

## APPLICATION SUBMITTAL REQUIREMENTS

### **Adjustment (less than or equal to 10% of a numerical standard) (Staff Level Type I decision-making process)**

The following must be submitted with a City of Newport Land Use application for a Adjustment processed as a Type I decision-making process:

- 1. For requests to deviate from required setbacks, a site plan prepared by a registered surveyor or licensed professional civil engineer and drawn to scale with appropriate survey monuments shown, showing the dimensions and arrangement of the proposed development on the applicant's lot.
- 2. For requests to deviate from building height limitations, exterior architectural elevations drawn to scale illustrating the proposed structure and adjoining finished ground elevations.
- 3. A current 18" x 24" Lincoln County Assessor's tax map(s) showing the subject property and the notification area. The notification area is all properties within 200 feet of the subject property. *(Lincoln County Assessor's office is located in the Lincoln County Courthouse at 225 W Olive St, Newport)*
- 4. A list of names and addresses of property owners, as shown in the records of the Lincoln County Assessor, within the notification area described in #3 above.
- 5. Written findings of fact addressing the following criteria:
  - (a) That granting the adjustment will equally or better meet the purpose of the regulation to be modified; and
  - (b) That any impacts resulting from the adjustment are mitigated to the extent practical. That mitigation may include, but is not limited to, such considerations as provision for adequate light and privacy to adjoining properties, adequate access, and a design that addresses the site topography, significant vegetation, and drainage; and
  - (c) That the adjustment will not interfere with the provision of or access to appropriate utilities, including sewer, water, storm drainage, streets, electricity, natural gas, telephone, or cable services, nor will it hinder fire access; and
  - (d) If more than one adjustment is being requested, that the cumulative effect of the adjustments results in a project that is still consistent with the overall purpose of the zoning district.
- 6. A written explanation of the specific request (e.g. a setback adjustment) and the percentage of variance requested.
- 7. Fee of \$645.00.