



# City of North Plains

31360 NW Commercial St. North Plains, OR 97133

Ph. 503-647-5555 Fax 503-647-2031

Email: [info@northplains.org](mailto:info@northplains.org)

## LAND USE APPLICATION (TYPE 2, 3, or 4)

### Applicant General Information

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street* *Apartment/Unit #*

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*City* *State* *ZIP Code*

Email Address: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street* *Apartment/Unit #*

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*City* *State* *ZIP Code*

Email Address: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

### Property Description

Address: \_\_\_\_\_

*Street* *Apartment/Unit #*

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*City* *State* *ZIP Code*

Tax Lot ID: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

Property Area: \_\_\_\_\_ Existing Land Use: \_\_\_\_\_

General Development Description: \_\_\_\_\_

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### Fees - Check all that apply (Deposits effective 07/01/16)

Type II	LU Process	Deposit	Type III	LU Process	Deposit	Type IV	LU Process	Deposit
<input type="checkbox"/>	Design Review	\$900	<input type="checkbox"/>	Conditional Use	\$2,400	<input type="checkbox"/>	Comp. Plan Amendment	\$5,200
<input type="checkbox"/>	Partition- No Street Dedication		<input type="checkbox"/>	Design Review		<input type="checkbox"/>	Extension	
<input type="checkbox"/>	Temp. Structure		<input type="checkbox"/>	Subdivision				
<input type="checkbox"/>	Variance		<input type="checkbox"/>	Subdivision-Prelim				
			<input type="checkbox"/>	Subdivision-Final				
			<input type="checkbox"/>	Flood Plain Permit				
			<input type="checkbox"/>	Partition- w/ Street Dedication				
			<input type="checkbox"/>	SNR				
			<input type="checkbox"/>	Temp. Structure				
			<input type="checkbox"/>	Variance				

\*Please refer to the current fee schedule or municipal code for clarification

**Information to Include with Your Application**

- **Application Form**
- **Fee**
- **Narrative** describing the Development Proposal and addressing the Decision Criteria. *All applications will be reviewed based on the criteria of [Chapter 16 of the North Plains Municipal Code](#) which is available at [www.northplains.org](http://www.northplains.org). A sample narrative is also on website.*
- **Site plans** drawn to scale; one hard copy and PDF document (flash drive or email/file share). Plans should show:
  - All property boundaries in which development is occurring
  - All adjacent roads (with names and dimensions)
  - Location and dimensions of all existing and proposed access ways/alleys/driveways
  - Location, number, dimensions, setbacks
  - All easements (including utilities)
  - Location of all existing and proposed fire hydrants
  - Location, size (area), and setbacks of all existing and proposed buildings and structures
  - Location, size (area), and layout of existing and proposed landscaping
  - Location, number and dimensions of existing and proposed parking areas, including handicapped spaces
  - Location, number and dimensions of existing and proposed loading areas
  - Location, number, dimensions, and types of existing and proposed lighting
  - Location, number, dimensions, setbacks, and types of existing and proposed fencing and or/screening
  - Location, number, dimensions, setbacks, and types of existing and proposed mechanical equipment, such as rooftop equipment and transformer boxes. Show any screening of proposed equipment.
  - Delineate flood plains and water courses
  - Significant vegetation
- **Stamped envelopes with mailing labels** attached for all property owners and residents within 250 feet of the subject property or properties. *(A list of property owners/site addresses may be obtained from Washington County or a title insurance company.)*
- **Clean Water Services, Service Provider Letter or determination that letter is not needed** from CWS website: <https://www.cleanwaterservices.org/documents-forms/pre-screen-form/>
- A **traffic study** for any project generating more than 300 trips per day.
- Other reports related to specific permit types  flood plain  significant natural resources  historic overlay  title report for land division  Other

*After initial review, the City may require additional information.*

**Additional Information**

In order to expedite and complete the processing of this application, the City of North Plains requires that all pertinent material required for review of this application be submitted at the time application is made. If the application is found to be incomplete, review and processing of the application will not begin until the application is made complete.

I certify that the statements made in this application are complete and true to the best of my knowledge. I understand that any false statements may result in denial of this application.

I understand that there may be additional costs of processing this application including, but not limited to, planning, engineering, city attorney and administration. The City will notify the applicant if there will be additional costs.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Property Owner: \_\_\_\_\_

**FOR OFFICE USE**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee paid: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Application No. \_\_\_\_\_