



CONDITIONAL USE PERMIT APPLICATION

A conditional use is an activity which is similar to the uses permitted in a zone but which may not be entirely compatible with the permitted uses. As a consequence, an application for a conditional use requires review to ensure that the conditional use may be made compatible with the permitted uses in the zone or other adjacent permitted uses which may be adversely affected.

1. APPLICANT:

Name: _____ Phone: _____

Address: _____

TITLEHOLDER OR CONTRACT PURCHASER OF THE SUBJECT PROPERTY:

Name: _____ Phone: _____

Address: _____

2. SPECIFIC DESCRIPTION OF SUBJECT PROPERTY:

T: _____ R: _____ SEC(s): _____ TAX LOT NO(s): _____

PROPERTY ID NUMBER(s): _____

SIZE OF PARCEL: _____

3. DIRECTIONS TO PROPERTY:

4. GENERAL DESCRIPTION OF PROPERTY:

Current Use: _____

Topography: _____

Does it front a public road? _____

Name of Road: _____

Does it front a private road? _____

Name of Road: _____

What buildings are on the property? _____

Means of Water Supply: _____

Means of Sanitation: _____

5. CITE THE SECTION(S) IN THE MUNICIPAL CODE UNDER WHICH YOU ARE APPLYING FOR A CONDITIONAL USE PERMIT: _____

6. GENERAL DESCRIPTION OF ADJOINING PROPERTY:

Identify any buildings or structures on the adjacent property and give their approximate distance from your property lines: _____

Identify the current uses of adjacent property: _____

7. PROVIDE PLOT PLAN (See attached example)

How will access to public roads be located to ensure traffic safety?

Please explain how the proposed change in use will affect the road system serving your area.

What other methods of transportation are available to your area (limited route bus, van pooling, bicycling, walking)?

10. Identify how well suited the subject property is for your proposed use. (Cite such advantages as topography, foliage, soil, drainage, access, nearness to centers of population, availability of utilities, etc.) Explain:

11. Is the proposed use compatible to surrounding permitted uses and the existing development pattern? Explain:

12. Will the proposed use be detrimental to property in the same zone or vicinity? (Identify any adverse affects and explain measures you would propose to counteract or minimize these affects.)

I (We), _____
(Print name in full)

am (are) the titleholder or contract purchaser (under a duly executed written contract) of the property described in this application and hereby certify that the statements and information contained herein are, in all respects, true, complete and correct to the best of my (our) knowledge and belief.

Signed: _____

PROPERTY OWNER(S) OR AUTHORIZED AGENT MUST SIGN

FEE: A non-refundable fee, as specified in the most recent "Winston Land Use Action Fee Schedule," must accompany this application. Make all checks to the Winston Planning Department.

REQUEST FOR EXTENSION OF TIME FOR FINAL LOCAL DECISION

The Winston Municipal Code authorizes the City Manager to choose, in his discretion, whether to make a City Managers decision (subject to possible appeal to the Planning Commission) or to refer applications directly to the Planning Commission for the initial City decision. A City Manager's decision that is not appealed generally becomes the City's final decision faster than an application that is referred directly to the Planning Commission for the initial City's decision. Whether an applicant grants an extension of the time limit set forth in the "120/150 Day Rule" (see ORS 215.427) is up to the applicant. The applicant may grant two extensions, not to exceed a total of 215 (or 245) days. The City will not compel an applicant to grant an extension of the time limit as a condition for taking any action on an application.

I (We), as applicant(s) in this request for approval of a:

EXTENSION (115 Day):

I (We), as applicant(s) hereby irrevocably extend the date for the final City's decision on the above request to the _____ day of _____, 20__.

Signed: _____
Applicant

Signed: _____
Applicant

FINAL EXTENSION (100 Day) if necessary:

I (We), as applicant(s) hereby irrevocably extend the date for the final City's decision on the above request to the _____ day of _____, 20__.

Signed: _____
Applicant

Signed: _____
Applicant

COMPLETENESS CHECK

This application has been inspected by me and found to be sufficiently complete to initiate the review process.

Planner: _____ Fee Receipt No: _____ Date: _____

PLOT PLAN	Worksheet #:		Property ID #:	R
Applicant:			Phone #:	
Site Address:			Co. Road #:	

INFORMATION NEEDED:

1. Proposed Structure and Distance from Property Lines
2. Other Existing Structures on Property
3. Access Road and Driveway Location
4. Landmarks (Roads, Rivers, etc.)
5. Indicate Direction of Drainage from Building Site
6. Indicate Location of Septic System and Water / Sewer Lines
7. Initial Waiver at Bottom of Page



EXAMPLE:



WAIVER: I understand it is the responsibility of the applicant and property owner to consider issues such as drainage, flooding, soil stability, or excessive slopes in this project. I also understand that approval of this Pre-Application Worksheet and Plot Plan does not release me from compliance with private covenants, restrictions, or easements affecting this property.

(Initials) _____