

PLANNING APPLICATION FORM
CITY OF SISTERS
Community Development Department
520 East Cascade Avenue
Sisters, OR 97759
Phone: (541) 323-5207
Fax (541) 549-0561



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|---|---|--|---|
| <input type="checkbox"/> ACCESS PERMIT | <input type="checkbox"/> CONDITIONAL USE PERMIT | <input type="checkbox"/> MASTER PLAN | <input type="checkbox"/> SUBDIVISION |
| <input type="checkbox"/> ANNEXATION (III/IV) | <input type="checkbox"/> DEVELOPMENT REVIEW | <input type="checkbox"/> MODIFICATION (III/IV) | <input type="checkbox"/> TIME EXTENSION |
| <input type="checkbox"/> APPEAL | <input type="checkbox"/> FINAL PLAT REVIEW | <input type="checkbox"/> NON CONFORMING USE | <input type="checkbox"/> TEMPORARY USE |
| <input type="checkbox"/> CODE TEXT AMENDMENT | <input type="checkbox"/> FLOOD PLAIN REVIEW | <input type="checkbox"/> PARTITION | <input type="checkbox"/> TYPE I APPLICATION |
| <input type="checkbox"/> COMP. PLAN AMENDMENT | <input type="checkbox"/> LOT CONSOLIDATION | <input type="checkbox"/> REPLAT | <input type="checkbox"/> VARIANCE |
| <input type="checkbox"/> CODE INTERPRETATION | <input type="checkbox"/> LOT LINE ADJUSTMENT | <input type="checkbox"/> SITE DESIGN REVIEW | <input type="checkbox"/> ZONE CHANGE |

APPLICANT*: _____ PHONE: _____

ADDRESS OF APPLICANT: _____

PROPERTY OWNER: _____ PHONE: _____

ADDRESS OF PROPERTY OWNER: _____

PROPERTY ADDRESS: _____

TAX LOT NUMBER: **T15 R10 Section** Tax lot(s) _____

PROPERTY SIZE (ACRES OR SQUARE FEET): _____

EXISTING ZONING OF PROPERTY: _____

COMPREHENSIVE PLAN DESIGNATION OF PROPERTY: _____

DESCRIBE PROJECT OR REASON FOR THIS REQUEST: _____

***The applicant will be the primary contact for all correspondence and contact from the City unless other arrangements are made in writing.**

Signature of Applicant	Printed Name	Date
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Signature of Property Owner	Printed Name	Date
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PLEASE DO NOT WRITE BELOW THIS LINE — FOR OFFICE USE ONLY

APPLICATION NO. _____	CASH _____	CHECK NO. _____
FINANCE ACCT. NO. _____	PROJECT NO. _____	CHECKED BY: _____

APPLICATION REQUIREMENTS

Use this table to determine the documents/maps needed to complete your application package. Incomplete application packets will delay the processing of your application.

X – Information is required.
 O – Other Information may be required.
 SEE PLANNING STAFF

	Application & Filing Fee	Burden of Proof / Needs Analysis	Other Studies	Existing Site Conditions	Proposed Site Plan	Elevations	Floor Plans	Preliminary Title Report	Tentative Plat	Landscape Plan	Drainage / Grading Plan	Letter of Authorization	Legal Description	PDF's of each drawing	Refer to Code section?
Annexation	X	X	O					X				X	X		
Appeal	X	X	X												X
Code Interpretation	X	X													
Code Text Amendment	X	X	O												
Comp. Plan Amend.	X	X	O												
Conditional Use Permit	X	X	O	X	X	X	X	X		X	X	X	O	X	
Development Review	X	X		X	X	O	O	X				X		O	
Flood Plain Review	X	X		X	X			X				X		X	X
Home Occupation Permit	X			X	X	X	X	X			O	X		X	
Lot Line Adjustment	X	X						X	X			X	X	X	
Lot Consolidation	X	X						X	X			X	X	X	
Modification to Approval	X	X	O	O	X	O	O	X	O	O	X	X		X	
Master Plan Development	X	X	O	X	X	O	O	X	X	X	X	X	X	X	X
Non-Conforming Use	X	X		O	O	O	O	O			O	X	X	X	
Partition	X	X	O	X	X			X	X			X		X	
Replat	X	X	O	X	X			X	X			X		X	
Site Design Review	X	X	O	X	X	X	X	X		X	X	X	X	X	
Subdivision	X	X	O	X	X			X	X			X		X	
Temporary Use Permit	X	X	O	X	X	O	O	X				X		X	
Time Extension	X											O			X
Variance	X	X	O	X	X	O	O	X	O	O	O	X		X	X
Zone Change	X	X	O					X				X			X

