

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 3<sup>rd</sup> Street, Room 12, Prineville Oregon 97754  
Phone: 541-447-8156 / Fax: 541-416-2319  
Email: [plan@co.crook.or.us](mailto:plan@co.crook.or.us) / Website: [www.co.crook.or.us](http://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](http://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](mailto: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](http://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 3<sup>rd</sup> Street, Prineville, OR 97754

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

[plan@co.crook.or.us](mailto:plan@co.crook.or.us) / Website: [www.co.crook.or.us](http://www.co.crook.or.us)

### **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: \_\_\_\_\_

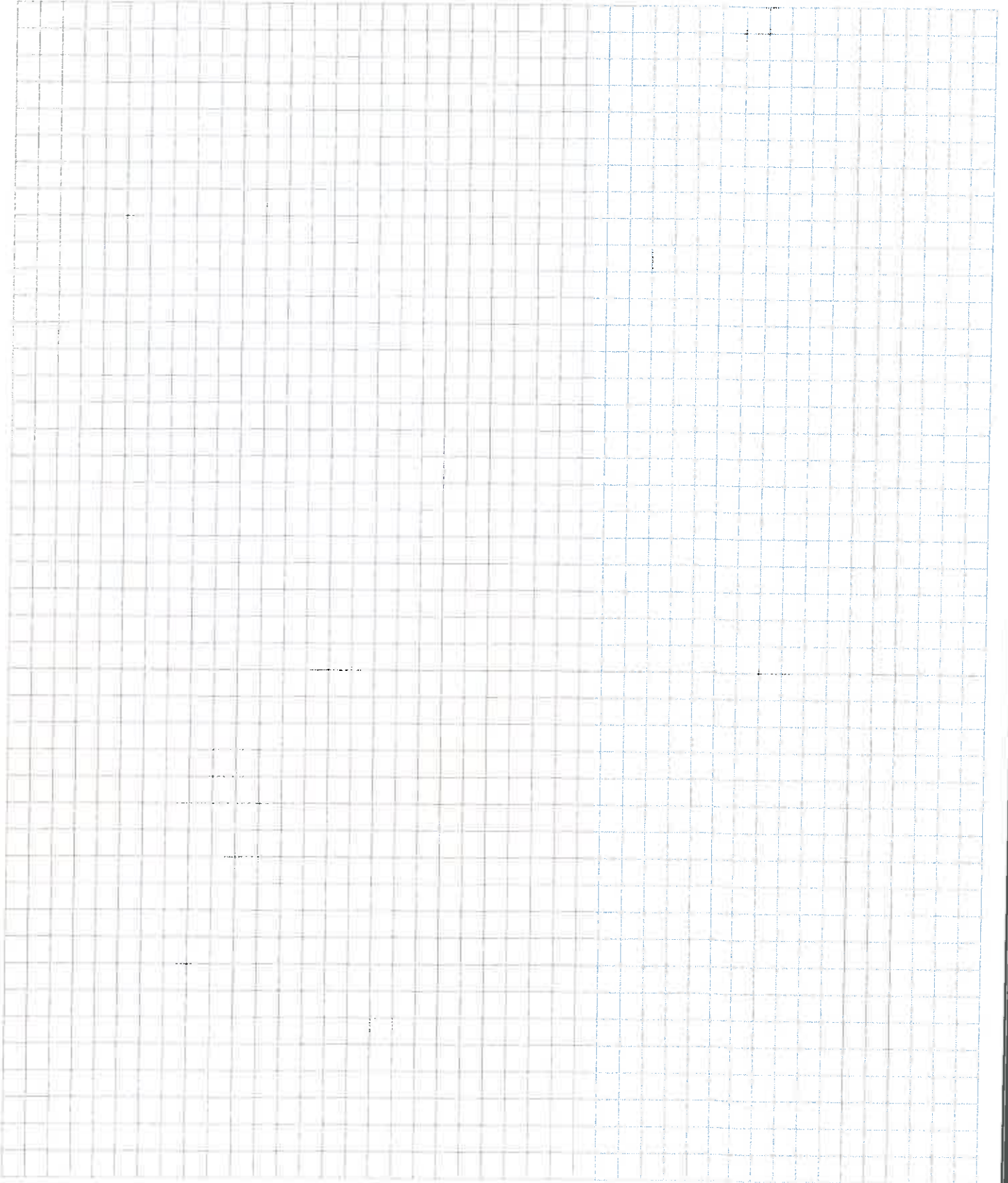
Home Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Email: \_\_\_\_\_

