



# CITY OF PENDLETON

Planning Department (541) 966-0204 Fax (541) 966-0251  
500 SW Dorion Avenue, Pendleton, OR 97801

File No. \_\_\_\_\_ Fee \$ \_\_\_\_\_

## Comm/Ind Development Permit

**NOTICE TO APPLICANT:** Applicants are advised to review the list of submittal requirements indicated on each application form prior to submitting an application. **Incomplete applications** will not be acted upon until the Planning Department receives all required submittal materials and fees. **Failure to provide complete and/or accurate information may result in delay or denial of your request.**

**VALID FOR ONE YEAR ONLY. THIS IS NOT A BUILDING PERMIT.**

### APPLICANT

Mailing address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Applicant's interest in property \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### PROPERTY OWNER

Mailing address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*If same as applicant, mark SAME.* If there is more than one property owner, please attach additional sheets as necessary.

### SITE LOCATION AND DESCRIPTION

Tax Map #(S) Tax Lot #(s) Zoning

Tax Map #(S) Tax Lot #(s) Zoning

Adjacent property under same ownership: Tax Map #(S) Tax Lot #(s) Zoning

Frontage street or address Nearest cross street

Site size (acres or square feet) Dimensions

SPECIFIC REQUEST New Construction  Alteration  Change of Use

Describe

Required Setbacks Front Side Side Rear

Design Setbacks Front Side Side Rear

Existing Improvement(s) value Proposed Improvement Value

If Manufactured Home: Manufacturer Model Year Built

Total footprint, including all structures (square feet)

Area of proposed addition/new construction (square feet)

Total footprint, including all structures (square feet)

Total covered area divided by lot size = Total Lot Coverage

This institution is an equal opportunity provider and employer.

**OFFICE USE ONLY** Date Received \_\_\_\_\_ Accepted as complete \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

Associated applications \_\_\_\_\_ Consent to Annexation required? Yes \_\_\_ No \_\_\_

Notes/Conditions of approval \_\_\_\_\_

**STRUCTURES** Please indicate the type and number of structures currently on the site, and proposed for construction.

If none, please mark 0 or X. Please note if any will be used as part of a home occupation.

- |                            |                           |
|----------------------------|---------------------------|
| Single Family Residence(s) | Barn/other Ag building(s) |
| Multi Family Residence(s)  | Commercial building(s)    |
| Manufactured Home(s) _     | Industrial Building(s)    |
| Travel Trailer(s)          | Accessory structures      |
| Other                      |                           |

**SERVICE PROVIDERS** Please indicate which of the following services are provided on the property

- |   |                                 |                                     |
|---|---------------------------------|-------------------------------------|
| <b>Water</b> City of Pendleton <input type="checkbox"/> | Well <input type="checkbox"/>   | Other/None <input type="checkbox"/> |
| <b>Sewer</b> City of Pendleton <input type="checkbox"/> | Septic <input type="checkbox"/> | Other/None <input type="checkbox"/> |
| <b>Fire</b> City of Pendleton <input type="checkbox"/>  | RFD <input type="checkbox"/>    | Other/None <input type="checkbox"/> |

**Does the property have access to City streets?**

Yes  No  What and where?

**Does the property have access to County Roads?**

Yes  No  What and where?

**Are any businesses currently operating on the property?**

Yes  No  If yes, please describe. \_

All businesses operating within the City of Pendleton must obtain a City of Pendleton Business License.

**Is the property partially or fully within a mapped Special Flood Hazard Area (SFHA)?**

Yes  No  If yes, please describe. \_

**The applicant bears the burden of proof to show that the proposed use is compatible with other properties and uses in the zone. Applicants should be prepared to demonstrate that any negative impacts of the proposed use can be mitigated to minimize negative impacts on other properties in the immediate vicinity.** This application form is intended to assist the applicant and staff in determining whether or not this application may be approved at the staff level, requires additional consultation, or a public hearing before the Planning Commission.

**SUBMITTAL REQUIREMENTS**

The following items must be completed upon submittal of a Home Occupation application. If you need assistance completing the forms, please contact the Planning Department. If you do not have a copy of the deed to your property to verify ownership, contact the Umatilla County Office of County Records at (541) 278-6236 or [www.co.umatilla.or.us/records.htm](http://www.co.umatilla.or.us/records.htm).

1. Original, **signed Application form**. This information is public record and must be reproduced so please type or write clearly using dark ink. **Electronic submittals are encouraged.**
2. Detailed **site plan** showing location of building(s), parking, landscaping, vehicular and pedestrian access and circulation, and any other details that will aid in evaluation of the request. Please submit plans to scale if possible; use 1" = 20' or 1' = 40' unless plans are exceptionally large.
3. Any additional information you wish to supply to support your request.
4. The appropriate **fee**.

**Please note: City of Pendleton Ordinance No. 3845 (the Unified Development Code) requires:**

**15.12 Consent to Annexation Required**

Pursuant to the Joint Management Agreement with Umatilla County, any land use action on land in the Joint Management Area (lands inside the Pendleton Urban Growth Boundary but not inside the Pendleton city limits) is subject to all City of Pendleton criteria and standards. However, such properties do not pay City taxes, rely on Umatilla County as the primary response for police and fire service, and are also subject to a surcharge for water and sewer service. In order to reduce inter-jurisdictional issues, all land use actions inside the JMA shall carry, as a condition of approval, that:

- A. If the property abuts the City limits of the City of Pendleton, property owner shall provide a consent to the City for annexation; or
- B. If the property is inside the Urban Growth Boundary but does not abut the City limits of the City of Pendleton, property owner shall provide a consent to the City for annexation at such time as the property does abut the city limits.

**Your signature authorizes City of Pendleton personnel to enter subject property to inspect/enforce City regulations.**

Owner and/or Contractor(s) are responsible for correct identification of property lines and easements.  
Identification of property lines on site must be established prior to and during Footing Inspection.  
Identification can be either through marking of survey corners or survey property pins and strings.