



For Office Use Only

Permit No. _____

Fee \$220

**CROOK COUNTY COMMUNITY DEVELOPMENT
PLANNING DIVISION**

300 NE 3rd Street Rm. 12, Prineville, Oregon 97754

Phone: (541) 447-8156 / Fax: (541) 416-2139

Email: Plan@co.crook.or.us / Website: www.co.crook.or.us

EQUINE EXEMPT
Planning & Building Application

IMPORTANT NOTICE: This authorizes Planning Approval of an Equine building as specified herein. Any modification or change of use contrary to this approval will automatically **VOID** the approval, and constitute a "zoning violation" under which the applicant and/or owner shall be subject to subsequent fees.

Please include the following information with this request:

1. Crook County Tax Map.
2. Detailed plot plan, see below
3. A detailed description of proposed exempt structure use, with the **FLOOR PLAN** of the proposed use, shown on an 8 ½ x 11 sheet of paper.

Property Owner

Last Name: _____ First Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email: _____

Agent/Representative

Last Name: _____ First Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email: _____

(Will need to fill out attached Authorization Form)

PROPERTY

Site address: _____

Township _____ South, Range _____ East, Section _____, Tax lot _____

Zone: _____ Total Acreage: _____ Subdivision: _____

IRRIGATION WATER RIGHT

Note: The applicant and/or agent is required to obtain signature(s) from the appropriate water rights district; COID, OID, Water Resources, etc.

1. Location of all existing water rights, number of acres, and proposed division/transfer of water rights.

If the property has irrigation water rights, who is the supplier:

_____ **Central Oregon Irrigation District (COID) (541-548-6047)**

_____ **Ochoco Irrigation District (OID) (541-447-6449)**

_____ **Water Resources Department (OWRD) (541-388-6669)**

_____ **People's Irrigation District (541-447-7797)**

_____ **Other:** _____

- A. Does the property have irrigation water right? Yes ___ No ___ If so, a sign-off from State Water Regional Manager ***and/or*** the relevant Irrigation District is required.

- B. If yes, what is the amount of acres of irrigation water right? _____ Amount of water right acres to be transferred? _____

- C. Is there an irrigation ditch and/or an underground pipeline that runs through the property? Yes ___ No ___

- D. Is there a distribution point for irrigation located on the property? Yes ___ No ___

OR. Water Resources Signature: _____ **Date:** _____

Irrigation District Signature: _____ **Date:** _____

District Name: _____

COMMENTS: _____

Proposed Use of Building(s):

Indicate the square footage, height & use of each proposed equine exempt building?

Building #1 _____ Height: _____ Total Square Footage: _____

Use: _____

Building #2 _____ Height: _____ Total Square Footage: _____

Use: _____

Building #3 _____ Height: _____ Total Square Footage: _____

Use: _____

Building #4 _____ Height: _____ Total Square Footage: _____

Use: _____

The following questions are necessary for the Planning Division to determine if your request meets the requirements for an exempt structure as required by ORS 455.315(1) and (2) – Equine Exemption

1) Will the proposed structure be sited within a Flood Plain?

a. Yes ___ No ___

(If the proposed structure will be sited within a Flood Plain, you will need to apply for a Site Plan Review for an Accessory Building and Flood Hazard applications. The Community Development Staff will assist you with this information)

ORS 455.315(2)(d) defines “equine facility” as a building located on a farm and used by the farm owner or the public for: Stabling or training equines or riding lessons and training clinics

2) Check all of the following Equine Exempt uses that apply to your proposed request:

a. ___ Equine Facility: **Stabling**

i. Total number of stalls _____

ii. How many stalls will be used for personal use? _____

iii. How many stalls will be used for boarders? _____

b. ___ Equine Facility: **Training Equines**

c. ___ Equine Facility: **Riding Lessons**

- d. _____ Equine Facility: **Clinics**
 - i. Maximum number of clinics that will be held each year? _____
 - ii. Estimated maximum number of riders/persons that will participate in a clinic at any one time? _____ people
 - iii. Will the “public” be invited to clinics? Yes ___ No ___
 - 1. If yes, will there be an admission fee? Yes ___ No ___