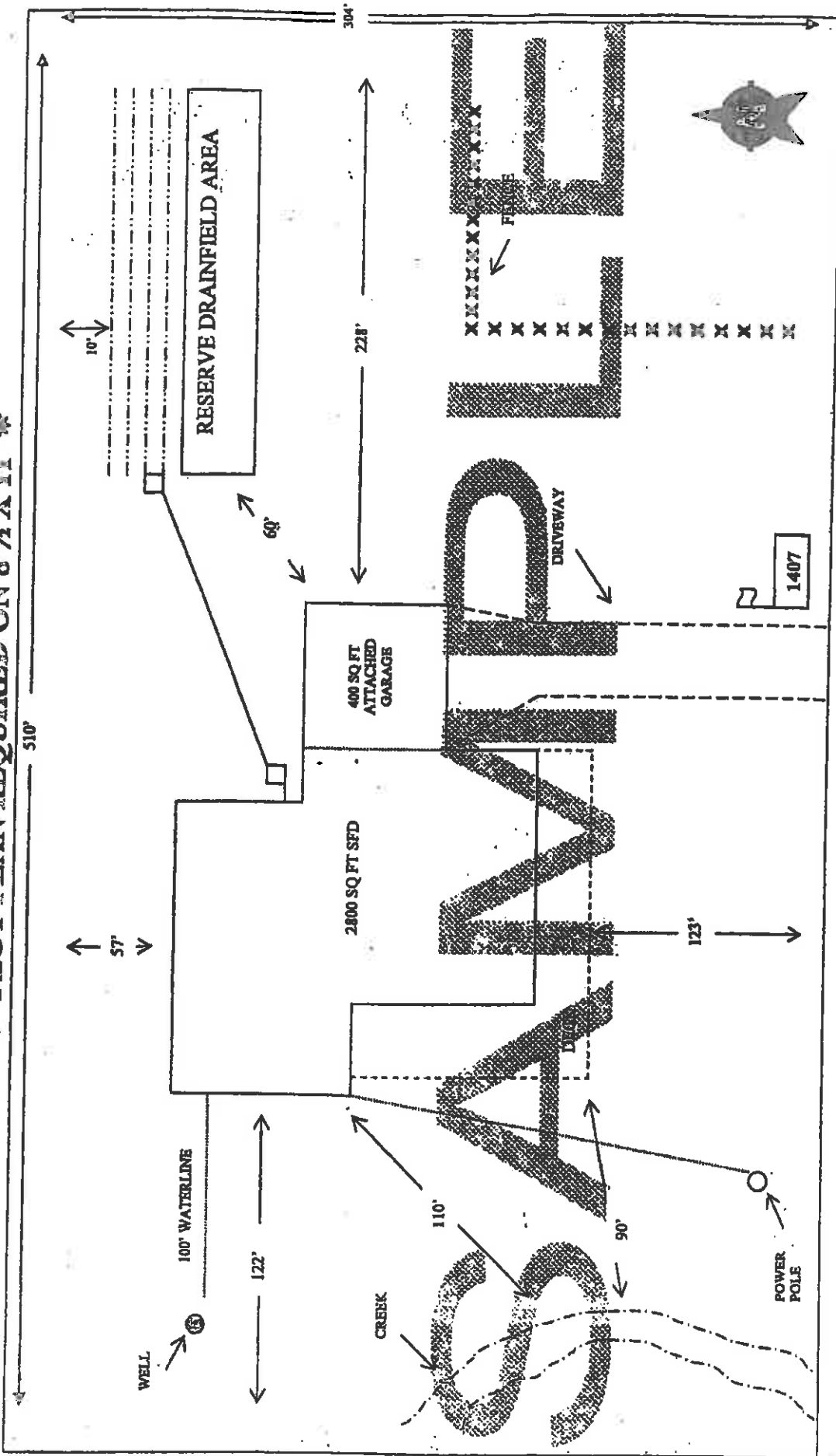




# SITE PLAN



**PLAN SCALE 1/8" = 1' - 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
  - > 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 -