

# Land Use Application Submittal Requirements

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

## REQUIRED

## PROVIDED

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Completed application form signed by all owners and fee \$_____.  | <input type="checkbox"/> |
| <input type="checkbox"/> Most recent/current deed(s) of affected parcels.  | <input type="checkbox"/> |
| <input type="checkbox"/> Findings addressing criteria _____  | <input type="checkbox"/> |
| <hr/>  |                          |
| <input type="checkbox"/> Utility provider conformation forms _____   | <input type="checkbox"/> |
| <input type="checkbox"/> Plot plan drawn to scale and containing the following items:  | <input type="checkbox"/> |
| <ol style="list-style-type: none"><li>1. Property lines with dimensions and a north arrow.</li><li>2. Locations of buildings and structures, existing and proposed, including dimensions, the height, front, rear and side yard setbacks of the proposed structures.</li><li>3. Location and layout of off-street parking and loading facilities.</li><li>4. Existing and proposed driveways and adjacent roads.</li><li>5. Location of any streams, drainages or wetlands.</li><li>6. Indications of exterior lighting standards and devices, if required.</li><li>7. Location and size of existing and proposed water and sewer lines.</li><li>8. For commercial structures, the location and size of existing and proposed exterior signs and outdoor advertising.</li><li>9. Location of any required landscaping.</li><li>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.</li></ol> |                          |
| <input type="checkbox"/> A statement from the City Finance Director that all city liens and assessment on the property have been paid.   | <input type="checkbox"/> |
| <input type="checkbox"/> _____ Copies of partition map/plat map and one copy 8 ½ x 11  | <input type="checkbox"/> |
| <input type="checkbox"/> Application must be submitted _____ days prior to hearing date.   | <input type="checkbox"/> |

## Sign permits

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