

Fee _____
Receipt # _____

CITY OF WALDPORT
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 an

ALTERATION OF A NONCONFORMING USE

For all applications requesting an alteration of a nonconforming use, 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, including floor area, height, use 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. the date, north point and scale of drawing
2. Operating characteristics of all proposed uses (what, where, when & how).
3. Location of all required off-street parking and loading facilities, if any.
4. Size, location and tentative design of proposed signs, if any.
5. A written narrative shall be submitted which addresses in detail all items contained in Article 7 of the Waldport City Development Code, including, but not limited to:
 - A. The date the existing use was established. Note: this may be documented by submitted billing records from a utility company, legal records, etc.
 - B. A description of the proposed change (what, where, why).
 - C. Why the proposed change is reasonably necessary to continue the use.
 - D. Why the proposed change will not result in any greater adverse impact to the surrounding neighborhood.
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