

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



ZONING PERMIT APPLICATION

Purpose:

Some types of land use activities listed in the Lake County Zoning Ordinance are allowed to occur with a minimal amount of government review on the matter. The Zoning Permit is designed to allow the applicant to provide basic project details which can be verified for consistency with the Lake County Zoning Ordinance. The process is generally straightforward but if you have further questions or concerns, 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.

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 _____

Required Enclosures

- Assessment Map <http://www.ormap.org>
- Administrative Fee \$150.00
- Agent Authorization Form
- Building Elevations, Renderings or Photos
- Plot Plan Map
- Applicant Findings (see page 2 and 3)
- Applicant Certification (see page 4)

Note: The Plot Plan Map is available on the Lake County Website at www.lakecountyor.org in the Planning Department section.

Signatures and Authorization

I/We as the applicant (s), owner (s) or authorized agent for this application have provided the aforementioned information relating to the proposed use on the following page, certifications and forms to the best of our knowledge.

Applicant or Agent signature: _____ Date: _____

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APPLICANT FINDINGS OF FACT

Property Identification

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

Proposed Use

On the subject property, I/We propose to construct or use the property for:

Circle response as appropriate

Agriculture	First Dwelling	Additional Dwelling and Existing Historic Dwelling
Forestry	Second Dwelling	
Geothermal	More than two dwellings _____#	

Additional details for dwellings

As identified in the preceding section the dwelling(s) will be occupied by:

Circle response as appropriate

Owner Relative Relative (Infirmed or Temporary Nature) Farm or Forest Worker

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 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
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APPLICANT FINDINGS OF FACT

Circle responses as appropriate.

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.

Exterior lighting *is / is not* proposed with this application as depicted on the plot plan.

The name of the access road is _____.

The property does / does not have direct access to a public road and 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.

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.



CERTIFICATION

Property Identification

Address (If Assigned) _____ City or Rural Area _____
 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 and allowable by the Lake County Land Development Ordinance and other regulations, Lake County staff will issue an approval.

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:

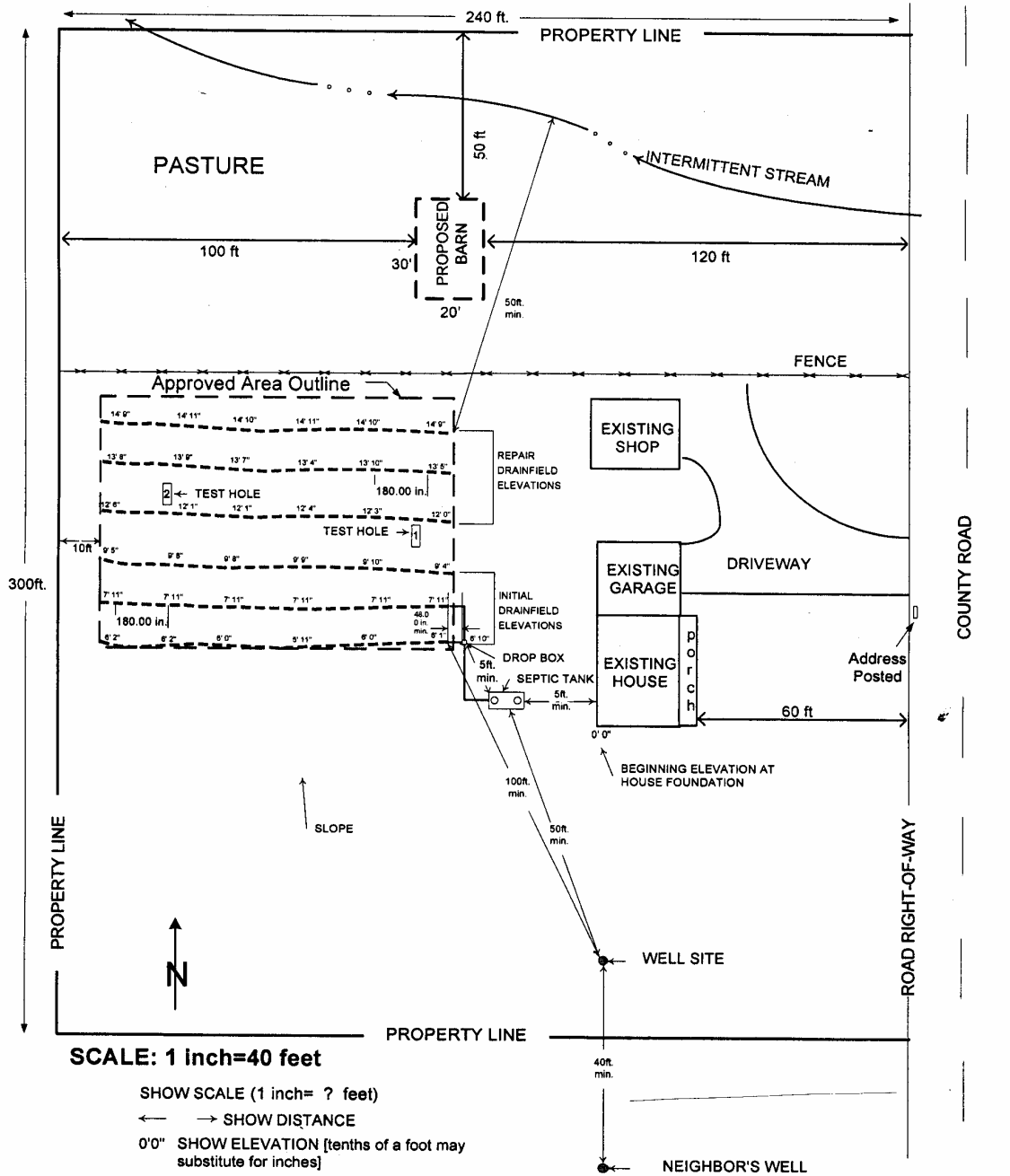
1. Use the Internet to collect preliminary information. <http://www.ormap.org/disclaimer.cfm> will allow you to find the tax assessment map with dimensions of your property. The Google Earth program will allow you to access an aerial photograph of your property. Print off copies of the Internet materials 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



AUTHORIZATION TO ACT AS AGENT

Purpose:

When Lake County is asked to process application(s) for land use or construction, the property owner needs to give permission to perform the activity on their land. This permission is alternatively referred to as “consent” or knowledge that the activity is being requested or being performed on their property. The property owner is the party who holds the recorded deed for the subject property.

I/We the undersigned, hereby certify that I/We are the deed holder of record of the subject property which is located at _____ Street/Lane/Road, _____, Oregon; also known in the records of the Lake County Assessor as Account No. _____, Map _____, Taxlot _____.

I/We the undersigned, hereby certify that I/We hereby authorize _____ (Name) to act and appear as my agent in regard to the following proceeding:

- Address Assignment** (Note: An address application cannot be accepted without a previous land use approval.)
- Building/Plumbing/Electrical/Septic Permit and Inspections**
- Conditional Use Permit**
- Land Division**
- Variance**
- Lot Line Adjustment**
- Site Plan Review**
- Zone Permit**

Dated this _____ day of _____, 200__.

Signature _____

This consent valid for 6 months 12 months Indefinitely (Circle the appropriate response)

STAFF USE ONLY

File No. _____

Staff Name _____

Ownership verified by Deed Assessment records (Circle the appropriate response)