



Department of Planning and Building Services
380 A Avenue
Post Office Box 369
Lake Oswego, OR 97034
503-635-0290
www.ci.oswego.or.us

CHANGE OF USE

WHAT IS A CHANGE OF USE?

A Change of Use is a change from one permitted use to another which:

- Increases the off-street parking requirement [LOC 50.06.002] to the point that compliance with the parking standard can only be met through a shared parking agreement or through the provision of a parking study; or
- Increases the loading requirements [LOC 50.06.002]; or
- Changes the access requirements [LOC 50.06.003]; or
- Results in the construction of private streets or driveways [LOC 50.06.003].

For the situations described above, a Change of Use development permit is required. In the portion of the downtown shopping and business district illustrated in Figure 50.05.004-K of the Lake Oswego Community Development Code, a Change of Use permit is **not required** when a new retail use locates in an existing structure.

PRE-APPLICATION CONFERENCE REQUIRED

A Change of Use permit is a Minor Development. A Pre-Application (Pre-App) Conference is required for all Change of Use developments prior to submitting the land use application. The purpose of the Pre-App is to discuss the development proposal, the applicable criteria, and the requirements for completing an application. Please refer to the City's Pre-App handout for more detailed information on this process.

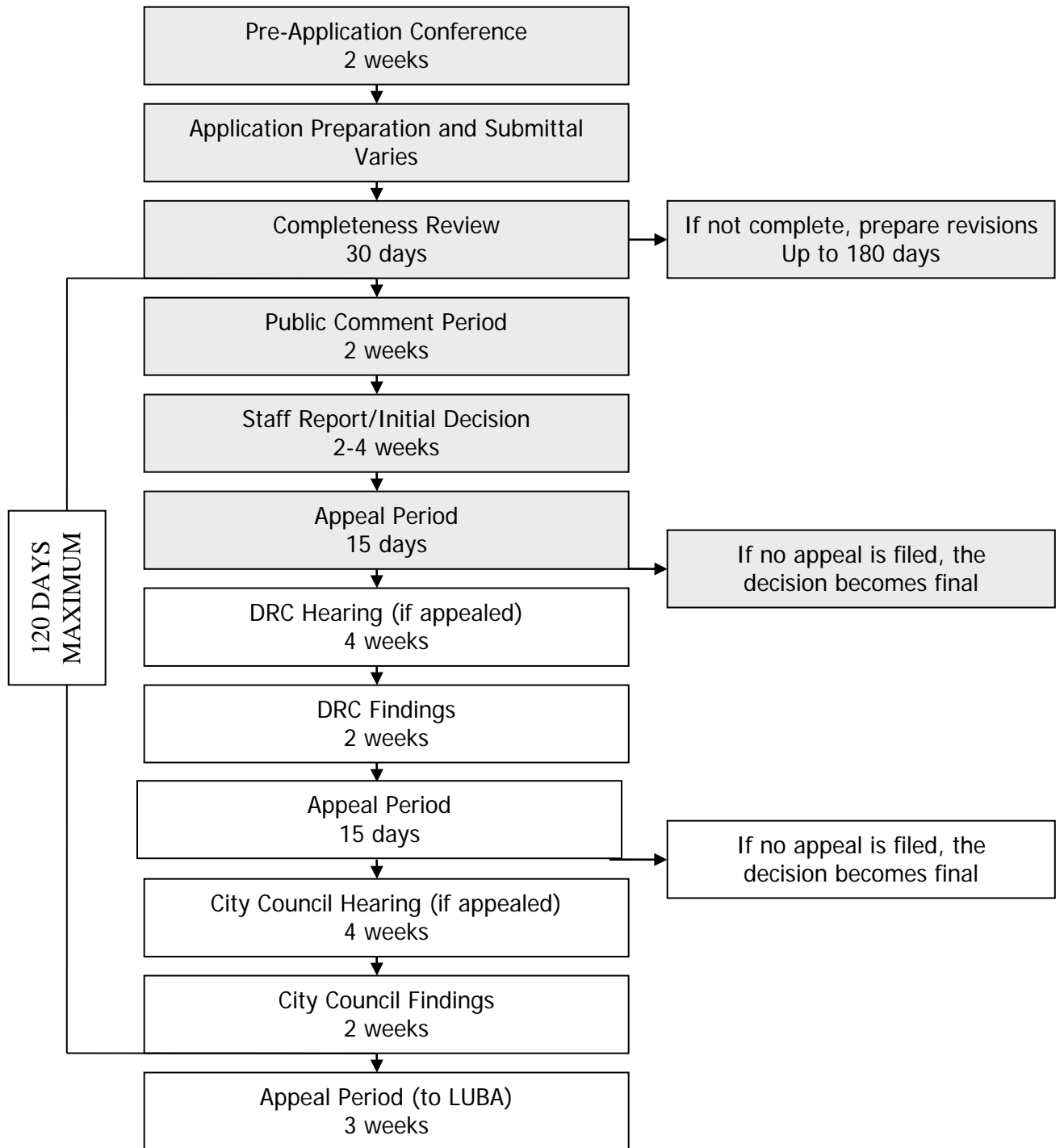
APPLICATION PROCEDURE

Following the Pre-App, the applicant (owner or owner's appointed agent) files a complete application with the Department of Planning and Building Services using the Land Use Application form available at the department (and on our website at www.ci.oswego.or.us). The applicant also provides information and materials specified in the Pre-App Checklist. Please refer to the attached "Submittal Requirements" section for a list of the materials that are typically required for a Change of Use application. A complete list of the required application materials for your proposal will be provided at the Pre-App.

Submitted plans and attachments are routed to all concerned City departments for review. The City has 30 days to determine whether the Change of Use application is complete. If the application is "incomplete," a letter will be sent to the applicant indicating what additional information is necessary. When the application is "complete," the City mails a Notice of Application to surrounding property owners, which begins a 14 day comment period.

WHO MAKES THE DECISION