- e. _____ Equine Facility: **Storage of feed, hay and/or straw**

- 3) Which of the following will the proposed structure have?
 - a. Electrical: Yes ___ No ___ Building # from above _____
 - b. Plumbing: Yes ___ No ___ Building # from above _____
 - c. Boiler: Yes ___ No ___ Building # from above _____
 - d. Mechanical: Yes ___ No ___ Building # from above _____
 - e. Septic: Yes ___ No ___ Building # from above _____

- 4) Will the proposed structure(s) be used by the public (persons/riders) at any time? Yes ___ No ___
 - a. If yes, how many persons/riders would be present at any one time? _____
 - b. Which building(s)? _____

- 5) Will bathrooms/showers be provided? Yes ___ No ___
 - a. Which building(s) will they be locate in? Building # _____
If yes, indicated on the building floor plan where the restrooms will be located.

- 6) How many horses do you own? _____ horses

IMPORTANT NOTE:

Applicant – Please read and initial below

NMB ROMEX electrical wiring cannot be used in Agricultural or Equine buildings. For details on electrical wiring for Agricultural or Equine buildings, please contact a County Electrical Inspector.)

(Owner Initials) _____

SIGNATURES:

Applicant Name (Print): _____

Owner Signature: _____ **Date:** _____

Applicant Name (Print): _____

Owner Signature: _____ **Date:** _____

Agent's Name (Print): _____

Agent's Signature: _____ **Date:** _____

A. Detailed Plot Plan Requirements

The detailed “**Plot Plan**” must be drawn on at least 8 ½ x 11 paper, but no larger than 8 ½ x 14.

A parcel that is 5 acres or less in size must be drawn to scale, and all dimensions and boundaries must be shown. A parcel that is more than five acres in size does not have to be drawn to scale, however, all dimensions and boundaries must be shown and all information must be accurate.

The detailed “**Plot Plan**” must include the following:

1. Scale of map – not greater than one inch per 400 feet.
2. North arrow.
3. Dimensions and boundaries of the property.
4. Location of all easements and names, and the right-of-way widths of existing roads and easements or right-of-way for any proposed roads, utilities, bikeways, and access corridors.
5. Names and locations of all roads adjacent to the property.
6. Location of well or water source on your property. In addition, indicate the distance from water source to nearest point of septic system drain field and/or replacement drain field area.
7. Location of septic system test holes used for the site evaluation during the feasibility process. In addition, the location of the proposed septic tank, drain field and replacement drain field that shows the dimensions and spacing of the leach lines. Further, indicate the distance from the septic tank and septic system to the property lines.
8. Location, size and intended use of all structures, existing and proposed, including the proposed agricultural permit.
9. Location of driveways or other roads on the property, existing and proposed.
10. Location of all public utility easements. In addition, attached copies of the recorded utility easement that indicates easement width.
11. Distance (setbacks) from all structures to all property lines.
12. Location of all major features (canals, irrigation ditches, rock ledges, etc), and location of rimrock, if applicable.

13. Location of all drainage, creeks, springs, etc., with distance to the proposed development site
14. Equine Exempt structure footprint / layout.

B. Standards of Procedure (In accordance with the C.C. Court Order No. # 2010-64)

Equine Exempt Structure Policy

In order to qualify for an Equine Exempt Structure the structure must be used ONLY for

- Stabling or training equines including but not limited to providing riding lessons, training clinics; or
- Storage of hay;
 - Property owners must own at least one equine; or
 - Have the applicable land use approval for an equine facility (such as riding lessons, training, schooling, boarding) in the zone.

