CITY OF PENDLETON

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

File No. _____ **Fee $25.00** **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.**

APPLICANT _____

Mailing address _____

Phone _____ Fax _____ Email _____

Applicant's interest in property _____

Signature _____ **Date** _____

PROPERTY OWNER _____

Mailing address _____

Phone _____ Fax _____ Email _____

Adjacent property under same ownership *(list tax lot ID)* _____

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** _____

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Adjacent property under same ownership *(list tax lot ID)* _____

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 covered area _____ **divided by lot size** _____ = Total Lot Coverage _____%

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*

Water	City of Pendleton ☐	Well ☐	Other/None ☐ _____
Sewer	City of Pendleton ☐	Septic ☐	Other/None ☐ _____
Fire	City of Pendleton ☐	RFD ☐	Other/None ☐ _____

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.

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. 3250 (the Zoning Ordinance) requires:

SECTION 164. CONSENT TO ANNEXATION REQUIRED.

Any land use action on land inside the Pendleton Urban Growth Boundary but not inside the Pendleton city limits 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.

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

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.