In most cases, planning staff will make the decision on a Change of Use application following the comment period. The application will be evaluated on the basis of the information provided by the applicant, the criteria listed in the pertinent sections of the City's Community Development Code and other codes, public comment, and inspection of the property. Appeals of the staff decision can be made to the Development Review Commission (DRC). If staff finds that the Change of Use request will be controversial or that there is a high likelihood that the staff decision will be appealed, staff will forward the application to the DRC for a public hearing for the initial decision. Appeals of the DRC's decision can be made to the City Council. The flow chart below identifies the typical review process for a Change of Use; however, special circumstances may increase certain processing times. A staff decision becomes final after expiration of the 15-day appeal period unless an appeal is filed.



SUBMITTAL REQUIREMENTS

A complete application is required before the City can proceed with technical analysis and make an informed decision on your application. Following is a list of materials that are typically required for Change of Use applications; however, as each request is unique, additional items may be identified at the Pre-App. Please do not submit your application until all the items on the list that apply to your proposal have been included. Consult with the Department of Planning and Building Services if you have a question. All application materials become public record.

GENERAL

The following items are required to be submitted in **FIVE COLLATED SETS** unless otherwise noted:

- Completed Land Use Application form signed by the property owner(s). Agent authorization is required if application is not signed by owners of all subject parcels.
- Proof of ownership such as a copy of deed or title report (**TWO SETS**).
- An accurate and scaled site plan that illustrates the existing structure(s) on the site, parking spaces, access drives, existing setbacks, two-foot contour lines and easements (if any).
- All relevant graphic information such as a scaled floor plans.
- If tree removal is proposed, a site plan illustrating the location, size, and species of all trees that are 6" in diameter or greater on or in close proximity to the site, and identifying trees designated for removal. Be sure to address the Type II tree removal criteria [LOC 55.02.080 of the Tree Code] and include a mitigation plan. Tag trees requested for removal with a yellow ribbon.
- A narrative addressing all applicable standards listed in the Pre-App Checklist in detail.
- Sticky back address labels with name and addresses of at least 50 properties within 300+ feet of the site boundaries (excludes the site and City owned properties). This information shall be obtained from the most current tax assessor records (**TWO SETS**). Please make sure to add tax lot and tax map information for each lot above the respective address (see Mailing Label handout for specific instructions).
- 8 x 11 ½ reductions of all oversized materials (**TWO SETS**).
- Payment of application fee.
- Additional information as identified by the City in the Pre-App Checklist.