

FOR OFFICE USE
ONLY

Application #: _____

Date Received: _____

(541) 454- 2743
500 W. 1st Street
P.O. Box 68
Arlington, OR 97812



City of Arlington
Permit Application
Single family, Duplex, Accessory

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

PROPERTY OWNER AND APPLICANT INFORMATION

Applicant Name _____

Phone _____

Address _____

Mailing Address (if different) _____

City _____ State _____ Zip Code _____

Email _____

Property Owner _____

Phone _____

Address _____

Mailing Address (if different) _____

City _____ State _____ Zip Code _____

Email _____

EXISTING PROPERTY DESCRIPTION

Location (address, intersection, general area): _____

Map # _____ Township _____ Range _____ Section _____

Tax Lot(s) _____

Subdivision Name _____ Block _____

Lot(s)# _____ Zoning _____

Present Land Use _____

Dwelling Footprint: _____ Sq. Ft. Height _____ Ft.

Garage Footprint: _____ Sq. Ft. Height _____ Ft.

Accessory Footprint: _____ Sq. Ft. Height _____ Ft.

PROJECT DESCRIPTION

Dwelling Footprint: _____ Sq. Ft. Height _____ Ft.

Garage Footprint: _____ Sq. Ft. Height _____ Ft.

Accessory Footprint: _____ Sq. Ft. Height _____ Ft.

Addition Footprint: _____ Sq. Ft. Height _____ Ft.

Other Footprint: _____ Sq. Ft. Height _____ Ft.

Describe Project:

TO COMPLETE THIS APPLICATION, PLEASE SUBMIT THE FOLLOWING:

Complete Application: *signed by the property owner and the applicant*

Application fee

Proof of ownership

Letter of authorization signed by property owner (if an agent)

Building Permit Application

Photos/elevation drawings of proposed structure(s)

Flood Elevation Certificate (if located in floodplain)

ODOT access permits (if applicable)

Site Plan - showing location, intent, and design of a project. A professional or novice sketch of the project must include but is not limited to:

- | | |
|------------------------|-----------------------------|
| Position on the lot | Proposed fences/height |
| Lot dimensions | Street names accessing lot |
| Setbacks | Driveway location |
| Proposed structures | Off-street parking |
| Existing structures | Utilities |
| Existing easements | Flood plain (if applicable) |
| Existing fences/height | Cut/fill (if applicable) |

By signing this application, the undersigned certifies that he/she has read and understands the submittal requirements stated above. Please note: if the applicant makes a misstatement of fact on the application regarding ownership, authority to submit the application, acreage, or any other fact material relied upon in making a decision the City Recorder may upon notice to the applicant and subject to an applicant’s right to a hearing declare the application void.

To properly process your land use application, the City may rely upon professional consultants to assist City Staff. All planning fees listed in the City Fee Schedule are deposits. Applicants will be charged the deposit or actual planning costs, whichever is greater. Final approval will not be issued with any outstanding balances.

Costs include, but are not limited to, advertising/public notice, mailings, legal counsel, planning consultant services, filings and engineering costs identified with the specific land use request.

After completion of the review process or after a final decision is rendered by either staff or City Council, the City will send a final invoice to the applicant. Building permits will not be issued until the land use fees are paid in full to the City.

Applicant: _____ Date: _____
Signature

Property Owner: _____ Date: _____
Signature