



**SUPPLEMENTAL APPLICATION
CONDITIONAL USE
(March 2012)**

WHAT IS A CONDITIONAL USE PERMIT?

The County Zoning and & Development Ordinance (ZDO) allows certain uses in various zones under specified conditions.

WHAT IS NEEDED FOR APPROVAL?

All conditional use permits are discretionary and MAY be permitted after evaluation according to criteria in the ZDO. The County must make written findings to support the decision. The applicant is responsible for providing evidence to support the conditional use request, according to the ZDO.

WHAT ARE THE CHANCES FOR APPROVAL?

Staff cannot predetermine the decision on this or any application. A decision of approval or denial will only be made after the complete application is processed. This includes review of citizen and agency comments. The decision is based on criteria appropriate to this application as listed in the ordinance. In order to address the necessary criteria, the information requested in this supplemental application should be as thorough and complete as possible.

APPLICATION PROCESS

Conditional use permits are subject to the Administrative Action process and public notice. Public comments received from the Community Planning Organization (CPO), property owners, agencies and other interested parties may affect the decision on the application. Special conditions may be attached to any approvals. All conditional use applications are reviewed at a public hearing before the County Land Use Hearings Officer. The Hearings Officer’s decision may be appealed to the Oregon Land Use Board of Appeals.

NOTE: A PRE-APPLICATION CONFERENCE is required prior to filing this application. For a copy of the Pre-Application Form, go to www.clackamas.us/transportation/permits.

STAFF WILL ATTACH THE FOLLOWING PERTINENT INFORMATION:

_____ Land Use Application _____ Sample Site Plan
_____ ZDO Section for Underlying Zone
_____, _____, _____, _____, _____ Comp. Plan Goals/Policies
The following ZDO Sections: _____ 800 _____ 1006 _____ 1007 _____ 1015 _____ 1203
Additional ZDO Sections as applicable: _____, _____, _____, _____, _____, _____

HOW LONG WILL IT TAKE TO GET A FINAL DECISION ON AN APPLICATION?

Approximately 80 days or 120 days (Urban areas) or 150 days (Rural areas) for final action on the application pursuant to ORS 215.427(1).

COMPLETE APPLICATIONS REQUIRE THE FOLLOWING:

1. Pre-Application Conference must be completed.
2. Land Use Application – Information on applicant and land involved in application.
3. Supplemental Application – Information requested on this form. Please be as complete and thorough as possible. Use additional sheets as necessary.
4. Preliminary Statement of Feasibility signed by the water provider, sanitary sewer provider, and surface water management authority (if applicable).
5. Application Fee: _____ (Cash or check only; no credit cards) *Fee is nonrefundable upon decision or staff report; partial refund if withdrawn after notice; full refund if withdrawn prior to notice.*
6. Vicinity Map showing the relationship of the proposed use to the surrounding area.
7. Plot Plan drawn to scale on 8.5" x 11" or 11" x 17" paper, showing the property and your proposal.
8. Building Profile of proposed new or remodeled structures as appropriate.
9. We will notify you of any necessary changes to the application and the number of remaining copies required for submittal.
10. Additional Information: Answer all questions and other required information on separate paper.
 - A. Number of people (employees, students, congregation, clients, etc.) associated with the proposed use.
 - B. Days and hours of operation.
 - C. Buildings, vehicles, equipment, and materials associated with the proposed use.
11. **JUSTIFICATION CRITERIA**: See relevant ZDO sections for specific requirements. Then answer the following questions:
 - A. Underlying Zone – Where is the proposed use listed as a Conditional Use in the underlying zoning district?
 - B. Site Characteristics – Why are the characteristics of the site suitable for the proposed use considering size, shape, location, topography, existence of improvements and natural features?
 - C. Timeliness – Demonstrate how the proposed development is consistent with Section 1007.09 of the Zoning and Development Ordinance, and that the safety characteristics of the transportation system are adequate to serve the proposed development.
 - D. Compatibility with Surrounding Area – Explain why the proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs or precludes the use of surrounding properties for the primary uses listed in the underlying zoning district. Address factors including but not limited to, noise, traffic, dust, odors, light, and trespass.

