



**City of Monmouth  
Comprehensive Plan Amendment  
Zone Change Application**

*For official use only:*  
 Date: \_\_\_\_\_  
 Fee: \$ 800.00  
 Receipt No.: \_\_\_\_\_  
 Application No.: \_\_\_\_\_

**Applicant:**

\_\_\_\_\_

Name

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

Phone #

\_\_\_\_\_

E-mail

\_\_\_\_\_

City

State

Zip

**Title Holder:**

\_\_\_\_\_

Name

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

E-mail

\_\_\_\_\_

City

State

Zip

**Location:**

\_\_\_\_\_

Street Address

\_\_\_\_\_

Tax Lot Number

Assessor Map

**Description:**

\_\_\_\_\_

Comprehensive Plan Map Designation

\_\_\_\_\_

Current Zoning

\_\_\_\_\_

Size (acres)

\_\_\_\_\_

**Proposed Zoning and Comprehensive Plan Map:**

**Proposed Zoning**

**Proposed Comprehensive Plan Map Designation**

**Prerequisites:**

Comprehensive Plan Map Amendment/Zone Change applications are processed in accordance with Monmouth City Code (MCC) Chapter 18.15, "Zone Changes and Plan Amendments." In accordance with MCC Section 18.10.010, the Comprehensive Plan Amendment and Zone Change applications are conducted as a Type III procedure. Written notice of the application is provided to all property owners within 250 feet of the property. For Type III procedures, the Planning Commission conducts a public hearing to consider the request and makes a recommendation to the City Council. The City Council conducts a second public hearing and makes the final decision.

To request a hearing and approval of a Zone Change/Comprehensive Plan Amendment, by the City Planning Commission and City Council, there shall be submitted to the City in addition to this application:

- 1. Application filing fee
- 2. A legal description of the property
- 3. Names addresses and zip codes of the owners of record of the property to be reclassified
- 4. The signature(s) of the property owner(s) or authorized agent/manager. Please submit the appropriate documents to verify the agent/ manger is authorized to sign on behalf of the property owner.
- 5. A traffic impact analysis, (TIA) pursuant to MCC 18.150.030, if required by the Public Works Director. A pre-application conference with the Public Works Director is required prior to submitting an application that requires a TIA.
- 6. A separate written submittal that adequately addresses each of the Plan Map Amendment from MCC Section 18.15.060 and the Zone Change criteria from MCC Section 18.25.030 It is the sole responsibility of the applicant to provide adequate evidence upon which the City Council can base a decision.

The Comprehensive Plan and Zoning Ordinance are available at the City of Monmouth website: <http://www.ci.monmouth.or.us/>.

**18.15.060 Standards for Plan Map Amendment:**

No Comprehensive Plan Map amendment shall be approved by the Planning Commission or enacted by the City Council unless the amendment meets the following standards:

- 1. The proposed Comprehensive Plan Map amendment meets **at least one** of the following standards:
  - a. The Comprehensive Plan designation for the land for which the Plan amendment is initiated is erroneous and the Plan amendment would correct the error;

- b. Conditions in the neighborhood surrounding the land for which the Plan amendment is initiated have changed to such a degree that the Comprehensive Plan designation is no longer appropriate and the Plan amendment would conform to the new conditions of the neighborhood;
  - c. There is a public need for land use of the kind for which the Plan amendment is initiated and the public need can best be met by the Plan amendment.
2. The proposed change is consistent with applicable goals and policies of the Comprehensive Plan.
  3. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property.
  4. The proposed change is appropriate considering the surrounding land uses and the density and pattern of development in the area.

**18.15.050 Standards for Zone Changes**

No zone change shall be approved by the Planning Commission or enacted by the City Council unless it conforms to the Comprehensive Plan and meets the following standards:

1. The proposed zone change meets **at least one** of the following standards:
  - a. The zoning on the land for which the zone change is initiated is erroneous and the zone change would correct the error;
  - b. Conditions in the neighborhood surrounding the land for which the zone change is initiated have changed to such a degree that the zoning is no longer appropriate and the zone change would conform to the new conditions of the neighborhood;
  - c. There is a public need for land use of the kind for which the zone change is initiated and the public need can best be met by the zone change.
2. The proposed change is consistent with applicable goals and policies of the Comprehensive Plan.
3. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property.
4. The proposed change is appropriate considering the surrounding land uses and the density and pattern of development in the area.

**I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title Holder's Signature

\_\_\_\_\_  
Date

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Title Holder's Signature

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Date