Application Requirements

Application requirements identified on Page 2 shall be submitted as follows, unless indicated otherwise. **NOTE: APPLICATION WILL NOT BE ACCEPTED UNLESS PLANS ARE FOLDED.**

1. APPLICATION (one copy) with FEE. Note: Please refer to fee schedule adopted January 24, 2008 for current fee schedules.
2. BURDEN OF PROOF or NEEDS ANALYSIS (3 copies). Scope of this document will vary according to the complexity of the Code Standards and Criteria that are used to review each application.
3. OTHER STUDIES (3 copies). Other studies, such as a Traffic Study, Impact Study or Soils Study may be required by the Community Development Director or designee according to the applicant's request. If required, the specific requirements needed by the City will be identified clearly / in writing, and within 30 days from the date the application is submitted to the City.
4. SITE PLAN (Existing Conditions). Ten (10) 18 x 24-inch minimum site plans and one (1) 11 x 17 reduction of the site plan. Additional copies will be needed if a public hearing is required.
5. SITE PLAN (Proposed Project). Ten (10) 18 x 24-inch minimum site plans and one (1) 11 x 17 reduction of the site plan. Additional copies will be needed if a public hearing is required.
6. ELEVATIONS. Ten (10) 18 x 24 inch minimum elevation drawings, and one (1) 11 x 17 reduction of the elevation drawings. Additional copies will be needed if a public hearing is required.
7. FLOOR PLANS. Ten (10) 18 x 24 inch minimum elevation drawings, and one (1) 11 x 17 reduction of the elevation drawings. Additional copies will be needed if a public hearing is required.
8. PRELIMINARY TITLE REPORT. A preliminary title report, subdivision guarantee, deed or equivalent documentation not older than six (6) months which shows any and all easements affecting the project site. Note: this document must disclose easements recorded on the subject property, or it will not be accepted as meeting the submittal criteria.
9. TENTATIVE PLAT. Ten (10) copies of a tentative subdivision or parcel plat; 18 x 24 inches minimum. One (1) 11 x 17 reduced copy of the subdivision or partition plat shall also be provided.
10. LANDSCAPE PLAN. Ten (10) 18 x 24-inch minimum landscape plans and one (1) 11 x 17 reduction of the landscape plan. Additional copies will be needed if a public hearing is required. Plan shall show tree / plant specie(s), coverage and sizes at time of planting, and approximate / type of irrigation system(s) to be used.
11. GRADING AND DRAINAGE PLAN. Ten (10) 18 x 24-inch minimum grading / drainage plans and one (1) 11 x 17 reduced version. Additional copies will be needed if a public hearing is required. Plan shall show on-site water retention, and shall be engineered to a 10 year / 24 hour event.
12. LETTER OF AUTHORIZATION. A letter signed by the property owner and containing the original signature which authorizes an agent or representative to act in the behalf of the owner during the planning review process.
13. LEGAL DESCRIPTION. A legal description of the entire project site (metes and bounds; subdivision or comparable acceptable legal description).
14. PDF'S OF EACH DRAWING. A disc containing pdf copies of each submitted drawing, burdens of proof, title information, et cetera shall accompany each application requiring such pdf's.
15. REFER TO CODE SECTION. Many application review processes require multiple applications or have references to other code sections that are not readily apparent when making the application. The 'refer to code section' reference alerts applicants that there are likely other code sections that apply to their request, and that questions should be asked of City staff to clarify the extent of the review required.