



# COMMUNITY DEVELOPMENT

## MAP AND TEXT AMENDMENT APPLICATION

- Zoning Map Amendment       Comprehensive Plan Map Amendment  
 Development Code Text Amendment

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### Contact Information

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
ePlans Submitter: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

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### Property Information

Site Address: \_\_\_\_\_ Tax map & lot number: \_\_\_\_\_  
Comprehensive Plan Designation: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Total Land Area: \_\_\_\_\_ Present Use: \_\_\_\_\_

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### Proposal

Request (*please be specific*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge, all statements and information contained in this application and attached exhibits are true and correct. I authorize City of Bend staff and/or Hearings Body to enter the property for inspection of the site in conjunction with this land use application.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

## SUBMITTAL REQUIREMENTS

All plans must be submitted electronically. Please complete this application, save it to your computer, and e-mail it to [Planning@bendoregon.gov](mailto:Planning@bendoregon.gov). Once the application is received by the City and entered into our system, you will receive emailed instructions on how to upload your application materials to the City's ePlans electronic permitting system. Application fees may be paid in person or mailed to the City of Bend Permit Center, 710 NW Wall Street, Bend, OR 97703. Credit card payments may also be made by phone after you receive the ePlans upload request. Call (541) 388-5580 and select option #3 for the Planning Division to pay with a credit card.

### Verification of Neighborhood Meeting

The applicant for a Bend Comprehensive Plan Map amendment or Zoning Map amendment shall present the proposal at a public meeting prior to submitting the application to the City Planning Division. The presentation shall be made at either a regular or special meeting with a neighborhood association recognized by the City of Bend whose boundaries the subject property lies within, or a public meeting arranged and conducted by the applicant. It is the responsibility of the applicant to schedule the meeting/presentation and provide adequate notification to the residents of the affected neighborhood of the date, time and location of the meeting/presentation. Such meeting shall be held no less than 15 days and no more than 45 days from the date that the applicant notifies the designated representative of the affected neighborhood association.

The applicant shall send mailed notice of the public meeting to all property owners within 500 feet of the boundaries of the subject property, and, if any part of the subject property is within the boundaries of a neighborhood association recognized by the City of Bend or within 500 feet of any other neighborhood association recognized by the City of Bend, notice shall be sent by Priority Mail with Delivery Confirmation to the designated representative of such neighborhood associations. The property owner mailing list shall be compiled from the Deschutes County Tax Assessor's property owner list from the most recent property tax assessment roll. The address for the designated representative of the affected neighborhood associations shall be obtained from the City of Bend. The notice shall be sent a minimum of 15 days prior to the public meeting, and shall include at a minimum:

- a. Date, time and location of the public meeting.
- b. A brief written description of the proposal and proposed use, but with enough specificity so that the project is easily discernible.
- c. The location of the subject property, including address (if applicable), nearest cross streets and any other easily understood geographical reference, and a map (such as a tax assessors map) which depicts the subject property.

The applicant shall provide the following documents with their application submittal:

- Provide [Verification of Compliance](#) form with signature from the Neighborhood Association representative.
- Provide [Verification of Public Meeting](#) form with signature from the Neighborhood Association representative.
- Provide copy of the notice mailed to property owners within 500 feet of the subject site as well as a copy of the mailing list and a copy of Priority Mail Delivery Confirmation to the Neighborhood Association representative

**BEND DEVELOPMENT CODE  
CRITERIA FOR SITE SPECIFIC  
COMPREHENSIVE PLAN AMENDMENTS AND ZONE CHANGES**

**4.1.427 Site Specific Plan Amendments and Zone Changes.** Any change initiated by an individual that includes a plan amendment and zone change for specific real property may be accompanied by the appropriate applications for a specific development proposal. Approval of such a plan amendment and zone change accompanied by a specific development proposal may be conditioned upon initiation of the development proposal within a specified time period, at the discretion of the Hearings Body, to ensure no greater intensity of use than that contemplated in the proceeding. Approvals of site-specific plan amendments and zone changes that are not accompanied by applications for a specific development proposal shall be based on evaluation of the highest impact uses authorized in the proposed zone.

Because site-specific plan amendments require an alteration of the Bend Comprehensive Plan by action of the City Council, they shall be processed through the Type III quasi-judicial proceeding where the initial Hearings Body makes a recommendation to the City Council for a final decision.

**4.6.200.B. Criteria for Quasi-Judicial Comprehensive Plan Map Amendments.** The applicant shall submit a written narrative which explains how the approval criteria will be met. A recommendation or a decision to approve, approve with conditions or to deny an application for a quasi-judicial amendment shall be based on all of the following criteria:

1. Approval of the request is consistent with the relevant Statewide Planning Goals that are designated by the Planning Director or designee;
2. Approval of the request is consistent with the relevant policies of the Comprehensive Plan that are designated by the Planning Director or designee;
3. The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided concurrently with the development of the property;
4. Evidence of change in the neighborhood or community or a mistake or inconsistency in the Comprehensive Plan or Land Use District Map regarding the property that is the subject of the application; and
5. Approval of the request is consistent with the provisions of BDC 4.6.600, Transportation Planning Rule Compliance.

**4.6.200.C. Criteria for Quasi-Judicial Zone Changes.** The applicant must submit a written narrative which explains how the approval criteria will be met. A recommendation or a decision to approve, approve with conditions or to deny an application for a quasi-judicial zone change must be based on meeting both of the following criteria:

1. The amendment will bring the zone map into conformance with the Comprehensive Plan map.
2. The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided concurrently with the development of the property.