Exclusions from Equine Exempt Structure Status

- **The following is NOT allowed as an Equine Structure:**

- (A) A dwelling;
- (B) A structure in which more than 10 persons are present at any one time;
- (C) A structure regulated by the State Fire Marshal pursuant to ORS chapter 476; or
- (D) A structure subject to sections 4001 to 4127, title 42, United States Code (the National Flood Insurance Act of 1968) as amended, and regulations promulgated thereunder.

This portion of the Equine Exempt application shall be completed in front of a License Notary

EXEMPT STRUCTURE

AFFIDAVIT AND CERTIFICATION BY OWNER

I, _____, being the Owner/Lessee of the above noted structure and/or structures to be erected, located on Tax Map # **Township _____ South, Range _____ East WM, Section _____, Tax lot _____**, do hereby declare that said structure is an EQUINE EXEMPT STRUCTURE. Plans will not be required to be submitted and Building Permits will not be required. Electrical, Plumbing, Mechanical and Boiler Permits are required (Reference ORS 455.450). All plumbing fixtures in all structures from which sewage is or may be discharged, shall be connected to and shall discharge in to an approved subsurface sewage disposal system. Applications for the installation of subsurface sewage are issued by Crook County pursuant to the DEQ Agreement.

OAR 455.315 Exemption of agricultural buildings, agricultural grading, and equine facilities.

EQUINE EXEMPT STRUCTURE DOES NOT include:

- A dwelling;
- A structure in which **more than 10 persons** are present at any one time;
- A structure regulated by the State Fire Marshal pursuant to ORS chapter 476; or
- A structure subject to sections 4001 to 4127, title 42, United States Code (the National Flood Insurance Act of 1968) as amended, and regulations promulgated thereunder.

Please read & initial each of the statements below.

_____ I declare that prior to any changes in use of said structure that would remove said structure from the exemption, a Building Permit or Permits will be obtained and the structure will be made to conform to all requirements of the State Structural Specialty Code and Fire and Life Safety Code as required for the new use.

_____ I further understand that as owner of said property, it is my sole responsibility to make this agreement made known should I sell, lease or rent said property that the Equine Exempt building must be used for equine only; as submitted and approved.

_____ I further understand that this only exempts the building structure. This does NOT exempt Electrical, Plumbing and/or Mechanical permits that may be required by the Crook County Building Department.

_____ I further understand that if any human septic waste will be generated it will require sign off by Environmental Health.

_____ I further understand that ORS 455.315(2)(e) states that an “equine facility” does not include a structure in which more than 10 persons are present at any one time.

_____ I further understand that the equine exempt structure(s) will be used strictly for equine, and as approved by the Crook County Community Development, Planning Division; no other uses are allowed.

_____ I further understand that under 107.3.5 of the Oregon Building Laws, Group U, Division 1 occupancies over 4,000 square feet or more than 20 feet in height, or with a basement, is considered a “commercial” use, and would not meet the requirements of an exempt building.

_____ I further understand that any modification or change of use contrary to this approval will automatically VOID the approval, and constitute a “zoning violation” under which the applicant and/or owner shall be subject to subsequent fees.

_____ I further understand, that the Crook County Ordinance #2010-64 states that as property owner I must own at least one (1) equine horse or have the applicable land use approval for an equine facility (such as riding lessons, training, schooling, boarding) in the zone.

_____ I further understand that if I operate an equine facility that consists of riding lessons, training, schooling, boarding for commercial use, that I must have the applicable land use approval.

_____ I further understand that if there is a concrete slab either in the Equine building or immediately adjacent, in an area where farm animals will occupy or stand at any time, the animals may be either distressed or killed by current that would not affect humans. The SLAB is required to have an electrical grounding system (547.10)

_____ I further understand that if the Equine Exempt Building is used for storing feed, hay, or straw, the electrical wiring must be installed in a dustproof manner. (547.5(C), 547.I (A).

_____ I further understand that if the building is used for major repair of motor vehicle equipment used on the Equine Facility, the electrical wiring may have to meet special wiring requirements. (547.3) (Article 500-501)

_____ I further understand that if there will be a concrete slab either within or adjacent to the building an electrical permit is required before placing concrete.

