

PERMIT No. _____



FEES

Residential (Grandfather): \$110
Site Plan Review "Modification" w/o Notice: \$242
Site Plan Review "Modification" w/Notice: \$302.50

**Crook County Community Development Department
Planning Division**

300 NE 3rd Street, Room 12, Prineville Oregon 97754
Phone: 541-447-8156 / Fax: 541-416-2319
Email: plan@co.crook.or.us / Website: www.co.crook.or.us

MODIFICATION REQUEST
(Grandfather and Site Plan Review)

NOTICE TO ALL APPLICANTS

The Crook County Community Development Department is required to review all applications for accuracy and to determine whether the staff and/or Planning Commission have the information needed to make a decision. County Ordinances allow the County 30 days to determine whether the application is complete. If it is determined that your application is incomplete, you will be requested, in writing, to provide the necessary missing information, and a decision on your application will be postponed until the information is received. State Law requires that information to support an application be available for public inspection at our office 20-days before a public hearing. Any information submitted after this date may require a postponement of the hearing date if necessary. **Please make sure your application is complete. The burden of proof lies with the applicant.**

PROPERTY OWNER INFORMATION

Last Name: _____ First Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Day-time phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email (Please print clearly): _____

AGENT/REPRESENTATIVE

Last Name: _____ First Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Day-time phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email (Please print clearly): _____

Tax Map # _____

Property Address/Situs: _____
Applicant's Name: _____ Tax Map # _____
File # _____ Situs: _____

IRRIGATION WATER RIGHT

Please indicate the location of all existing water rights, number of acres, and proposed division of water rights.

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

_____ **Central Oregon Irrigation District:**
Phone (541) 548-6047 / Fax (541) 548-0243
Address: 1055 SW Lake Ct, Redmond, OR 97756

_____ **Ochoco Irrigation District:**
Phone (541) 447-6449 / Fax (541) 447-3978
Address: 1001 N Deer Street, Prineville, OR 97754

_____ **Water Resources Department:**
Phone (541) 306-6885 / Fax (541) 388-5101
Address: 231 SW Scalehouse Loop, Bend, OR 97702

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

_____ **Other:** _____

- A. Does the property have irrigation water right? Yes ___ No ___
- B. If yes, what is the amount of acres of irrigation water right? _____ acres
- C. Is there an irrigation **ditch** and/or an **underground pipeline** that runs through the property? Yes ___ No ___ Not sure ___
- D. Is there a **distribution point** for irrigation located on the property? Yes ___ No ___ Not sure ___

Watermaster Signature: _____ **Date:** _____
Print Name Clearly: _____ **Phone:** _____

Irrigation District Signature: _____ **Date:** _____
Print Name Clearly: _____ **Phone:** _____

COMMENTS:

**Before you DIG ~ Call 800-332-2344
~ it's the LAW**

Website: www.digsafelyoregon.com
Phone: (503) 246-6699

The applicant and/or agent shall be responsible for contacting one of the above numbers to locate underground utilities, as well as Ochoco Irrigation District and/or the Central Oregon Irrigation District for any underground utilities

State what the original "Land Use" approval was for:

Original "land use" file number: _____

Explain your request for modification: what, where, why:

(Please attach any exhibits to better explain your reasons of modification.)

FLOOD PLAIN

Is the property located within a Flood Plain? Yes ___ No ___
If Yes, a "Flood Plain Hazard Permit" is required to be submitted with this application.

ROAD ACCESS

Explain how you will access your property for the proposed structure:

Will you ACCESS this property from an existing access? Yes ___ No ___

➤ If no, will the proposed access be from:
***County_____ Public_____ *Private_____ **State _____(check one only)

* If private easement, provide legal recorded documentation.

** If accessing from State Highway, an “approved” ODOT permit must be attached with this application: No Exceptions!

Oregon Department of Transportation
(Contact Robert Morrow at ODOT - Bend Office)
Phone: 541.388.6169
Email: Robert.j.morrow@odot.state.or.us

*** If accessing from a “County maintained or public road,” a road approach application is required.

Applications are available online at www.co.crook.or.us (See Community Development Department - applications), or you can pick up an application at the office)

CHECK LIST OF REQUIREMENTS

- A completed application form with the appropriate signatures.
- A copy of the **Tax Lot Card**. (Available from the Crook County Community Development Department)
- A copy of the current owners **Warranty Deed**.
- A signed copy of a “**Statement of Understanding**”
- A signed **Authorization Form**; if applicable.
- A detailed “**Plot Plan/Site Plan**” of the subject property. (See below for detailed information)
- An approved **Road Access Permit**, if applicable. Applications are avail from the Crook County Community Development Department for County Maintained Roads and Public Roads. If the access is from an Oregon State Highway, submit a road approach approval from the Oregon Department of Transportation for the access. Highways.
- If the property **has irrigation water right**, submit a copy of the irrigation map for the area and historical water rights information on the subject property.
- Special Flood Hazard Area Development Permit; if applicable
- Submit the correct application fee.

