



City of Canby
 Planning Department
 222 NE 2nd Avenue
 PO Box 930
 Canby, OR 97013
 (503) 266-7001

LAND USE APPLICATION MODIFICATION

PROCESS TYPE I, II, OR III

All required application submittals detailed below must be submitted in DIGITAL FORMAT via email to PlanningApps@canbyoregon.gov

APPLICANT INFORMATION: (Check ONE box below for designated contact person regarding this application)

Applicant Name: Troy Blackwell on behalf of CLT Inc (DBA Canby Learning Tree) Phone: 971-221-5695
 Address: 1105 S. Elm Street Email: blackwell32@ymail.com
 City/State: Canby, OR Zip: 97013

Representative Name: _____ Phone: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Property Owner Name: _____ Phone: _____
 Signature: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Property Owner Name: JHP Properties LLC Phone: 971-221-5695
 Signature:
 Address: PO Box 1848 Email: blackwell32@ymail.com
 City/State: WILSONVILLE, OR Zip: 97070

NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must

- ① All property owners represent they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- ② All property owners understand that they must meet all applicable Canby Municipal Code (CMC) regulations.
- ③ All property owners hereby grant consent to the City of Canby and its officers, agents, employees, and/or independent contractors to enter the property identified herein to conduct any and all inspections that are considered appropriate by the City to process this application.

PROPERTY & PROJECT INFORMATION:

<u>1105 S. Elm Street, Canby, OR 97013</u>	<u>1.05</u>	<u>4-1E-04BD-07200</u>
Street Address or Location of Subject Property	Acres	Tax Lot Numbers (find here)
<u>Childcare</u>	<u>R1</u>	<u>Low Density Residential</u>
Existing Use, Structures, Other Improvements on Site	Zoning	Comp Plan Designation

update CUP to match capacity from childcare/division

Describe the Proposed development or use of the property



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MODIFICATION APPLICATION – SUBMITTAL CHECKLIST

NOTE: The City of Canby offers three levels of Modification application review depending on the scope of work proposed. If you have not previously been advised which level of review is applicable to your project, contact the Planning Department at (503)266-7001. It is possible that a Pre-Application Conference will be required.

- 1. One copy of this application.** It must be signed by property owner or it will not be accepted. The City may request further information at any time before deeming the application complete.
- 2. Payment of appropriate fees.** Cash or check only. Current fees can be found in the master fee schedule. Checks should be made out to the *City of Canby*.
- 3. Please submit one (1) copy of mailing addresses in an EXCEL SPREADSHEET** for all property owners and all residents within **100 feet** of the subject property. **If the address of a property owner is different from the address of a site, an address for each unit on the site must also be included and addressed to "Occupant."** A list of property owners may be obtained from a title insurance company or from the County Assessor's office.
- 4. One copy of a written, narrative statement** describing the proposed development and detailing how it conforms with our Municipal Code and to the approval criteria. Depending on your proposal, you may need to submit revised site plans, elevations, or a narrative
- 5. One copy of the proposed plans, printed to scale no smaller than 1" = 50'.** The plans shall include the proposed modifications.

MODIFICATION PROCESS

The Modification process provides a way to make changes to a previous land use approval, including site plans, elevations, or conditions of approval. Our goal is to allow small changes to be made swiftly and easily while allowing public review of more substantial changes. Factors to be considered in the City's determination include impact on neighboring properties and public service provision.

Applicants should consult with Planning Department staff in advance to determine whether Modifications are minor, intermediate or major:

16.89.90 Modifications

Any proposed modification to previously approved land use applications, including site plans, elevations, or conditions of approval, shall be reviewed by the Planning Director to determine if they are minor, intermediate, or major. Factors to be considered in this determination include the date of the original application, the impact on neighboring properties, and the impact on public service provision. Modifications shall be processed as indicated in subsections A through D below. Modification applications shall be made on forms provided for the purpose by the Planning Director.

- A. Minor Modification.** Minor modifications have a negligible impact on an approved site plan, land use decision, or condition of approval. The Planning Director will review all minor modifications under the Type I process.



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- B. Intermediate Modification.** Intermediate modifications are those that do not fit the definitions in 16.89.090(A) or (C). The Planning Director will review intermediate modifications under the Type II process. If the Planning Director approves an intermediate modification, notice of the decision will be made in accordance with the Type II process. The individuals noticed may obtain a public hearing on the issue by filing a request in writing within ten days of the notice mailing date. Any additional costs of such hearings shall be paid by the modification applicant. Hearing notice shall follow the requirements of the procedure type of the original application.
- C. Major Modification.** Any modification that would result in a substantial impact to an approved site plan, land use decision, or condition of approval is a major modification. Major modifications shall be processed using the procedure type of the original application.
- D. Modification criteria.** Modification applications shall be evaluated based on the criteria pertaining to the original application being modified. (Ord. 1111, 2003; Ord 1237, 2007)