



## PRE-APPLICATION GUIDELINES ZONE CHANGE AND PLAN AMENDMENT REQUESTS

To assist in applying for a Zone Change or Comprehensive Plan Amendment, please answer the following questions and return to the Planning Department. After Planning staff have reviewed the information, a staff member will contact you to set up a pre-application meeting. Although the pre-application meeting does not require a fee, one will be due when you submit a final application.

A review is necessary because the information required by the State Administrative Rules and the Morrow County Zoning Ordinance vary depending on the specific piece of land, the existing and proposed zoning, and the existing and proposed land uses. By reviewing these questions, planning staff can identify the components required for a complete application.

Rezoning land in rural, incorporated Oregon is not a simple process. To prepare the final application you probably will need to retain the services of a professional land-use planner and/or land-use attorney. This information is shared not to discourage you from applying, but to give you a realistic assessment of the time and expense that may be involved.

The two primary documents the Planning Commission will follow in reviewing your application are Article 8 of the Morrow County Zoning Ordinance (Article 8) and Oregon Administrative Rules Chapter 660, Division 4 (OAR 660 Division 4). Article 8 describes, in general, the process and the minimum standards for approving a zone change. Please note that it is the applicant's responsibility to provide the information necessary to justify a zone change or plan amendment. OAR 660 Division 4 includes a description of the exception process, which is required for nearly all zone changes affecting land not within an urban growth boundary. The specific sections of OAR Chapter 660 that apply to your application will be identified by staff at the time of your pre-application meeting. Article 8 can be found and copied from the Morrow County web site under the Planning Department link. OAR Chapter 660 Division 4 can be found at the following website:

<http://arcweb.sos.state.or.us/banners/rules.htm>

At the time of your pre-application meeting, staff will review with you in more detail the applicable components of Article 8 and OAR Chapter 660 and answer your questions about each.

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**Applicant:**

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

**Legal Owner:** (if different from applicant)

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Legal Description \_\_\_\_\_ Existing Zoning designation \_\_\_\_\_

**On a separate sheet of paper please address each of the following:**

1. Current use of the subject property;
2. Historical use of the land;
3. Do you want to change the current use of the land?
4. What type of development do you have planned for the land?
5. Does the current zone allow the type of development identified in Question 4?
6. What zoning designation would allow this type of development?
7. Is there other property in the area that would allow this type of development?
8. If yes, please identify the properties. (A general response to this question is sufficient for the pre-application. However, a detailed analysis will be required for the final application.)
9. If no, please explain why other lands with the desired zoning would not be suitable for your intended development;
10. What type of development surrounds the subject land, e.g., residential on the north, farming on the west, etc.

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**Signatures:**

\_\_\_\_\_

(Applicant)

\_\_\_\_\_

(Applicant)

\_\_\_\_\_

(Legal Owner)

\_\_\_\_\_

(Legal Owner)

**If this application is not signed by the property owner a letter authorizing signature by the applicant must be attached.**

Date: \_\_\_\_\_

Fee: \_\_\_\_\_

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