- E. Plan Goals and Policies – How would the proposal satisfy the goals and policies of the Comprehensive Plan that apply to the proposed use?
- F. Zoning District, Overlay Zoning Districts and Sections 800 & 1000 - How would the proposal satisfy the applicable requirements of these sections of the Zoning and Development Ordinance?

Questions: Contact Sandy Ingalls at 503-742-4500 or Sanding@co.clackamas.or.us

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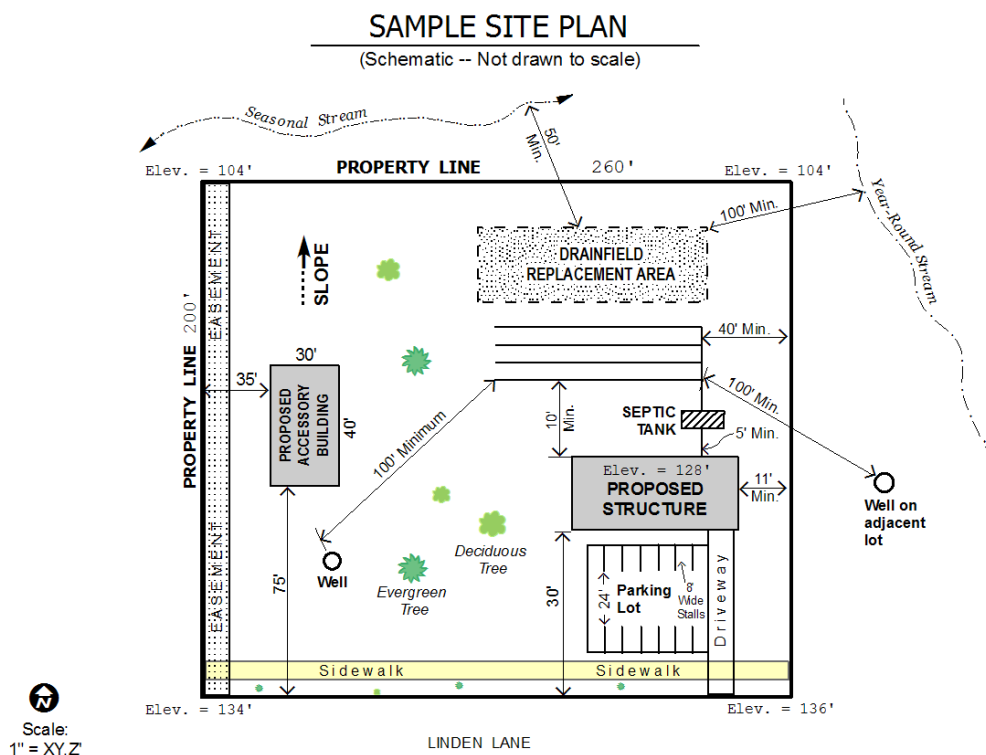
SITE PLAN REQUIREMENTS

As part of your application for a land use application or building permit, you must submit a site plan of your proposed development. You may use the reverse of this form for your plan. This plan must show all of the items listed below (where relevant):

1. Applicant's name and site address.
2. Legal description of the property (Township, Range, Section and Tax Lot).
3. One copy of the site plan must be drawn to scale on 8 1/2" X 11" or 11" X 17" paper.
4. Direction of North (with an arrow).
5. Location of driveway and adjacent streets with dimensions.
6. Proposed and existing structures, parking lots, right-of-ways, and sidewalks; all with dimensions.
7. Location of any existing wells on this or adjacent properties.
8. Location of the septic tank, drain field and drain field replacement area.
9. Approximate around slope and direction of slopes.
10. Proposed setbacks from all property lines of all existing and proposed structures on site.
11. Position of all creeks, streams, ponds, springs, drainage ways, trees or tree groves.
12. Relative elevations at the corners of the construction area and building site.
13. Outline of the property to scale
14. List what scale the map is, such as 1" = 50'
15. Add any additional information that may be necessary for your particular permit, such as patio, utility line, water service, etc.

