



CITY OF JACKSONVILLE PLANNING DEPARTMENT
 110 E. Main St. – P. O. Box 7, Jacksonville, OR 97530
 Phone: (541) 899-6873 Fax: (541) 899-7882
www.jacksonvilleor.us

Office Hours:
 Mon - Tues - Thurs – Fri - 8:30am – 2:00pm
 Wednesday: **Closed to the public all day**

RELIEF FROM STANDARDS

Filing Fee: **\$720.00**
 Receipt #: _____

SUBJECT PROPERTY _____

A 200’ FOOT VICINITY MAP AND MAILING LABELS ARE REQUIRED FOR ALL APPLICATIONS REQUIRING A HEARING ~ Contact a local Title company and request 2 sets of labels OR go to the Jackson County website at: <http://www.co.jackson.or.us>. & follow the instructions on the “intro & tips” tab.

TOWNSHIP 37 RANGE 2W SECTION _____ TAX LOT# _____

ZONING _____ SQUARE FT. _____

APPLICANT _____

MAILING ADDRESS _____

PHONE: _____ FAX: _____ E-MAIL: _____

APPLICANT’S AGENT _____

MAILING ADDRESS _____

PHONE: _____ FAX: _____ E-MAIL: _____

APPLICANT’S AND/OR OWNER’S INTEREST IN PROPERTY SUBJECT TO RELIEF FROM STANDARDS REQUEST:

- AGENT (with written Power of Attorney)
- FEE OWNER
- CONTRACT PURCHASER

NATURE OF RELIEF FROM STANDARDS REQUEST:

THE FOLLOWING REQUIRED ATTACHMENTS SHALL ACCOMPANY THE FILING OF A RELIEF FROM STANDARDS REQUEST APPLICATION:

- ❑ SITE PLAN AND/OR ELEVATIONS (Or other depiction or documents indicating the nature of the relief request)
- ❑ ASSESSOR’S PLAT(S) (Depicting property subject to this application and properties within 200 feet of subject property)
- ❑ NAME & ADDRESS OF PROPERTY OWNERS WITHIN 200 FEET OF SUBJECT PROPERTY
- ❑ LEGAL DESCRIPTION OF PROPERTY SUBJECT TO RELIEF FROM STANDARDS REQUEST
- ❑ EVIDENCE IN SUPPORT OF REQUISITE FINDINGS OF FACT

FINDINGS OF FACT: Chapter 18.30 provides the HARC and City Council may grant relief from strict compliance with standards contained in Title 18 in cases where documented evidence proves that it is impossible or impractical to comply with the standard for one or more of the reasons set forth in the following Subsections.

1. Exceptional or extraordinary conditions applying to the property that do not apply generally to other properties in the same zone or vicinity, which conditions are a result of lot size or shape, topography or other circumstances over which the applicant has no control, making strict compliance impossible or impractical.

2. The Relief from Standards is necessary for the reasons set forth, and will result in equal or greater compatibility with the architectural and/or site planning style and features which exist in adjacent and nearby primary and secondary historical buildings.

3. In the case of renovation or remodeling primary or secondary historical buildings, a finding that relief is necessary to allow a particular architectural or site planning feature to be restored or replaced in a way which is historically accurate.

This application is hereby submitted, and the statements and information are true and complete to the best of my/our knowledge.

APPLICANT'S SIGNATURE _____ DATE _____

NOTE TO APPLICANTS:

After receipt of a completed application form and filing fee, the City Planner will schedule the matter for a public hearing before the HARC Commission. It is strongly recommended that the applicant or the applicant's representative attend the Commission meeting in order to speak on behalf of the requested Relief from Standards application. Applications must be submitted to the City Planner and found to be complete at least twenty-one (21) days prior to the meeting date. Prior to consideration by the HARC Commission, the application will be scheduled for a Site Plan Committee meeting for review and recommendations which will then be presented to the Commission at the public hearing, in addition to the Planning Staff report.

MAILING LABEL INSTRUCTIONS

Vicinity map and labels: Contact a local Title company and request labels OR go to the Jackson County website at: <http://www.co.jackson.or.us>. and follow the instructions below.

1. Far right hand side, click on large button that says "Property maps and information".
2. Click on the link In the middle of the page that says "front counter application".
3. Once the page is loaded click on the middle tab labeled 'search' on the upper right hand side of screen.
4. Click on 'address' for search. Enter number in the address section and the street. (NOTE: the street name is often the problem in a search. It is better to put less in that field than more. 1080 Wagner Creek Rd might be found with 1080 Wagner.)
5. Press 'submit'.
6. If the search was successful then choose the magnifying glass icon that says 'click to zoom map to tax lot'.
7. Once parcel map is up with the parcel highlighted in a red border click 'buffer taxlot' at the top of the screen.
8. Then click on taxlot wizard.
9. At #1 click next, it will then go to # 3.
10. Enter 200 where it says '1' in the box, click next. This will give you a 200 ft. buffer around your parcel. A new map will be created on the screen.
11. At the top of the screen click 'print map', then create PDF version. This will be the required vicinity map.
12. To continue to print the labels click on 'create mailing labels' which will be right under the area with multiple numbers under it in the search results box.
13. Choose A1 (or your appropriate labels), scroll to the bottom of the page and click on rich text format at the very bottom.
14. Click on 'create labels' and then 'open' and you will then have all the required mailing labels. These print on Avery 5160 1" x 2 5/8" labels.

PRINT TWO SETS.

Write in mailing address for owner and applicant's representative on each set of labels. Check labels to be sure that all labels include a city and state address.