



# CONDITIONAL USE PERMIT APPLICATION TYPE I

OFFICE USE ONLY
Date Received: _____
FILE NO. _____
120 DAY EXPIRATION _____

### Purpose:

Some types of land use activities may not be compatible with existing or planned improvements in an area and for this reason, the County needs to exercise discretion in deciding the matter. This is accomplished by the Conditional Use Permit (CUP), a land use decision process that allows the County to determine if the proposed use is feasible for the surrounding lands. Since the Conditional Use Permit is a discretionary matter, it may be in your best interest to speak with a private land use planner, surveyor or title company for guidance in preparing the application materials.

### Applicable Regulation

Lake County Zoning Ordinance Article (s) 2 Exclusive Farm Use Zone.,3 Agriculture Use Zone.,4 Rural Center Zone., 5 Forest Use Zone.,6 Rural Residential Zone.,7 Farm Residential Zone.,8 Suburban Residential Zone.,9 Commercial Zone.,10 Light Industrial Zone., Heavy Industrial Zone. 24 Conditional Uses

### Applicant(s) Information

Name: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Telephone:(H) \_\_\_\_\_ (C) \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Property Owner(s) Information

Name: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Telephone:(H) \_\_\_\_\_ (C) \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Agent Information

Name: \_\_\_\_\_ NOTE: ATTACH COPY OF AGENT AUTHORIZATION  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Telephone:(H) \_\_\_\_\_ (C) \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Property Identification

Address (If Assigned) \_\_\_\_\_ City or Rural Area \_\_\_\_\_  
 Assessment Information Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ TaxLot(s) \_\_\_\_\_  
 Assessment Account Number \_\_\_\_\_

### Proposed Use

I/We propose a Conditional Use Permit for the use identified in the **check box** on page 2 of this form.

#### Required Enclosures

- Assessment Map <http://www.ormap.org>
- Administrative Fee \$200.00
- Agent Authorization Form

- Building Elevations, Renderings or Photos
- Site Plan Map (Lake County Plot Map)
- Applicant Findings (see page 2, 3 and 4)
- Applicant Certification (see page 5)

### Signatures and Authorization

I/We as the applicant (s), owner (s) or authorized agent for this application have provided the aforementioned information, certifications and forms to the best of our knowledge and will attend the Planning Commission meeting.

Applicant or Agent signature: \_\_\_\_\_ Date: \_\_\_\_\_



# APPLICANT FINDINGS OF FACT TYPE I CONDITIONAL USE PERMIT

OFFICE USE ONLY
FILE NO. _____

### Property Identification

Assessment Information Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ TaxLot(s) \_\_\_\_\_  
Assessment Account Number \_\_\_\_\_

### Findings of Fact

Relating to the subject property described on this application, I/We state the following facts to be true.

Note to preparer: **Circle responses as appropriate.**

The subject property is zoned:

(Circle as appropriate)

A-1, Exclusive Farm Use

A-2, Agricultural Use

A-3, Rural Center

F-1, Forest Use

R-1, Residential Use

R-2, Farm Residential Use

R-3, Suburban Residential

C-1, Commercial Use

M-1, Light Industrial

M-2, Heavy Industrial

The subject property has a

Comprehensive Plan

Designation as:

(Circle as appropriate)

A, Agriculture

R, Range

F, Forest

RR, Rural Residential

C, Commercial

FR, Farm Residential

RC, Rural/Recreation Center

I, Industrial

P, Public

The subject property has a Overlay Zone

Designation as:

(Circle as appropriate)

A-A, Airport Approach Zone

H-G, High Groundwater Zone

R-A, Mobile Home Exclusion Zone

Not Applicable

Please circle the **activity/use** that you propose on the subject property. **Note: If the proposed activity/use is not listed below, it is deemed as prohibited and cannot be considered by Lake County.**

**A-1, Exclusive Farm Use:** (1) Commercial Activity in conjunction with farm use. (2) Home Occupation (3) Primary processing for forest products (4) Aquatic species (5) Park, Playground or Community Center (6) Road works without land division (7) Highway-related facilities.

**A-2, Agriculture Use:** (1) Commercial Activity in conjunction with farm use. (2) Home Occupation (3) Primary processing for forest products (4) Aquatic species (5) Solid Waste Facility (6) Park, Playground or Community Center (7) Road works without land division (8) Highway-related facilities.

