

Land Use Application Submittal Requirements

You must discuss your proposal with a Planner to determine the needed materials for your specific proposal.

REQUIRED

PROVIDED

- Completed application form signed by all owners and fee of \$ _____
- Most recent/current deed(s) of affected parcels
- Findings addressing criteria –
(for CUP's see BMC 17.136.50 for specific Findings to address and provide written info)
- Utility provider conformation forms
- Plot plan drawn to scale and containing the following items:
 1. Property lines with dimensions and a north arrow.
 2. Locations of buildings and structures, existing and proposed, including dimensions, the height, front, rear and side yard setbacks of the proposed structures.
 3. Location and layout of off-street parking and loading facilities.
 4. Existing and proposed driveways and adjacent roads.
 5. Location of any streams, drainages or wetlands.
 6. Indications of exterior lighting standards and devices, if required.
 7. Location and size of existing and proposed water and sewer lines.
 8. For commercial structures, the location and size of existing and proposed exterior signs and outdoor advertising.
 9. Location of any required landscaping.
 10. Any other architectural or engineering data required to permit findings that the provisions of the land development code and other applicable requirements have been met.
- A statement from the City Finance Director that all city liens and assessment on the property have been paid (Staff will obtain).
- _____ Copies of partition map/plat map and one copy 8½ x 11"
- Application must be submitted _____ days prior to hearing date.

Sign Permits

1. Need numbers 1, 2, 8, 9 from above plus
2. Plot plan drawn to scale showing the location of the sign on the structure or if free standing, engineering data, it's distance from property lines and easements.
3. A scale drawing of the sign and its support structure, indicating dimensions.
4. If lighted or using electricity, evidence that the sign has been approved by a licensed testing facility.
5. Oregon Department of Transportation (ODOT) approval for any signs visible from Chetco Avenue (Hwy 101).