SITE PLAN / PLOT PLAN

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

- North arrow.
- Dimensions and boundaries of the property.
- Indicate location of all "**EXISTING**" and "**PROPOSED**" structures: Dwellings, Garage, shops, lean-to, barns, etc. Indicate the "use" of the structure and the dimensions
- 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.
- If the parcel or lot has irrigation water right, indicate the area of the water right with the number of irrigated acres. In addition, submit a copy of a water right map from the district.
- Names and locations of all roads adjacent to the property.
- 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.
- 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.
- Location of driveways or other roads on the property, existing and proposed.
- Location of all public utility easements. In addition, attach copies of the recorded utility easement that indicates easement widths.
- Distance (setbacks) from all structures to all property lines.
- Location of all major features (canals, irrigation ditches, rock ledges, etc)
- Location of rimrock, of applicable.
- Location of all drainage, creeks, springs, etc., with distance to the proposed development site.

The "Site Plan" or "Plot Plan" must be submitted on 8-1/2 x 11 paper.

SIGNATURES

I agree to meet the standards governing the laws for "Site Plan Reviews" as outlined in the State of Oregon's OAR, ORS, Crook County Code, and Crook County - Prineville Comprehensive Plan. I agree that all the information contained in this application is true to the best of my knowledge.

Property Owner Signature: _____ Date _____
 Print name clearly: _____

Property Owner Signature: _____ Date _____
 Print name clearly: _____

Agent/Representative Signature: _____ Date _____
 Print name
 clearly: _____

(Note: If an agent/representative is submitting your application on behalf of the property owner, the "Authorization Form" must be completed and attached to this application.



FORM B

STATEMENT OF UNDERSTANDING

I wish to develop the property described as Township _____ South, Range _____ East WM, Section _____, Tax lot(s) _____ 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.

Print Name Clearly: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____



Community Development Department

300 NE 3rd Street, Prineville, OR 97754

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

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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

