

# Land Use Permit Application

Site Plan Review     Lot Line Adjustment     Partition     Subdivision  
 Conditional Use     Variance     Map Amendment     Text Amendment  
 Annexation     Vacation     Other, specify \_\_\_\_\_

Please complete the following application. If any pertinent required information or material is missing or incomplete, the application will not be considered complete for further processing. If you have any questions about filling out this application, please contact staff at Lowell City Hall, phone (541) 937-2157, 107 East Third, Lowell.

## List all Assessor's Map and Tax Lot numbers of the property included in the request.

Map# \_\_\_\_\_ Lot # \_\_\_\_\_

Map# \_\_\_\_\_ Lot # \_\_\_\_\_

Map# \_\_\_\_\_ Lot # \_\_\_\_\_

Street Address (if applicable): \_\_\_\_\_

Area of Request (square feet/acres): \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Existing Use of the Property: \_\_\_\_\_

Proposed Use of the Property \_\_\_\_\_

Pre-application Conference Held: No \_\_\_\_\_ Yes \_\_\_\_\_ If so, Date \_\_\_\_\_

## Submittal Requirements:

- \_\_\_\_\_ 1. Copy of deed showing ownership or purchase contract with property legal description.
- \_\_\_\_\_ 2. Site Plan/Tentative Plan with, as a minimum, all required information. Submit one copy of all plans 11x17 or smaller; 12 copies of all plans larger than 11x17. (See attached checklist for required information)
- \_\_\_\_\_ 3. Applicant's Statement: Explain the request in as much detail as possible. Provide all information that will help the decision makers evaluate the application, including addressing each of the decision criteria for the requested land use action.
- \_\_\_\_\_ 4. Other submittals required by the City or provided by the applicant. Please List.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
- \_\_\_\_\_ 5. Filing Fee: Amount Due: \_\_\_\_\_.

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that incomplete applications may cause delay in processing the application. I (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge. I (We) also acknowledge that if the total cost to the City to process this application exceeds 125% of the application fee, we will be required to reimburse the City for those additional costs in accordance with Ordinance 228.

**PROPERTY OWNER**

Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPLICANT, If Different**

Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

E-mail (if applicable): \_\_\_\_\_

**APPLICANTS REPRESENTATIVE, if applicable**

Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail (if applicable): \_\_\_\_\_

For City Use. \_\_\_\_\_ Application Number \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_ Fee Receipt # \_\_\_\_\_

Date Application Complete: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_ Date of Decision \_\_\_\_\_ Date of Notice of Decision \_\_\_\_\_

**APPLICATION SITE PLAN REQUIREMENTS CHECKLIST**  
**Lowell Land Development Code, Section 2.140**

Applications for land divisions or land use requests that require a site plan shall submit the site plan on 8 1/2 x 11 inch or 11 x 17 inch black/white reproducible sheets for copying and distribution. Larger drawings may be required for presentation and City review. Drawings shall be drawn to scale. The scale to be used shall be in any multiple of 1 inch equals 10 feet (1" = 20', 1" = 30", 1" = 100', etc.) and may be increased or decreased as necessary to fit the sheet size. The Application and site plan shall show clearly and with full dimensioning the following information, as applicable, for all existing and proposed development. It is understood that some of the requested information may not apply to every application.

- \_\_\_\_\_ The names of the owner(s) and applicant, if different.
- \_\_\_\_\_ The property address or geographic location and the Assessor Map number and Tax Lot number.
- \_\_\_\_\_ The date, scale and northpoint.
- \_\_\_\_\_ A vicinity map showing properties within the notification area and roads. An Assessor Map, with all adjacent properties, is adequate.
- \_\_\_\_\_ Lot dimensions.
- \_\_\_\_\_ The location, size, height and uses for all existing and proposed buildings.
- \_\_\_\_\_ Yards, open space and landscaping.
- \_\_\_\_\_ Walls and fences: location, height and materials.
- \_\_\_\_\_ Off-street parking: location, number of spaces, dimensions of parking area and internal circulation patterns.
- \_\_\_\_\_ Access: pedestrian, vehicular, service, points of ingress and egress.
- \_\_\_\_\_ Signs: location, size, height and means of illumination.
- \_\_\_\_\_ Loading: location, dimension, number of spaces, internal circulation.
- \_\_\_\_\_ Lighting: location and general nature, hooding devices.
- \_\_\_\_\_ Street dedication and improvements.
- \_\_\_\_\_ Special site features including existing and proposed grades and trees, and plantings to be preserved and removed.

- \_\_\_\_\_ Water systems, drainage systems, sewage disposal systems and utilities.
  - \_\_\_\_\_ Drainage ways, water courses, flood plain and wetlands.
  - \_\_\_\_\_ The number of people that will occupy the site including family members, employees or customers.
  - \_\_\_\_\_ The number of generated trips per day from each mode of travel by type: employees, customers, shipping, receiving, etc.
  - \_\_\_\_\_ Time of operation, where appropriate. Including hours of operation, days of the week and number of work shifts.
  - \_\_\_\_\_ Specifications of the type and extent of emissions, potential hazards or nuisance characteristics generated by the proposed use. The applicant shall accurately specify the extent of emissions and nuisance characteristics relative to the proposed use. Misrepresentation or omission of required data shall be grounds for denial or termination of a Certificate of Occupancy.
- Uses which possess nuisance characteristics or those potentially detrimental to the public health, safety and general welfare of the community including, but not limited to; noise, water quality, vibration, smoke, odor, fumes, dust, heat, glare or electromagnetic interference, may require additional safeguards or conditions of use as required by the Planning Commission or City Council.
- All uses shall meet all applicable standards and regulations of the Oregon State Board of Health, the Oregon Department of Environmental Quality, and any other public agency having appropriate regulatory jurisdiction. City approval of a land use application shall be conditional upon evidence being submitted to the City indicating that the proposed activity has been approved by all appropriate regulatory agencies.
- \_\_\_\_\_ Such other data as may be necessary to permit the deciding authority to make the required findings.

**NOTE: Additional information may be required after further review in order to adequately address the required criteria of approval.**