I, _____, do hereby acknowledge that the above statement is true and correct to the best of my knowledge.

Date: _____ Signature of Owner _____

STATE OF _____

COUNTY OF _____

Subscribed and sworn to before me on this _____ day of _____, 20____, by _____ as owner of _____.

Notary Public – State of Oregon

My commission expires: _____

(Office Use Only)

This permit is hereby: Approved ___ Denied ___

Planning Staff Signature Date

Building Official Signature Date



FORM B

STATEMENT OF UNDERSTANDING

I wish to develop the property described as Map Tax Lot No. _____ in a way that requires permits from Crook County, including land use approval, a septic site evaluation and/or septic permits, and building and supplemental construction permits.

I understand that State law does not allow Crook County to issue a septic or building permit before the County has determined that the proposed development complies with all County land use regulations.

In addition, in making this request, I understand and agree that:

1. No other permits will be issued until the land use permit has been granted.
2. The land use permit may not be granted if the required approval criteria are not met.
3. If the land use permit is not granted, the other permits applied for will not be issued.
4. If the land use permit is not granted, no refund will be given for any land use, site evaluation, plan review or permit fees already paid.

Property Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____



Community Development Department

Phone: 541.447.3211 or 541.447.8156

Fax: 541-416-2139

AUTHORIZATION FORM

Let it be known that _____
(Print name clearly)

has been retained to act as my authorized agent to perform all acts for development on my property noted below: These acts include: Pre- application conference, filing applications and/or other required documents relative to all Permit applications.

Physical address of property: _____, and described in the records of CROOK COUNTY as:

Township _____ South, Range _____ East, Section _____, Tax lot _____
Township _____ South, Range _____ East, Section _____, Tax lot _____

The costs of the above actions, which are not satisfied by the agent, are the responsibility of the undersigned property owner.

PROPERTY OWNER

(Please Print Clearly)

Signature: _____ Date: _____

Print Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email: _____

- Individual(s)
- Corporation;
- Limited Liability Corporation;
- Trust

IMPORTANT NOTE: Indicate whether property is owned in individual name(s), or by a business or other entity (e.g. Corporation, Limited Liability Company; or Trust). If property is owned by an entity, include names of all authorized signers. For Example:

If the owner is a Corporation, Limited Liability Corporation or Trust, the following information is required as part of this form.

If a Corporation ~ please provide the name of President or other authorized signor(s).

If a Limited Liability Corporation ~ provide names of **ALL** members & managers.

If a Trust ~ provide the name of current Trustee(s)

In addition, you will need to include a copy of Bylaws (Corporations); an Operating Agreement (Limited Liability Company); or Certificate of Trust (Trusts) that verifies authority to sign on behalf of the entity.

