



Adjustment Application Dallas Planning Department Type II Review

Official Use Only:
 File No.: _____
 Date: _____
 Fee: _____ PAID

An Adjustment is a request to modify a dimensional standard or building design standard when authorized by the Dallas Development Code (DDC). An Adjustment involves limited discretion and is reviewed administratively by City staff through a Type II procedure (DDC 4.1.030). To request an Adjustment, please return this application form with attachments, and the required fee to the Dallas Planning Department, Dallas City Hall, Second Floor, 187 SE Court Street, Dallas, Oregon, 97338.

Section 1 – Applicant Information

Name(s): _____

Mailing Address: _____

Email: _____ Phone Number: _____ Cell Number: _____

Section 2 – Property Owner Information (If not applicant)

Property Owner(s): _____

Mailing Address: _____

Email: _____ Phone Number: _____ Cell Number: _____

Section 3 – Project Description

Please describe your project including the adjustment being sought (Must be within 20% of a Code-specified numerical standard): _____

Site Address: _____ Total Land Area: _____

Assessor Map/Taxlot No. _____ Zoning: _____

Present Use of Property: _____

Section 4 – Application Submittal Information

All items must be submitted unless waived by the Planning Official. When an application is submitted, the City will notify you in writing within 30 days as to whether the application is complete or what information is required to make the application complete.

- Application Form
- Deed of the property, including any restrictions or prior improvement agreements
- A written narrative addressing the relevant land use decision criteria
- Proposed Site Plan. The site plan shall contain the following information:
 - The proposed development site, including boundaries, dimensions, and gross area;
 - Features identified on the existing site map, if any, which are proposed to be removed or modified by the development;
 - The location and dimensions of all proposed public and private streets, drives, rights-of-way,

- The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;
- Date, north arrow, and scale of drawing.

Section 5 – Signatures Required

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge:

PROPERTY OWNER(S)

Property Owner's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

APPLICANT(S)

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