Other

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: _____

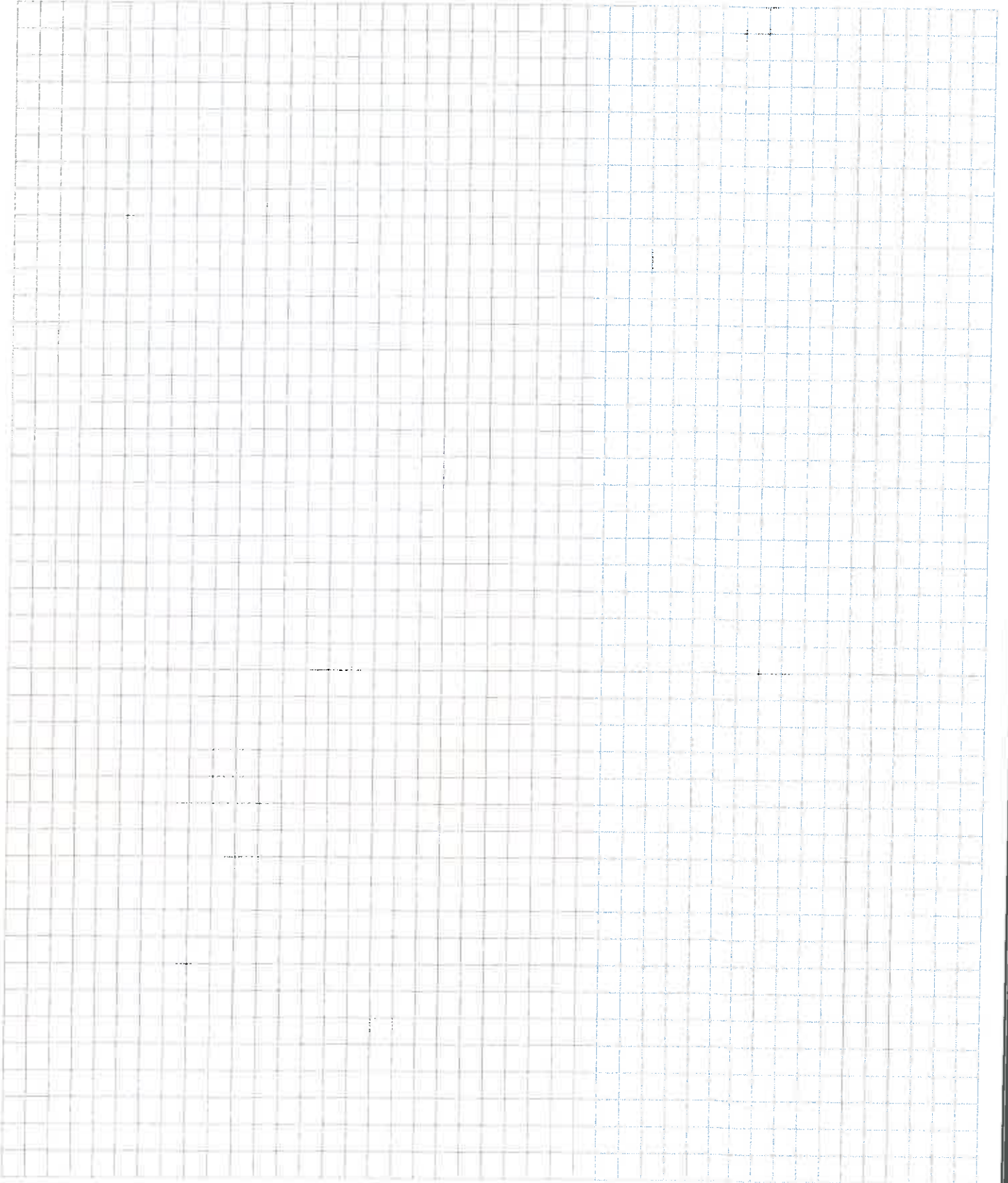
City: _____ State: _____ Zip: _____

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

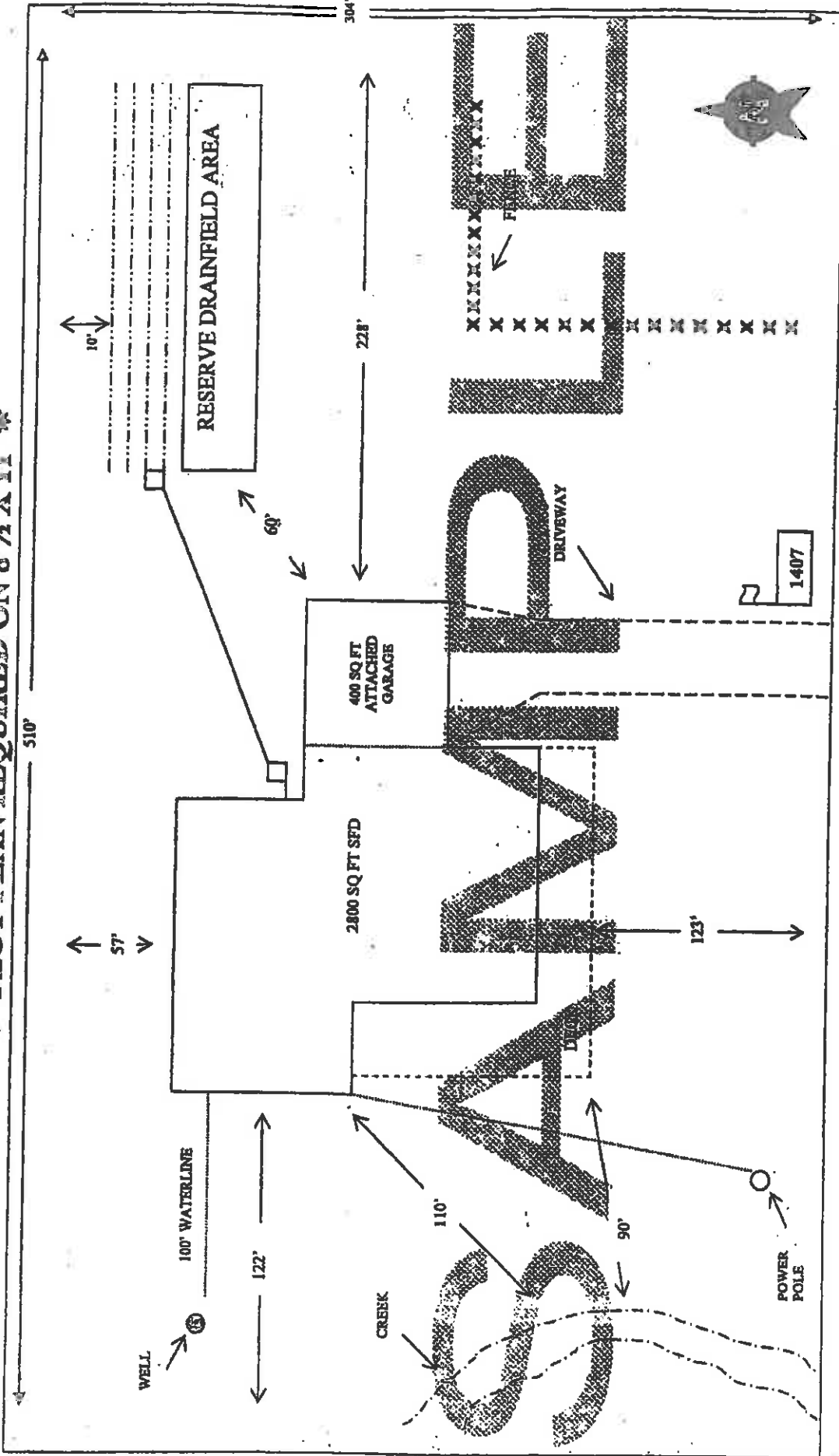
Email: _____



SITE PLAN



PLAN PLAN KQUKLL ON 8 1/2 A 11 W



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
 - > 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).
 - > 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

- NOT TO SCALE -