**A-3, Rural Center Zone:** (1) Private or public playgrounds, golf courses, hunting or fishing preserves and campgrounds. (2) Limited Home Occupation

**F-1, Forest Use Zone:** (1). Private or public playgrounds, golf courses, hunting or fishing preserves and campgrounds. (2) Park, Playground or Community Center (3) Home Occupation (4) Boarding of horses/riding academy (5) Road works without land division (6) Highway-related facilities

**R-1, Rural Residential Zone:** (1) Duplex. (2) Church (3) Public or private school, park or playground (4) Grange hall or community center (5) Limited Home Occupation

**R-2, Farm Residential Zone:** (1) Duplex. (2) Church (3) Public or private school, park or playground (4) Grange hall or community center (5) Limited Home Occupation

**R-3, Suburban Residential Zone:** (A) School, church (B) Golf course or similar (C.) Government Structure (D) Community building (E) Hospital or similar (F) Utility facility (G) Mobile Home or RV Park (H) Limited Home Occupation (I) Special residential facility (J) Cemetery facilities (K) Multi-Family Dwelling (L) PUD (M) Public facilities (N) Airport/Heliport

**C-1, Commercial Use Zone; M-1, Light Industrial Use Zone; M-2, Heavy Industrial Use Zone are TYPE II Conditional Uses and as such, require a TYPE II Conditional Use Permit Application.**



# APPLICANT FINDINGS OF FACT TYPE I CONDITIONAL USE PERMIT

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_____

### Property Identification

Assessment Information Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ TaxLot(s) \_\_\_\_\_  
 Assessment Account Number \_\_\_\_\_

### Findings of Fact (Continued from Previous Page)

Relating to the subject property described on this application, I/We state the following facts to be true.  
 Note to preparer: **Circle responses as appropriate.**

The property is located within the Urban Growth Boundary of:

Lakeview

Paisley

Not Applicable— The property is not near these towns.

The property is \_\_\_\_\_ acres and currently is *vacant / developed*.

The property was previously used for \_\_\_\_\_.

The property was purchased by the applicant \_\_\_\_\_ (Indicate date of purchase).

Domestic water *will be provided / or is currently provided by well / spring / municipal connection*.

Sewage disposal *will be provided / or is currently provided by septic / municipal connection*.

Garbage collection or disposal *will be / or is currently provided by* \_\_\_\_\_.

Legal access to the property is attained through a private / public road that is dirt / gravel / paved.

Signs and/or exterior lighting *are / are not* proposed with this application as depicted on the plot plan.

The name of the access road is \_\_\_\_\_.

An access permit has / has not been obtained for this property from the Oregon Department of Transportation or Lake County Public Works.

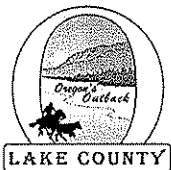
Electrical service *will be provided / or is currently provided by* \_\_\_\_\_.

Fire protection *will be provided / or is currently provided by* \_\_\_\_\_.

The property does / does not have irrigation rights.

The property is / is not located in a Floodplain.

The property is level/slightly sloped/steep.



# APPLICANT FINDINGS OF FACT

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The Soil Classification Map (SCS) map *identifies / does not identify* this property. For identified properties, the Soil Classification Map (SCS) shows that this property is comprised primarily of \_\_\_\_\_ Class soil (indicate the soil designation as shown in the SCS guide).

I/We have checked with the Oregon Parks and Recreation Department, State Historic Preservation Office and can report that archeological sites *have / have not* been identified on this property.

I/We have checked with the Oregon Department of Fish and Wildlife and determined that the property *is / is not* located within a special wildlife overlay area, a Big Game Winter Range or Wetland Area.

I/We have checked with the Oregon Department of Forestry and determined that the property *is / is not* located within a wildfire hazard area.

