



Land Use Review Application Checklist

LUR Application Materials: (LUR staff, check all that apply)

Forms

- Land Use Review Application Form
- Procedure description and other information
- Approval Criteria for the following land review:
 - Adjustment Review
 - Design Review
 - Greenway Review
 - Zoning Map Amendment
 - Conditional Use Review,
 - Environmental Review,
 - Historic Review,
 - _____

Handouts

- Sample Site Plan (Residential)
- Landscaping Code; Chapter 33.248
- Parking Code; Chapter 33.266
- Fee Schedule
- _____
- _____
- _____

Submitting the Application

Submit the completed application to LandUseIntake@portlandoregon.gov. A city development service technician will review the application and contact you within 3-4 business days with instructions for providing payment for emailed applications.

If you have questions about the application or the application process, please call the Zoning Hotline at 503-823-7526. A planner will return your call. You can also schedule a 15-minute appointment at www.portland.gov/bds/early-assistance/15-minute-appointments to meet virtually with a planner.

Items that MUST be submitted with the application

1. The completed and signed **Land Use Review Application**.
2. A written statement that describes how your proposal meets the **Approval Criteria** for your request.
3. A **site plan**, utility plan and landscape plan drawn to scale, and one 8.5 x 11 inch reduction suitable for photocopying of all plans.
4. **Building elevation drawings**, drawn to scale, and one copy reduced to 8.5 x 11 inches, suitable for photocopying. These drawings must demonstrate how the proposal meets the approval criteria. For Design Review and Historic Review, a minimum of two copies of full size plans to scale, and two 8.5 x 11 inch copies of all elevation drawings and relevant details.
5. Photographs that are essential to the proposal and demonstrate how the proposal meets the approval criteria.
6. Information required by the specific land use review such as documentation of compliance compliance with the off-site impact standards, upgrades to non-conforming development, or traffic and parking studies per the pre-application notes.
7. The notes from the pre-application conference, if applicable.
8. If the Neighborhood Contact Requirement applies to your proposal, submit all required documentation. Please see www.portland.gov/bps/neighborhood-contact/documents/zoning-information-guide-neighborhood-contact-process-overview for more information.
9. Cash, check, credit card, or money order for the required filing fee.

For more information call the Planning and Zoning staff at 503-823-7526 or schedule a virtual 15-minute appointment at www.portland.gov/bds/early-assistance/15-minute-appointments.

For Portland Zoning Code visit www.portlandoregon.gov/zoningcode

Information is subject to change.