

Checklist for Special Use Application

1. Fill out form completely.
2. Return form with appropriate materials attached to the City Clerk.
3. The application then goes to the Planning Commission where a public hearing will be set.
4. The landowner will send certified mail a notice to all adjoining property owners. The returned signature cards will then be returned to the city clerk.
5. The Plan Commission will review the application and recommendation will then be made to the City Council.
6. The City Council will then take action on the application at the next scheduled meeting.

Application for Special Use Permit

Shall consist of the following:

A. Application. An application for a special use permit shall be made in duplicate and filed with the Department of Public Health and Safety upon such form and accompanied by such information as may be required by that Department and the Planning Commission. Such applications shall be forwarded to the Planning Commission within five (5) days after receipt by the Department of Public Health and Safety. Such applications shall include:

1. Name and address of applicant;
2. Name and address of the owner of the property described in such application;
3. Name and address of all abutting property owners and owners of the frontage directly opposite the frontage of the subject property;
4. A description of the subject property by legal description as well as street address;
5. Type of improvement presently located on said property;
6. Proposed operation or use of the subject property;
7. The zoning district within which the subject property is located at the time of said application;
8. Such additional information as may be required by the Department of Public Health and Safety, the Planning Commission or the City Council.

Applicant

Subscribed and sworn to before me
this _____ day of _____ 20____.

Notary Public

When completed return to the Commissioner of Public Health and Safety.

Fees:

Residential	Nonrefundable fee \$100.00, but not more than \$500.00
Commercial, Commercial Business District,	Nonrefundable fee \$500.00, but not more than \$2,500.00
Industrial and any other type of zoning	

Adjoining property owners need to be informed.

(Sample Only)

The Oregon Plan Commission will be holding a public hearing (date & time) at the City Hall Council Chambers at 115 N. 3rd Street in regards to a special use, submitted by (whom) who resides at (address & pin number) to construct (what) & (how many feet or foot) from (which lot line, back, front, or side).

Lot line information is dependent on the type of structure(s) and location.

The green certified signature cards from the adjoining property owners need to be brought to the Public Hearing.