The proposed setbacks and structure height as shown on the attached plot plan and elevations are:  
 Front Setback = \_\_\_\_\_ Feet, Left Side Setback= \_\_\_\_\_ Feet, Right Side Setback= \_\_\_\_\_ Rear= \_\_\_\_\_ Feet.  
 Height= \_\_\_\_\_ Feet

There will be noise generated by this activity which can be described as \_\_\_\_\_

This application involves a business or other activity that will operate during the following days and times as described: \_\_\_\_\_

The existing conditions for surrounding properties are shown in the following table:

Direction	House		Barn/Shed		Farm Use?		Forest Use?		Acreage	Zone
	Yes	No	Yes	No	Yes	No	Yes	No		
North	Yes	No	Yes	No	Yes	No	Yes	No		
South	Yes	No	Yes	No	Yes	No	Yes	No		
East	Yes	No	Yes	No	Yes	No	Yes	No		
West	Yes	No	Yes	No	Yes	No	Yes	No		



# CERTIFICATION

OFFICE USE ONLY
FILE NO.
_____

## Property Identification

Assessment Information Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ TaxLot(s) \_\_\_\_\_  
 Assessment Account Number \_\_\_\_\_

## Acknowledgement

I/We agree that all approvals or permits from other local, state and/or federal agencies will be obtained and that any conditions of approval assigned by Lake County will be adhered to.

I/We understand that Lake County will review the submitted application materials and if deemed complete, Lake County staff will schedule the matter before the Planning Commission for review at its earliest convenience. A notice of the meeting will be mailed to surrounding property owners allowing public comment. The County under the provisions of Oregon Law, is required to render a decision on the matter within 120 days and I/We or our Agent will attend the scheduled meeting to answer any questions of the Planning Commission or Board of Commissioners.

I/We acknowledge that I/We are familiar with the standards and limitations specified by the amended Lake County Zoning Ordinance of 1980 as amended. I/We propose to meet the applicable standards as established by the Comprehensive Plan and Zoning Ordinance, as shown on the plans, specifications and other supplementary materials submitted with this application.

I/We understand the possibility that this development may result in increased property taxes under Oregon Law and/or other tax regulations.

I/We hereby certify that I/We have read and examined this application and know the same to be true and correct to the best of my/our knowledge. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

## Signatures

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date



## PLOT PLAN INSTRUCTIONS

### **Purpose:**

The plot plan is an important aspect of development as it provides a visual evaluation of the project and it is used to determine the impact of multiple factors on the environment and the surrounding neighborhood. The plot plan is part of the official record that will be associated with a property and for this reason, the quality of the document is essential.

### **Size Requirements For Plot Map:**

The map can be drawn on white paper which is either 8 1/2 x 11 or 8 1/2 x 14 inches in size. If another size is used, the applicant must include one copy of 8 1/2 x 11 inches as this will allow the drawing to be included in the Lake County record package.

