

FOR OFFICE USE ONLY

Application #: _____

Date Received: _____

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



City of Arlington
Conditional Use Permit Application

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 _____

PROPERTY DESCRIPTION

Location (address, intersection, general area): _____

Map # _____ Township _____ Range _____ Section _____

Tax Lot(s) _____

Subdivision Name _____ Block _____

Lot(s)# _____ Zoning _____

Present Land Use _____

SPECIFIC REQUEST: New Construction Alteration Change of Use

Please describe the proposal in detail:

A Conditional Use Permit may be granted only in the event that all of the following circumstances exist:

Describe in detail how the proposal will be consistent with the Comprehensive Plan and the objectives of the Zoning Ordinance and other applicable policies of the City.

Describe in detail how taking into account location, size, design and operation characteristics, the proposal will have minimal adverse impact on the (a) livability, (b) value, and (c) appropriate development of abutting properties and the surrounding area compared to the impact of development that is permitted outright.

Describe in detail how the location and design of the site and structures for the proposal will be as attractive as the nature of the use and its setting warrants.

Describe in detail how the proposal will preserve assets of particular interest to the community.

Describe in detail how the applicant has a bona fide intent and capability to develop and use the land as proposed and has some appropriate purpose for submitting the proposal, and is not motivated solely by such purposes as the alteration of property values for speculative purposes.

**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
- Height of proposed structure
- 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
 - Lot dimensions
 - Setbacks
 - Proposed structures
 - Existing structures
 - Existing easements
 - Existing fences/height
 - Proposed fences/height
 - Street names accessing lot
 - Driveway location
 - Off-street parking
 - Utilities
 - Flood plain (if applicable)
 - 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