



# Land Use Application Form

Case No. \_\_\_\_\_  
 Date \_\_\_\_\_  
 Type \_\_\_\_\_

## Check the Type of Land Use Requested:

- |   |  |
|---|--|
| <input type="checkbox"/> (PA) Pre Application               | <input type="checkbox"/> (VR) Variance (list standards can be varied in description) |
| <input type="checkbox"/> (SP) Site Plan Review              | <input type="checkbox"/> (CP) Comprehensive Plan Amendment                           |
| <input type="checkbox"/> (CUP) Conditional Uses             | <input type="checkbox"/> (ZC) Zone Change  |
| <input type="checkbox"/> (PL) Property Line Adjustment      | <input type="checkbox"/> (AN) Annexations  |
| <input type="checkbox"/> (SD) Subdivisions (4 or more lots) | <input type="checkbox"/> (VA) Vacations  |
| <input type="checkbox"/> (PA) Partition (3 or less lots)    |  |

**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/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.<sup>1</sup>

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.

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

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<sup>1</sup> Additional copies of all exhibits may be required if the application is deemed complete.

**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?



## City of Millersburg Land Use Application Checklist

The following information is required pursuant to City Code Section 2.130(5) for all planning applications (additional information may be required during review):

- Copies of all Pre-application information provided by the City.
- A Site Plan/map showing:
  - Total gross and net land areas of the site (net is minus the square footage of any land proposed for dedication to the public, not including easements)
  - North Arrow
  - Neighboring Zoning
  - Date
  - Scale
  - Vicinity Map
  - Dimensions
  - All existing and proposed structures (mark any structures to be removed)
  - Existing and proposed walls and fences (heights, materials)
  - Parking and number of spaces
  - Access (pedestrian, loading, egress, ingress)
  - Proposed surface materials
  - Clear vision areas
  - Existing and proposed lighting (type, height)
  - Existing and proposed streets (with full street sections)
  - Topographic Features including vegetation
  - Water systems, drainage, storm water, sewer and utilities
  - Watercourses, floodplains, and wetlands, including Willamette Greenway and the top of the bank if applicable
  - Proposed Phases (if any)
- Elevation Drawings (if any):
  - Fully dimensioned drawings of each building elevation, including dumpster shelters.
  - Materials and colors proposed for each structure (material samples are not needed)
  - Floor Plans MAY be required if detailed interior spaces are needed to compute parking standards.
- Conceptual Landscape Drawings.
- A Narrative Explaining:
  - The supplemental information below
  - Applicant and landowner information
  - Any previous uses on the site



## City of Millersburg Land Use Application Checklist

- Detailed explanations on how the project meets all required findings from **Article 2** of the City Code. This section details different findings required for each type of application.
- Detailed explanations of how the proposed project meets the criteria of the Zone in **Article 4**. Only detail the requirements of the zone (or proposed zone) for the project site.
- Detailed explanations of how the proposed project meets all the required standards from **Article 5**. There are several standards in this section. Not all apply to every project; however, any that *could* apply should be included in the narrative.
- Additionally some projects may be required to include detailed explanations regarding conformance with **Article 7**, these include projects in wetlands, floodways and other site specific requirements.
- A brief explanation of how the project is consistent with the Comprehensive Plan of the City of Millersburg. Usually if the project complies with all of the zoning and code requirements, the project is also consistent with the Comprehensive Plan, however the Plan may have specific requirements regarding the proposal that may need to be discussed.
- **NOTE:** State Law explains that it is the applicant's responsibility to provide detailed explanations of how the project meets the requirements and criteria of the City Code and Comprehensive Plan.
- Supplemental Information:
  - Please provide parking calculations pursuant to City Code Section 5.120
  - Please indicate if a proposed business plans to:
    - store any hazardous materials
    - use hazardous materials
    - generate hazardous materials or hazardous waste
  - Please indicate if any existing business is currently reporting hazardous substances to the State Fire Marshals Office.
- Other permits, applications, plans, or reports that MAY be required:
  - Traffic Study- See Code Section 5.122(7)
  - Staff may request any of the following should they be needed to properly review the site/project:
    - Hydrology Study
    - Geotechnical Study
    - Mitigation plan
    - Illumination Plan