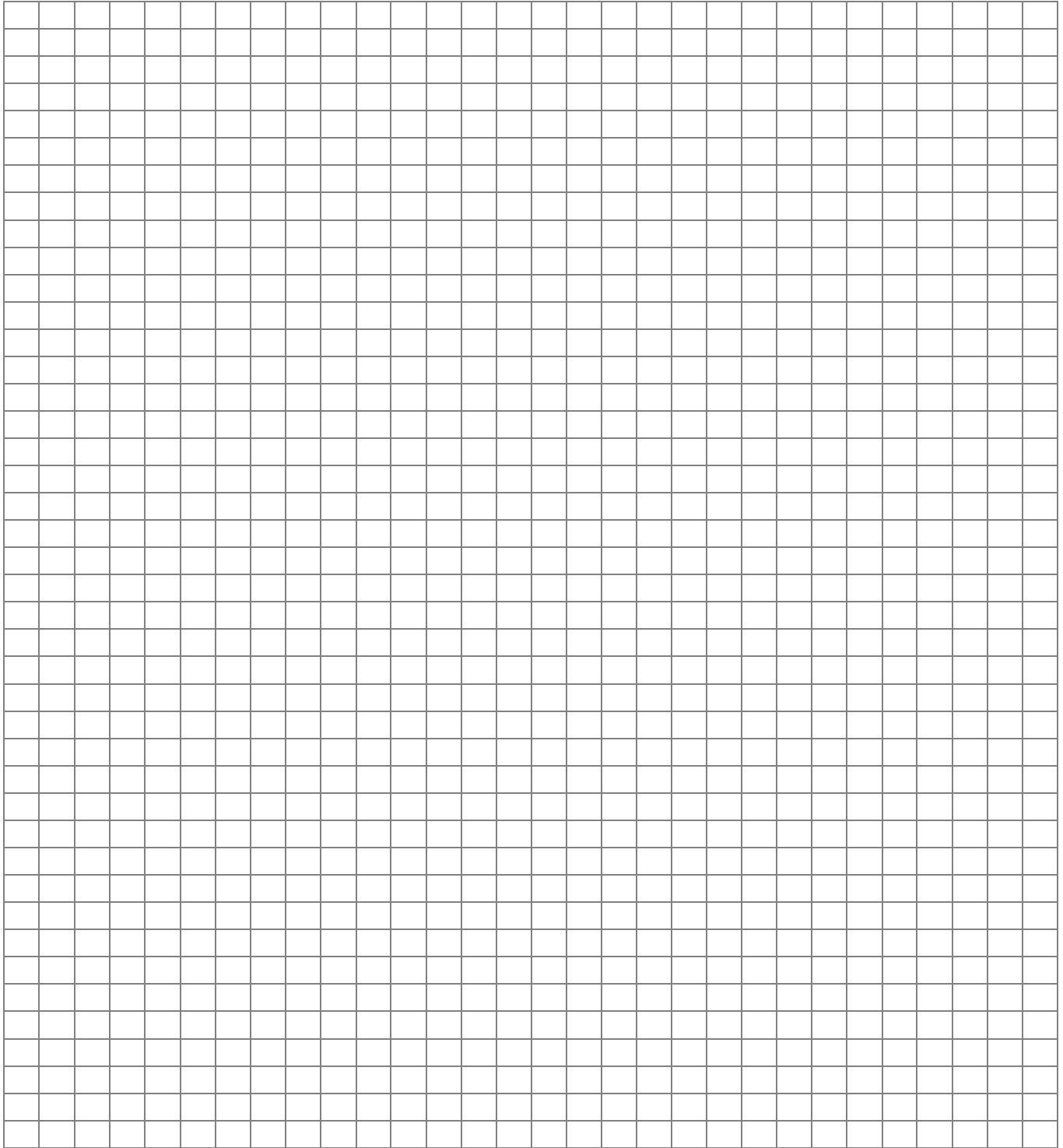
Name: Victoria Jones
 Address: 150 Beaver Creek Road
Oregon City, OR 97045

