



PLANNING DEPARTMENT
PO Box 330 • Phoenix, OR 97535
541-535-2050 • 541-535-5769 fax

Fee: \$2,500.00

**CONDITIONAL USE PERMIT
APPLICATION**

I. PROPERTY INFORMATION:

- A. LOCATION (address): _____
- B. ASSESSOR'S ID:
Township _____ Range _____ Section: _____ Tax Lot: _____
- C. Present Zoning: _____
- D. Present Use of Property: _____
- E. Describe adjacent land uses (i.e. single family, restaurant, auto repair, etc.):

North: _____ East: _____
South: _____ West: _____

II. PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED USE:

III. NEED AND IMPACT: State the need for this use/development and describe its possible effects on surrounding properties, including noise, dust, vibration, traffic, odors, hours of operation, or other possible effects. (Use additional sheet if necessary.)

IV. SUBMITTAL REQUIREMENTS

Submit one of each of the Submittal Requirements that follow for review by the City Planner. Once this "Application Package" is deemed complete, submit 20 additional "Application Packages" (excluding items 3 & 4) to the Planning Department.

1. A Site Plan drawn to scale showing all existing or proposed improvements on the site. A set of 8 1/2" x 11" reductions and transparencies. If the application involves an existing building where no exterior changes are proposed, photos of the improvements must be submitted with the application.
2. Application must be filed with copies of a narrative statement that explains how the application satisfies each and all of the relevant criteria in sufficient detail for review and action.
3. Application must be accompanied by the required fee.

4. Include two sets of mailing labels for all property owners of record as specified in Chapter 4.1.5 – Type III Procedure (Quasi-Judicial), Section C (Notice of Hearing). The records of the Jackson County Department of Assessment and Taxation are the official records for determining ownership. The applicant shall demonstrate that the most current assessment records have been used to produce the notice list.
5. Application must include an impact study. The impact study shall quantify/assess the effect of the development on public facilities and services. The study shall address, at a minimum, the transportation system, including pedestrian ways and bikeways, the drainage system, the parks system, the water system, and the sewer system. For each public facility system and type of impact, the study shall propose improvements necessary to meet City standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users. In situations where this Code requires the dedication of real property to the City, the applicant shall either specifically agree to the dedication requirement, or provide evidence that shows that the real property dedication requirement is not roughly proportional to the projected impacts of the development.
6. Existing site conditions. A map showing the applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions, and gross area shall be identified.
7. Site plan drawn to scale. The site plan shall contain the following information, if applicable:
 - a. North arrow and scale
 - b. The proposed development site, including boundaries, dimensions, and gross area.
 - c. The name and address of project designer, engineer, surveyor, and/or planner, if applicable.
 - d. The location, size, and species of trees having a 2" diameter that are proposed to be removed or modified by the development.
 - e. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements.
 - f. The location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan.
 - g. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access.
 - h. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops, as applicable).
 - i. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails.
 - j. Loading and service areas for waste disposal, loading, and delivery.
 - k. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements.
 - l. Location, type, and height of outdoor lighting.

- m. Location of mail boxes, if known.
 - n. Location of bus stops and other public or private transportation facilities.
 - o. Locations, sizes, and types of signs.
 - p. Location of trash enclosures or other waste storage areas.
 - q. Identification of slopes greater than 35 percent.
 - r. Potential natural hazard areas, including any areas identified as subject to a 100-year flood, areas subject to high water table, and areas mapped by the city, county, or state as having a potential for geologic hazards.
 - s. Resource areas, including marsh and wetland areas, streams, wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection.
 - t. Site features, including existing structures, pavement, drainage ways, canals and ditches.
 - u. Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots.
 - v. Other information determined by the Planning Director to be pertinent. The City may require studies or exhibits prepared by qualified professionals to address specific site features (e.g., traffic, environmental features, natural hazards, etc.), in conformance with this Code.
8. Preliminary grading plan. A preliminary grading plan prepared by a registered engineer shall be required for developments which would result in the grading (cut or fill) of 1,000 cubic yards or greater. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed. Surface water detention and treatment plans may also be required, in accordance with Chapter 3.8 – Storm and Surface Water Management Standards.
9. A landscape plan. A landscape plan is required and shall show the following:
- a. The location and height of existing and proposed fences and other buffering or screening materials.
 - b. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas.
 - c. The location, size, and species of the existing and proposed plant materials (at time of planting).
 - d. Existing and proposed building and pavement outlines.
 - e. Specifications for soil at time of planting, irrigation plans, and anticipated planting schedule.
 - f. Other information as deemed appropriate by the Planning Director. An arborist's report may be required for sites with mature trees that are protected under Chapter 3.3 – Landscaping, Street Trees, Fences, and Walls.
10. Elevations of all structures. Architectural drawings shall be submitted showing:
- a. Building elevations with building height and width dimensions.

- b. Building materials, color, and type.
 - c. The name of the architect or designer.
11. Elevations of all proposed signs. Sign drawings shall be required in conformance with Chapter 3.6 – Signs.
 12. A copy of all existing and proposed restrictions or covenants.
 13. Narrative report or letter documenting compliance with all applicable approval criteria in Chapter 4.4.4 – Criteria, Standards, and Conditions of Approval.
 14. If applicable for residential care, a description of the proposed use, including the number of residents and the nature of the condition or circumstances for which care, or a planned treatment or training program will be provided.
 15. The number of staff and the estimated length of stay per resident and the name of the agency responsible for regulating or sponsoring the use.

IMPORTANT: Only completed applications will be processed. If you are unsure of the submittal requirements, please contact City staff for clarification.

V. APPLICANT/PROPERTY OWNER INFORMATION:

Property Owner Name: _____
(Please print or type)

Address: _____

Phone: _____ 2nd Phone: _____

Applicant's Name: _____

Address: _____

Phone: _____ 2nd Phone: _____

Other Contact Name: _____

Address: _____

Phone: _____ 2nd Phone: _____

VI. AUTHORIZATION TO PROCESS:

PROPERTY OWNER'S CONSENT: I do hereby certify that I am the legal owner of record of the property described above and as such I am requesting that the City of Phoenix process this application in accord with State and local ordinances. I also certify that the information submitted hereto is true and correct to the best of my knowledge and belief.

Property Owner's Signature

Date

APPLICANT'S AUTHORIZATION: I do hereby certify that the information submitted herein is true and correct to the best of my knowledge and belief.

Applicant's Signature

Date

CITY USE ONLY

Received by: _____

Date: _____

Fee Received: _____

Receipt No.: _____

File No. Assigned: _____