

LINKING AGRICULTURE
WITH INDUSTRY



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4222 N.E. OLD SALEM RD.
ALBANY, OREGON 97321

Case No. _____
Date _____
Type _____

Land Use Application Form

cityofmillersburg.org

Check the Type of Land Use Requested:

(PA) Pre Application

(SP) Site Plan Review

(CUP) Conditional Uses

(PL) Property Line Adjustment

(SD) Subdivisions (4 or more lots)

(PA) Partition (3 or less lots)

(VR) Variance (list standards can be varied
in description)

(CP) Comprehensive Plan Amendment

(ZC) Zone Change

(AN) Annexations

(VA) Vacations

THIS FORM MUST BE FILLED OUT COMPLETELY

I. Property Owner/Applicant Information

- A. Applicant(s) _____
Email Address _____
Mailing Address _____
Phone number _____
- B. Owner(s) _____
Email Address _____
Mailing Address _____
Phone number _____

II. Property Information

- A. Legal description of property: Township _____ Range _____ Section _____
Tax Lot _____
- B. Additional Properties:
Township _____ Range _____ Section _____ Tax Lot _____
Township _____ Range _____ Section _____ Tax Lot _____
- C. Site Address (if any) _____

D. Zoning designation _____ Comp Plan designation _____

III. Authorizing Owner/Applicant Certifications

I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true and any approval granted based on this information may be revoked if it is found that such statements are false. By submitting this form the Owner, or Owner's authorized agent/ representative, acknowledges and agrees that City of Millersburg employees, and appointed or elected City Officials, have authority to enter the project site at all reasonable times for the purpose of inspecting project site conditions and gathering information related specifically to the project site. I further acknowledge that I have read the applicable standards for review of the land use action I am requesting and understand that I must demonstrate to the City review authorities compliance with these standards prior to approval of my request.

Owner/applicant signature _____ Date _____

Owner/applicant signature _____ Date _____

IV. The following materials must be submitted with your application or it will not be accepted at the counter. Once taken at the counter, the City has up to 30 days to review the materials submitted to determine if we have everything we need to complete the review.

A **narrative** explaining how the application meets all required criteria shown in City land use Development Code, Article 2 (<http://cityofmillersburg.org/millersburg-land-use-development-code/>)

At least 3 folded sets of the project **Site plan**. The site plan must be drawn to scale and show existing and proposed locations of buildings, access, parking, loading, landscaping, screening, fencing, drainage, water supply, sewage disposal, public utilities, unique site features (creeks and wetlands) and exterior lighting.¹

A copy of the **deed** for the subject property.

A copy of any **easement** granting access to the subject property, if the property does not have frontage on a public road.

If the applicant for this request is not the property owner, then **authorization** from the owner must be submitted with the application.

A copy of all permits, licenses, and **authorizations** from other government agencies pertaining to the proposed use, including highway access, water and sewer connections, state or federal discharge permits.

Land Use Application **Checklist** (separate form)

Digital versions of all Site Plans, other plans and/or studies.

¹ Additional copies of all exhibits may be required if the application is deemed complete.
City of Millersburg Land Use Application
Draft: February 2018

Application **Fee**. The total fee shall be the sum of all individual procedural fees unless adjusted by the City Manager.

V. Proposed Use of Property

- A. Describe in detail the proposed use and your development plans for the property. Include a description of the number and type of buildings and their intended use, roadways, driveways, parking lots, signs, landscaping, drainage plans and outdoor lighting.

- B. Please describe the general operating characteristics of the proposed use and the hours of operation.

- C. Will any other permits from local or state agencies be required? If yes, please list permits needed and if they have been secured.

- D. How much land area will be used for the proposed activity? Will the proposed use generate wastewater and if so, how will it be disposed?

E. Will the proposed use require a water supply? If so, how much will be needed and how will it be supplied?

F. Please describe the types of vehicles, machines and/or tools to be used. Please estimate the amount of vehicle trips per day that will be generated by the proposed use.

G. What are the proposed hours and days of operation? Will any products be offered for sale on the property? If products are sold, what will be sold?

H. How many people will be employed including the applicant? Please indicate whether the employees will be full or part-time. Will anyone live on the property? If so, who?

I. Does the property front a county road or public road? Which one? Is there an existing driveway and how is it improved (gravel, asphalt, concrete)?

J. How is the property now used? Are there any unique features on the property such as a creek, steep topography, or wetlands?
