

Fee _____
Receipt # _____

CITY OF WALDPOR
Zoning Action Application

TO BE COMPLETED BY OFFICE:

1. Date Received _____	Staff Initials _____
2. Case File Number _____	Action: Administrative _____ Planning Commission _____
3. Action Requested C.U. _____ N.C.U. _____ Variance _____ Zone Change _____ Other _____	
4. Current Zoning _____ Current Plan Designation _____ Lot Size _____	
5. Previous Planning Actions on Property _____	
6. Existing Code Violation(s) _____	

TO BE COMPLETED BY APPLICANT:

Purpose of Application _____

Property Description T _____ S, R _____ W, W.M., Section _____ Tax Lot(s) _____

Applicant's Name _____

Address _____ City _____ State _____

Zip Code _____ Daytime Phone Number _____

Relationship to Property _____

(Owner, Contract Purchaser, etc.)

Agent (if any) _____

Existing Structures _____

Current/Proposed Utilities: Sewage _____ Water _____ Electrical _____

Anticipated Date of Development _____

INFORMATION REQUIRED
for a
CONDITIONAL USE APPLICATION

For all conditional use permit applications, the following minimum information must be submitted for the application to be considered complete:

1. Plot plan, drawn to scale, of the subject property showing:
 - A. all property lines
 - B. all existing and proposed buildings and setbacks from all property lines
 - C. the location of water and sewer lines, septic system, and all existing and proposed easements
 - D. access to the property, and whether it is a state highway, county road, public road or private easement. Note: Applicant should check to determine if an access permit is required.
 - E. all wetland areas, areas of geological hazard, streams and waterways, and areas subject to flood hazard
 - F. general description of the topography and vegetation
 - G. plans for fencing
 - H. the date, north point and scale of drawing
2. Total floor area, height and use of all existing and proposed structures.
3. Operating characteristics of all proposed commercial and industrial uses (what, where, when & how).
4. Location of all required off-street parking and loading facilities, if any.
5. Size, location and tentative design of proposed signs, if any.
6. Other information as determined by staff.

NOTE: ALL APPLICATIONS MUST BE COMPLETE. FAILURE TO SUBMIT A COMPLETE APPLICATION WILL DELAY THE ACCEPTANCE AND PROCESSING OF YOUR APPLICATION.

Signature of Property Owner

Date

Signature of Applicant (if other than property owner)

Date

CITY OF WALDPORT

CONDITIONAL USES

What is a Conditional Use? A conditional use is one that may be located in a certain zoning district, provided it will not be detrimental to the public health, morals, and welfare and will not impair the integrity and character of that district. These uses are subjected to individual scrutiny in order to provide that they are permitted in a zone only when they comply with standards imposed by the ordinance, and are conditioned in such a way as to protect the neighborhood and public interest. A common example of a conditional use is a public utility substation which must be located in a residential district.

How do I apply? To apply, submit a completed application, the appropriate filing fee, and a plot plan of the property which shows all property lines and the location of all existing and proposed structures. The application must be signed by the property owner or authorized in writing by the owner. The applicant should also submit a written description of the proposed use which details the characteristics of the use (e.g. size and use of any structures, number of employees, amount of traffic generated, etc.)

How long does it take? The application will be reviewed by the Planning Commission in a public hearing. The applicant and property owners within 250 feet of the subject property will be notified of the public hearing. It generally takes six weeks to get on the agenda of the Planning Commission. Its decision is subject to an appeal period of 15 days. A decision which is appealed is forwarded to the City Council for consideration at a public hearing.

A conditional use permit is valid for one year, unless substantial construction pursuant thereto, as defined in the City land use code, has taken place. However, authorization may be extended upon request.

NOTE: THE GUIDELINES LISTED ABOVE ARE GENERAL IN NATURE. APPLICANTS ARE REQUESTED TO REFER TO THE CITY OF WALDPORT DEVELOPMENT CODE FOR COMPLETE REQUIREMENTS.