	\$11,467+\$689/lot	N/A	Type II
Manufactured Dwelling Park	\$9,867	\$14,885	Type II
Manufactured Dwelling Park-Space Line Adjustment	\$375	\$994	Type I
Non- LDR Subdivision Tentative Plan	\$9,742+\$585/acre	\$9,742+\$585/acre	Type II
Partition Plat (5)	\$2,677	\$2,677	Type I
Partition Replat Plat (5)	\$1,834	\$1,834	Type I
Partition Replat Tentative Plan (5)	\$3,117	\$8,229	Type II
Partition Tentative Plan (5)	\$4,871	\$8,915	Type II
Property Line Adjustment	\$623	\$939	Type I
Serial Property Line Adjustments	\$1,246	\$1,877	Type II
Non-LDR Subdivision Plat	\$3904+\$634/acre	\$3904+\$634/acre	Type I
Subdivision Plat LDR	\$762+\$476/lot	\$762+\$476/lot	Type I
Subdivision Replat Plat (5)	\$1,835	\$1,835	Type I
Subdivision Replat Tentative Plan (5)	\$5,066	\$6,130	Type II
Expedited Land Division (6)	-	-	Type II

ZONING CASE TYPES

Appeal of Type II Director's Decision (7) ORS. 227.175	\$250	\$250	Type III
Appeal of Expedited Land Division (7)	\$320	\$320	Type III
Appeal of Type III Decision to City Council	\$2,322	\$3,502	Type IV
Development Issues Meeting	\$521	\$521	N/A
Formal Interpretation (9)	\$1,769	\$2,299	Type II
Formal Interpretation involving Policy (9)	\$4,742	\$7,154	Type IV
Pre-Application Report	\$3,553	\$3,553	N/A
Major Variance	\$6,349	\$9,577	Type III
Zoning Map Amendment (8)	\$5,178	\$10,154	Type III

POINT OF SALE

Time Extension for Certain Improvements	\$321	\$1,044	N/A
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Postage and Legal Notification Fees:

Type II	\$160	\$160	N/A
Type III	\$385	\$385	N/A
Type IV	\$543	\$543	N/A

- (1) Final site plan; master plan approval, Annexation Special District Boundary Adjustments/Withdrawals and development agreement fee is 10% of the paid site plan, annexations or master plan approval fee.
- (2) Tree Felling Fees - Tree Felling - Less than five (5) trees no charge or application required; 6-10 trees, base fee (see fee schedule) + \$50 per tree; > 10 trees, Base Fee (see fee schedule) + \$500 per acre. Filbert Orchards pay base fee only.
- Any Tree Felling processed after land use activity is conducted without required City approvals shall be charged an additional fee of \$200 per tree in addition to the regular application fee. The City establishes these fees based on the average cost of providing programmatic service for activities conducted without permits.
- (3) An Floodplain permit processed after land use activity is conducted without required City approvals shall be charged an additional fee of \$500 per acre in addition to the regular application fee. The City establishes these fees based on the average cost of providing programmatic service for activities conducted without permits.
- (4) Floodplain - Subdivision \$200 per lot and partitions and site plans \$400 per acre in addition to the base fee. For development areas >5 acres a \$13,650 deposit is required.
- (5) A reconfiguration of lots or a decrease in the number of lots in a platted partition or subdivision shall be charged the tentative replat/replat plat fee for either subdivision or partition as appropriate. An increase in the number of lots in a platted partition or subdivision shall be charged either the partition tentative plan/partition plat or subdivision tentative/subdivision plat.
- (6) The fee for a Expedited Land Division (ELD) shall be twice the fee calculated for a regular land division plus an appeal fee established in ORS 197.380 to defray costs in event the decision is appealed. If the decision is not appealed, the appeal fee for ELD shall be refunded. A separate postage fee is required for an ELD.
- (7) This fee is established by ORS. 227.175. Council acknowledge Neighborhood Associations shall not be charged a fee for an appeal.
- (8) The Development Services Department will process citizens-initiated zoning map amendments, for properties where the zoning and plan designation are in conflict, three times a year beginning in January. There will be no application fee for applicants who choose to utilize this program, however a Type III notification fee will be required for each application.
- (9) Ballot Measure 56 mailing & postage = staff time at hourly rate of \$75 plus materials and postage

GENERAL NOTES

Technology Fee: All applications will be assessed a 5% technology fee with the exception of Pre-Submittal Meeting, Development Issues Meeting, Pre-Application Report, Appeal of Type II Director's Decision, Appeal of Expedited Land Division, and all Point of Sale fees (Time Extension and Postage/Notification Fees) as indicated on this schedule. Technology Fee will be applied when on the resolution the identified applications fees are imposed or collected.

Note for all local appeals: If an appellant prevails at the hearing or subsequent hearing. The filing fee for the initial fee shall be refunded. This applies to local appeals only. The appellant prevails if the hearings body sustains one or more of the applicants allegations and amends, remands or reverses the land use decision.

Hearing Official fee: Any applications except an appeal being processed before the Hearings Official shall pay an additional fee of \$5,000. Any amount not expended by the Hearings Official shall be returned to the applicant. Charges in excess of this additional fee shall be assessed to the applicant.

Low Income Fee Reduction: Any application fee related to the development of low income housing or facilities may be reduced pursuant to the criteria of Section 1.070(4) of the Springfield Development Code.

NSF Check Fee: A \$110 NSF (non-sufficient funds) fee will be charged on all returned checks.

Expedited Processing Fee: Any request to prioritize and expedite the review of a particular application submittal out of order in which applications are received, shall be approved at the discretion of the Director and shall be charged a non-refundable fee \$11,000 or 3 times the application fee, whichever is greater; where the development area is greater than 10 acres an additional fee of \$550 per acre will be charged.

Fee Waiver: The Director may reduce or waive the fee for Temporary Use - Emergency Medical Hardship upon verification of low income status of the owner occupant.

Resolution #04-29; July 1, 2004; Fee Increase

Resolution #05-03; January 18, 2005; Fee Increase Effective January 19, 2005

Resolution #05-36; June 6, 2005; Fee Increase Effective July 1, 2005

Resolution #06-12; March 20, 2006, Effective April 20, 2006

Resolution #06-30; June 19, 2006, Effective August 1, 2006

Resolution #07-21; May 21, 2007, Effective July 1, 2007

Resolution #07-56; December 3, 2007, Effective December 3, 2007