AGENT

Signature: _____ Date: _____

Print Name: _____

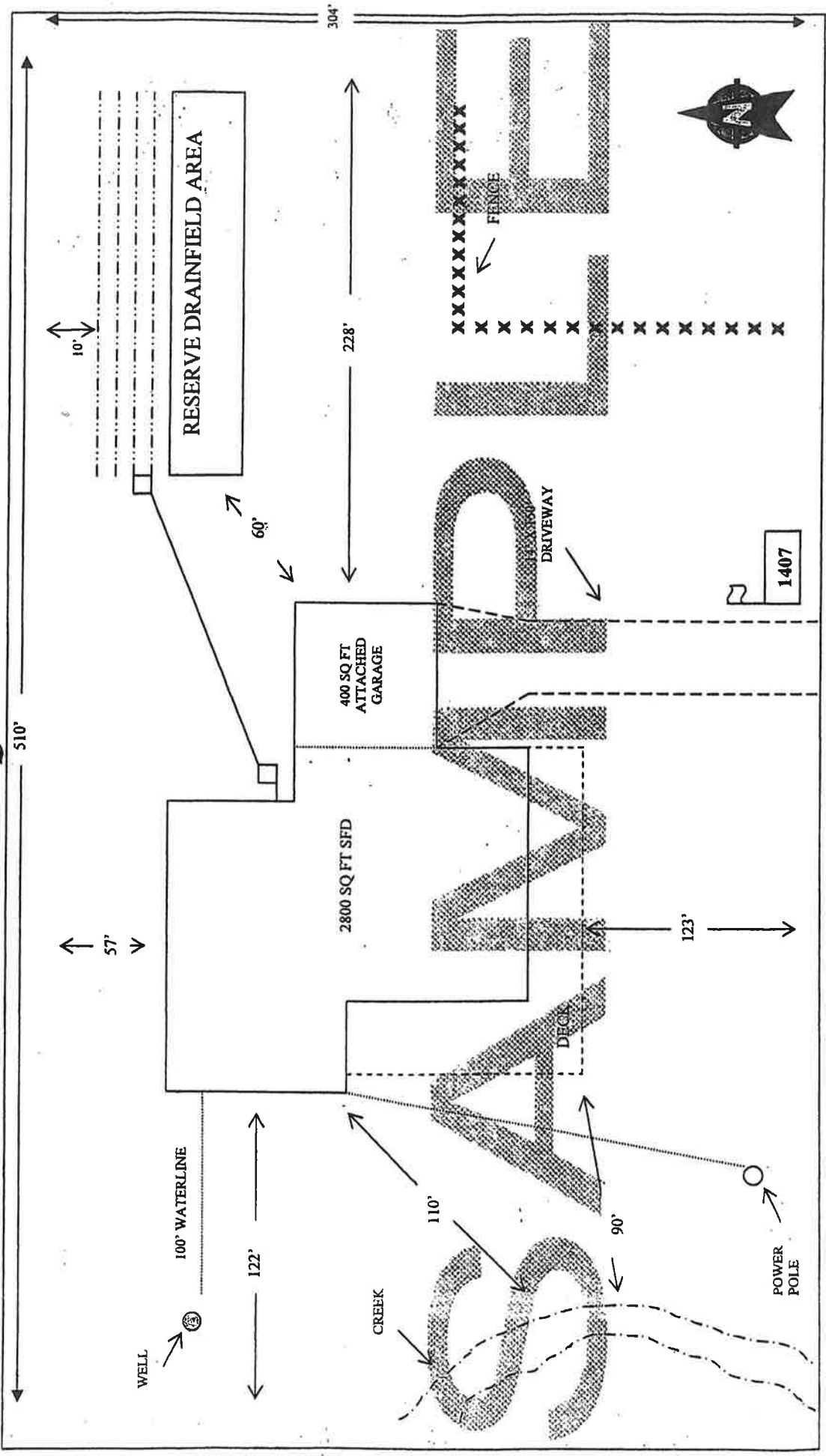
Mailing address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) ____ - ____ Cell Phone: (____) ____ - ____

Email: _____

PLAN PLAN KEUIKED UN 8 1/2 X 11



NW MOUNTAIN VIEW LANE

IF YOUR PROPERTY HAS OR WILL HAVE ANY OF THE FOLLOWING ITEMS ON IT YOU MUST SHOW WHERE THEY ARE LOCATED:

- > Size & Location of Proposed Structure
 - > Well
 - > Entire Driveway and Access Location
 - > Utility/Water lines
 - > All setbacks incl. distances to property lines & other structures
 - > Location of septic tank, drainfield and approved reserve area
 - > ALL roads abutting property
 - > NORTH indicator
 - > ALL Easements (public/private)
 - > Property Dimensions
 - > Location of ALL creeks, streams, ponds, springs, fences
 - > Location of ALL irrigation water rights and/or canals
- ❖ 8 1/2" X 11" Plan does NOT have to be to scale and may be drawn by hand as long as it is legible. Show distances from all items indicated above to proposed structure(s).

- NOT TO SCALE -