



**City of Silverton**  
306 South Water Street  
Silverton, OR 97381  
(503) 874-2207 fax: (503) 873-3210

*FOR OFFICE USE ONLY:*

Planning File No. : \_\_\_\_\_

Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_

Land Use Type: I / II / III

Received by: \_\_\_\_\_

**MODIFICATIONS TO APPROVED PLANS AND**  
**CONDITIONS OF APPROVAL APPLICATION**

**Project Name:** \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Property Owner:	Email Address:
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**Applicant's Representative:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Property Owner:	Email Address:
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**Property Owner(s):**

Name:	
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Mailing Address:	
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Phone Number:	
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**Site Information:**

Address: \_\_\_\_\_

Assessors \_\_\_\_\_

Map/Taxlot #: \_\_\_\_\_

Approved  
Application: \_\_\_\_\_

## Required Attachments and Information:

- Site Plan.** Using the same plan format as in the original approval that illustrates the modification.
- Narrative.** Explain the proposal including the intent, nature, and proposed use of the development. In addition, explain how the Modification meets **each and all** of the following review criteria and standards in sufficient detail for review and decision-making:

### Major Modification:

1. Upon the Community Development Director determining that the proposed modification is a major modification, the applicant shall submit an application form, non-refundable filing fee and narrative, and a site plan using the same plan format as in the original approval. The Community Development Director may require other relevant information, as necessary, to evaluate the request.
2. The application shall be subject to the same review procedure (Type II or III), decision making body, and review criteria used for the initial project approval, except that adding a conditional use to an approved project shall be reviewed using a Type III procedure.
3. The scope of review shall be limited to the modification request. For example, a request to modify a parking lot shall require Design Review only for the proposed parking lot and any changes to associated access, circulation, pathways, lighting, trees, and landscaping. Notice shall be provided in accordance with Chapter 4.1.
4. Due to the inter-related nature of Planned Developments, modifications to approved Planned Developments may be reviewed in the context of the entire approved Planned Development allowing for adjustments, mitigation and redesign to ensure the intent of the original Planned Development approval is achieved as a whole or the modification is an improvement on the original approval
5. The decision making body shall approve, deny, or approve with conditions an application for major modification based on written findings on the criteria.

### Minor Modification:

The Community Development Director shall approve, deny, or approve with conditions an application for minor modification based on written findings that the modification is in compliance with all applicable requirements of the Development Code and conditions of approval on the original decision, and the modification is not a major modification as described in Section 4.6.300.A

- Posting Requirements.** At least ten (10) days prior to a public hearing the applicant shall post a sign supplied by the Community Development Department on the site where it is clearly visible to pedestrians and motorists. The sign must be returned within fourteen (14) days after the public hearing or the applicant will be billed \$300 dollars to replace the sign.
- Mailing List.** A certified list prepared by a title company or certified by the Marion County Tax Assessor's office with the names and addresses of all property owners within 500 feet of the subject site. The list shall be formatted to Avery 5160 (1" x 2 5/8") labels for reproducing by the City.
- Submittal Requirements.** For initial staff review five (5) printed copies of the application and attachments shall be submitted. For Planning Commission reviews, an additional seven (7) copies shall be submitted after the application is deemed complete. In addition, to the printed copies an electronic copy of the Narrative shall be submitted to the City.

**Authorizing Signatures:**

I hereby certify that the information on this application and attachments are correct and that the property affected by this application is in the exclusive ownership or control of the applicant, or that the applicant has the consent of all partners in ownership of the affected property. An authorization letter from the property owner has been attached in the event that the owner's signature has not been provided below.

**Property Owner(s):**

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Print or Type	Signature
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Print or Type	Signature
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**Applicant(s) or Authorized Agent:**

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Print or Type	Signature
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Print or Type	Signature
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