T 1 S, R 2 E/W/Q, Section 01AB, Tax Lot(s) 00100



SITE PLAN

Name: _____ T _____ S, R _____ E/W/Q, Section _____, Tax Lot(s) _____
Address: _____





PRELIMINARY STATEMENT OF FEASIBILITY

(March - 2009)

Instructions to Applicant

- This form is to be completed by the applicable sanitary sewer service provider, surface water management authority and water service provider.
- It is the applicant's responsibility to provide a copy of this form to **each** service provider. Attach the completed forms as part of the land use application submittal for a development. Where there is no surface water management service district, this form is to be provided to the Clackamas County Department of Transportation and Development, Engineering Division.
- A service provider may require the submission of detailed plans and/or engineering data prior to determining whether a Preliminary Statement of Feasibility will be issued. Contact the service providers for details.
- Completed forms are required for design review, subdivisions, partitions and conditional uses, and these applications will not be deemed complete until the completed forms are received by the Planning Division.
- The forms must be dated no more than one year prior to submittal of a complete land use application.
- Forms are not required for on-site sewage disposal systems or water service by private well.

Instructions to Service Provider

- A development is proposed within your service area. Please complete the attached Preliminary Statement of Feasibility to indicate whether adequate service can be provided to this development.
- If adequate service can be provided only with the implementation of certain conditions of approval, you may attach such conditions to this statement. Completion of this preliminary statement of feasibility does **not** imply that additional requirements (e.g. plan submittals) may not be imposed by your agency once a land use application is filed.
- The Planning Division will continue to provide notice to you of land use applications for property within your service area. This will allow you to determine whether the submitted development proposal differs from the plans reviewed by your agency in conjunction with the completion of this statement. This will also allow you to provide additional comments as necessary.



PRELIMINARY STATEMENT OF FEASIBILITY

To be completed by the applicant:

Applicant's Name: _____

Property Legal Description: T ____ S, R ____, Section ____, Tax Lot(s) _____

Site Address: _____ Project Engineer: _____

Project Title/Description of Proposed Development: _____

To be completed by the service provider or surface water management authority:

Check all that apply:

- Sanitary sewer capacity in the wastewater treatment system and the sanitary sewage collection system is available to serve the development or can be made available through improvements completed by the developer or the system owner.
- Adequate surface water treatment and conveyance is available to serve the development or can be made available through improvements completed by the developer or the system owner.
- Water service is available in levels appropriate for the development, and adequate water system capacity is available in source, supply, treatment, transmission, storage and distribution or such levels and capacity can be made available through improvements completed by the developer or the system owner. This statement
 applies does not apply to fire flows.*

*If water service is adequate with the exception of fire flows, the applicant shall submit a statement from the fire district serving the subject property that states that an alternate method of fire protection, such as an on-site water source or a sprinkler system, is acceptable.

- This statement is issued subject to conditions of approval set forth in the attached.
- Adequate sanitary sewer service, surface water management, water service cannot be provided.

Signature of Authorized Representative

Date

Title

Name of Service Provider or Surface
Water Management Authority

Completion of this statement does not reserve capacity for the development and does not alter an applicant's obligation to comply with the service provider's or surface water management authority's regulations. Completion of this statement does not obligate the service provider or surface water management authority to finance or construct improvements necessary to provide adequate service for the proposed development. Completion of this statement does not guarantee that land use approval for the proposed development will be granted.



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