www.WinstonCity.org

PLANNING CLEARANCE WORKSHEET

NO. _____

Finance Dept./Fees, City Hall
201 NW Douglas Blvd.
Winston, OR 97496
541-679-6739
Cindy.Sarti@CityofWinston.org

Public Works, Andy Howell Dir.
245 SE Thompson Ave.
Winston, OR 97496
541-679-6114
Fax 541-679-0496
Andy.Howell@CityofWinston.org

Community Development/Planning, Thomas McIntosh, Director
201 NW Douglas Blvd.
Winston, OR 97496
541-679-6739 x205
Thomas.McIntosh@CityofWinston.org

This worksheet expires if work is not started within 180 days of issuance or if work is suspended for 180 days unless a request for extension is submitted.

TYPE OF CONSTRUCTION

☐ Non-Structural   ☐ Manufactured dwelling   ☐ Construction   ☐ Demolition

CATEGORY OF CONSTRUCTION

☐ Residential   ☐ Commercial   ☐ Government

JOB SITE INFORMATION

Job Site Address:_____

T28-R06W, Section_____ Tax Lot:_____ Tax Account No._____

Distance of building site from river, creek or stream bank:_____

PROPERTY OWNER

Name:_____

Address:_____

Phone:_____ Cell:_____ Fax:_____

Email:_____

Signature:_____ Date:_____

CONTRACTOR

Business Name:_____

Name:_____

Address:_____

Phone:_____ Cell:_____ Fax:_____

Email:_____

CCB#_____ City Business License#_____

Signature:_____ Date:_____

Describe proposed construction _____

_____

_____

BUILDING LOCATION PLAN
Required information on drawing:

1) Property lines and dimensions   **4) Locate and ID other structures on property**
2) Permanent landmarks (streets, streams, rivers) **5) Access location**
3) Distance to structures from landmarks and property lines **6) Direction and location of drainage**

SEE ATTACHMENT(S) #_____

WAIVER: I understand that approval of the Planning/Sanitation Pre-Application Worksheet and Building Location Plan does not release the applicant from compliance with private covenants, restrictions or easements affecting this property. I also understand it is the responsibility of the applicant to consider issues such as drainage, flooding, soil stability or excessive slopes in this project. I also understand I may need to call for a Utility Locate 48 hours prior to beginning construction. (811)

Worksheet #
Project Address

_____ _____
City Official/Title   **Signature of Applicant or Agent**

Date _____ **Date** _____

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