



COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | Building & Planning 541-917-7550

APPLICANT/OWNER & AUTHORIZING SIGNATURES

To be included with ALL City of Albany planning submittals

Send completed signature page and checklist(s) to cd.customerservice@cityofalbany.net.

- Adjustment (AD)
- Alternative Setback
- Annexation (AN)
- Comprehensive Plan Amendment (CP)
 - o Map Amendment
 - o Map Amendment; concurrent w/zoning
 - o Text Amendment
- Conditional Use, circle one: Type II or III
 - o Existing Building: expand or modify
 - o New Construction
 - o Home Business (Type III only)
- Development Code Text Amendment (DC)
- Floodplain Development Permit (FP)
- Historic Review (HI)
 - o Exterior Alteration – residential, not visible from street (Type I)
 - o Exterior Alteration – all commercial and residential visible from street (Type III)
 - o New Construction (Type III or I-L)
 - o Demolition or Moving (Type III)
 - o Substitute Materials (Type III)
- Interpretation of Code (CI)
- Quasi-Judicial (Type II)
- Legislative (Type IV)
- Land Division (check all that apply)
 - Partition (PA) - Expedited
 - o Tentative Plat (Type I-L)
 - o Tentative Plat PD or CD (Type III)
 - o Final Plat (Type I)
 - Subdivision (SD) - Expedited
 - o Tentative Plat (Type I-L)
 - o Tentative Plat PD or CD (Type III)
 - o Final Plat (Type I)
 - Tentative Re-plat Type I-L (RL)
 - Modification to Approved Site Plan or Conditional Use
 - Natural Resource Boundary Refinement (NR)
 - Natural Resource Impact Review (NR)
 - Non-Conforming Use (MN)
 - Planned Development (PD)
 - o Preliminary (Type III)
 - o Final (Type I)
 - Property Line Adjustment (LA)
 - Site Plan Review (SP)
 - o Accessory Building
 - o Change of Use, Temporary or Minor Developments
- Manufactured Home Park
- Modify Existing Development
- Parking Area Expansion (only)
- New Construction
- Tree Felling
- Temporary Placement (TP)
- Urban Growth Boundary (UGB)
- Vacation (VC)
 - o Public Street or Alley
 - o Public Easements
- Variance (VR)
 - o Major Variance (Type II)
 - o Minor Variance (Type I-L)
- Willamette Greenway Use (WG)
- Zoning Map Amendment (ZC)
 - o Quasi-Judicial (Type IV)
 - o Legislative (Type IV)
- Other Required (check all that apply)**
 - o Design Standards
 - o Hillside Development
 - o Mitigation
 - o Parking/Parking Lot
 - o Traffic Report
- Other _____

Location/Description of Subject Property(s)

Site Address(es): _____

Assessor's Map No(s): _____ Tax Lot No(s): _____

Comprehensive Plan designation: _____ Zoning designation: _____

Size of Subject Property(s): _____ Related Land Use Cases: _____

Project Description: _____

Historic Overlay

Natural Resource Overlay District

Floodplain or Floodway Overlay



Applicant Information (must be signed)

Name: _____ Signature: _____

Mailing Address: _____ Date: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____ Email: _____

File #(s): _____ Date Fee & Application Received: _____

Pre-App File #(s): _____ Pre-App Meeting Date: _____

Amount Paid: _____ Received By: _____

Property Owner Information (must be signed)

Same as Applicant

Name: _____ Signature: _____

Mailing Address: _____ Date: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Email: _____

Authorized Agent or Representative (must be signed, if applicable)

Choose One: Engineer Architect Other _____

Name: _____ Signature: _____

Mailing Address: _____ Date: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Email: _____

Relationship to property owner(s): _____

Electronic Plans Representative (if different from applicant)

IF MORE THAN ONE, PROVIDE THE FOLLOWING INFORMATION FOR EACH; THEY WILL BE SENT ALL CITY NOTICES

Choose One: Engineer Architect Other _____

Name: _____ Signature: _____

Mailing Address: _____ Date: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Email: _____

Other Representative (must be signed, if applicable)

Choose One: Engineer Architect Other _____

Name: _____ Signature: _____

Mailing Address: _____ Date: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Email: _____