### **Helpful Hints:**

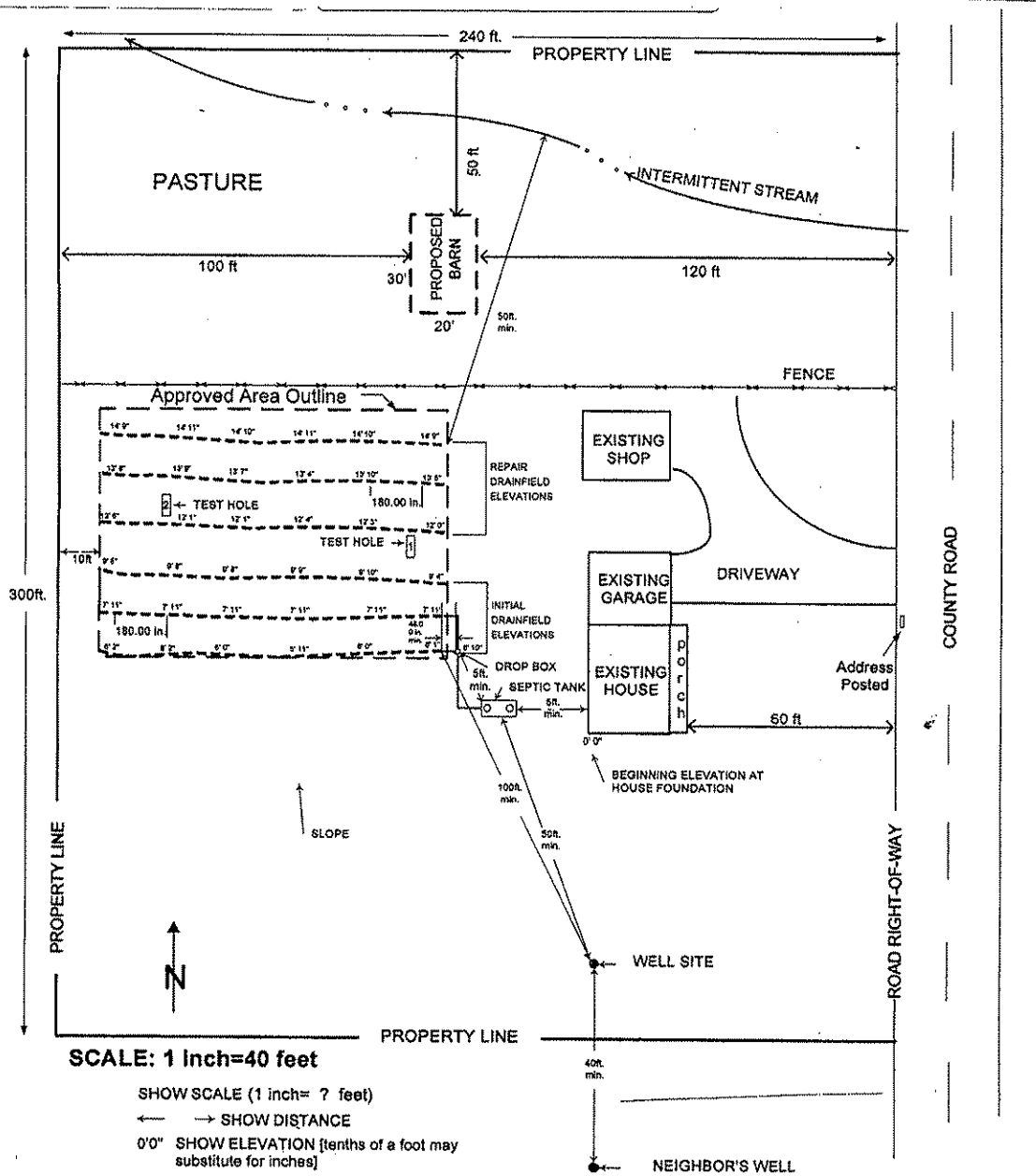
1. Use the Internet to collect preliminary information. <http://www.ormap.org/disclaimer.cfm> will allow you to find the tax assessment map with dimensions of your property. The Google Earth program will allow you to access an aerial photograph of your property. Print off copies of the Internet materials as these will be helpful when composing your plot plan. Visit your local library for Internet access.
2. Visit the site. Bring a clipboard, paper, pencil, camera and tape measure to document the activities of the parcel. Look at the ground level, trees, rock outcroppings or areas that might be susceptible to flooding. Observe and record the location of existing structures, roads, wells, septic and nearest electrical service. Measure and record the distances between the property lines and the existing and proposed structures and facilities.

### **Prepare the plot plan:**

1. A plot plan template is attached with this form. Using a standard ruler, determine which scale will work best for your development. You may decide that 1 inch on the ruler will best represent 50 feet on the paper or for larger projects 1 inch to 100 feet.
2. Add the following items to the plan:
  - The shape and dimensions of your property must be accurately drawn on solid black lines. Label adjacent roads.
  - Label the map with Map Township, Range, Section and Taxlot Number, North Arrow, Scale and Date.
  - Identify the location of existing structures and facilities. Used dashed lines for new construction. Write in setback distances.
  - Show the location and direction of all water courses and drainage ways (such as intermittent streams, creeks, irrigation canals, etc) as well as the 100-year floodplain, if applicable.
  - Identify the location of sewage disposal systems, well or public water connections, electrical service.
  - Identify the location of the address sign. If an address has not been assigned, show where sign will be located.



# PLOT PLAN EXAMPLE



Township 39, Range 16E, Section 13BA, Tax Lot 2300 Assessment Account 122345

Address \_\_\_\_\_ Permit No. \_\_\_\_\_



# PLOT PLAN TEMPLATE

[Large empty rectangular area for drawing the plot plan]

**NOTE: USE THE INFORMATION ON PAGES 1 AND 2 TO CREATE THIS PLOT PLAN**

DATE: \_\_\_\_\_

Township\_\_\_\_, Range\_\_\_\_, Section\_\_\_\_, Tax Lot\_\_\_\_ Assessment Account\_\_\_\_ **N**

Address\_\_\_\_\_ Permit\_\_\_\_\_ Scale 1 inch = \_\_\_\_ Feet