



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

LAND USE APPLICATION

MODIFICATION

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

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

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

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

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

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

- 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, including but not limited to CMC Chapter 16.49 Site and Design Review standards.
- 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:

 Street Address or Location of Subject Property Total Size of Property Assessor Tax Lot Numbers

 Existing Use, Structures, Other Improvements on Site Zoning Comp Plan Designation

 Describe the Proposed Development or Use of Subject Property

STAFF USE ONLY				
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE

MODIFICATION APPLICATION – INSTRUCTIONS

All required application submittals detailed below must also be submitted in electronic format on a CD, flash drive or via email: PlanningApps@canbyoregon.gov
Required application submittals include the following:

Applicant City
Check Check

- One (1) copy of this application packet. The City may request further information at any time before deeming the application complete.
- Payment of appropriate fees – cash, check or credit card. Refer to the city’s Master Fee Schedule for current fees. Checks should be made out to the *City of Canby*.
- Please submit one (1) electronic copy of mailing addresses in either an EXCEL SPREADSHEET or WORD DOCUMENT** 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.
- One (1) copy of a written, narrative statement describing the proposed development and detailing how it conforms with the Municipal Code and to the approval criteria. Depending on your proposal, you may need to submit revised site plans, elevations, or a simple narrative. **Ask staff for applicable Municipal Code chapters and approval criteria.** Applicable Code Criteria for this application includes:

- Two (2) 11” x 17”** paper copies of the proposed plans, printed to scale no smaller than 1”=50’. The plans shall include the proposed modifications.

MODIFICATION APPLICATION – INFORMATION

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.

Applicants should consult with Planning Department staff in advance to determine whether Modifications are Minor, Intermediate or Major:

- **Minor Modifications** have a negligible impact on an approved site plan, land use decision, or condition of approval. Examples include changing the spacing or species of approved landscaping plants, altering lot sizes by a few square feet, or amending utility plans. Minor Modifications can be reviewed and approved by planning staff. These changes can usually be decided within a few days.
- **Intermediate Modifications** have a more substantial impact but do not completely change the application. Examples include changes in building design, residential lot configurations, or commercial driveway locations. The Planning Director will review intermediate modifications under a Type II process that gives notice to surrounding owners and residents before a decision is made.
- **Major Modifications** have substantial impacts to an approved site plan or land use decision. Examples include: changing the type of housing or business proposed for a site; greatly increasing the amount of traffic generated by an existing use; or reconfiguring an entire subdivision. Major Modifications require a new land use application and are considered in a new land use process.

Factors to be considered in the City's determination include impact on neighboring properties and public service provision.

Frequently asked questions:

What's my first step?

Once you know what you would like to change, make an appointment to talk to a city Planner. We'll help you determine what type of Modification you have and what the process will be.

What are the fees?

The fee depends on what type of Modification you have and whether a public hearing is requested. Fees for each type are listed on the City's Master fee Schedule.

How long will it take?

As noted above, it depends on what type of Modification you have and whether a public hearing is requested. Minor Modifications can sometimes be done over the counter; Major Modifications with a hearing may require several months.