



# Land Use Review Application Checklist

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

### Forms

- Land Use Review Application Form
- Approval Criteria for the following land review:
  - Adjustment Review       Conditional Use Review
  - Design Review             Environmental Review
  - Greenway Review          Historic Review
  - Zoning Map Amendment    \_\_\_\_\_

## Submitting the Application

Submit the completed application to [LandUseIntake@portlandoregon.gov](mailto: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.

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](http://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.
4.  **Building elevation drawings**, drawn to scale. These drawings must demonstrate how the proposal meets the approval criteria.
5.  Photographs if they 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](http://www.portland.gov/bps/neighborhood-contact/documents/zoning-information-guide-neighborhood-contact-process-overview) for more information.

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](http://www.portland.gov/bds/early-assistance/15-minute-appointments).

For Portland Zoning Code visit [www.portland.gov/code/33](http://www.portland.gov/code/33)

*Information is subject to change.*