



For Office Use Only

Permit No. _____

Fee: Forest Dwelling \$1166
Accessory Building \$715

**Crook County Community Development Department
Planning Division**

300 N.E. Third Street, Room 12, Prineville, OR 97754

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

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

**SITE PLAN REVIEW
(FOREST DWELLING / ACCESSORYBUILDING)**

NOTICE TO ALL APPLICANTS: The Crook County Planning Department is required to review all applications for accuracy and to determine whether the staff and/or the 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 the Planning Department determines that your application is incomplete, you will be requested in writing to provide the missing information and a decision on your application will be postponed until the information is received. State law requires that all 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

Last Name: _____ First Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day-time phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email: _____

AGENT/REPRESENTATIVE

Last Name: _____ First Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day-time phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email: _____

(OWNER MUST SIGN LETTER OF AUTHORIZATION)

PROPERTY LOCATION

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

Physical address of subject property: _____

Zoning: _____

PROPOSAL REQUEST: Check all that apply:

STEP 1: Is this request a "Site" built residence or a "Manufactured Dwelling?"

(Check only one)

Site Built _____

OR

Manufactured Home _____

STEP 2:(Complete all that are applicable)

- a. Height of structure: _____ feet
- b. Number of stories: _____
- c. Total square footage of proposed structure: _____
- d. If a manufactured dwelling: Year and Model _____
- e. If a manufactured dwelling: (Check only one of the following)
 Single-wide: _____ Double-wide: _____ Triple-wide: _____

STEP 3: Pursuant to Chapter 18.132 – Manufactured and Mobile Homes, the manufactured dwelling shall be used solely for the purpose of a residential dwelling. Use of a manufactured dwelling for storage is prohibited.

Initial: _____

STEP 4: Will an “RV” be used as a “Temporary” residence during the construction of said structure: **Yes** _____ **No** _____

STEP 5: List all proposed ACCESSORY structures

ACCESSORY BUILDING(s):

BUILDING No. 1

Size _____ Use _____
 Is this an addition to an existing accessory structure: Yes _____ No _____
 Existing structure size: _____ square feet No. of stories _____
 Comments _____

BUILDING #2

Size _____ Use _____
 Is this an addition to an existing accessory structure: Yes _____ No _____
 Existing structure size: _____ square feet No. of stories _____
 Comments _____

ACCESS

Road: (Check one only)

County _____ Public _____ Private _____ Other _____

If road access to the dwelling is by a road owned and maintained by a private party or by the Oregon Department of Forestry, the Bureau of Land Management, or the United States Forest Service, then the applicant shall provide proof of a long term road access use permit or agreement. The road use permit may require the applicant to agree to accept responsibility for road maintenance.

STANDARDS FOR SINGLE FAMILY DWELLINGS IN FOREST ZONE (F-1)

1. Lot of Record Dwelling

Was the lot or parcel on which the dwelling will be sited lawfully created prior to January 1, 1985 and acquired by the current owner either prior to January 1, 1985 or inherited from a person who acquired the lot or parcel prior to January 1, 1985?

Yes _____ No _____ Don't Know _____

Comments: _____

2. Large Tract Dwelling

Will the dwelling be sited on a tract that includes at least 240 contiguous acres in one ownership?

Yes _____ No _____ Don't Know _____

Comments: _____

3. Template Dwelling

Can the proposed dwelling site meet the standards for a "template dwelling" under Crook County Code 18.28.050(4)?

Yes _____ No _____ Don't Know _____

NOTE: If you are going to seek a dwelling under the "template test" standard, we request that you set up a pre-application consultation with Crook County Community Development Department Staff.

CONDITIONS OF APPROVAL

***In order for the County to grant approval, all of the following conditions must be met:
(Use a separate piece of paper if necessary)***

1. Why is a dwelling necessary? _____
2. Are there any dwellings on the property now? Yes ____ No ____
How Many? _____
3. Does the property qualify and/or is it enrolled in one of Oregon's forest tax programs? Yes _____ No _____
4. Explain why the placement of a dwelling will NOT significantly interfere with or significantly increase the cost of, or impede forest or farm management on adjacent forest and agricultural lands.

5. Describe how forest lands will be managed by the resident of the proposed dwelling. Specifically, how will the stocking and survival requirements of the Oregon Department of Forestry's administrative rules for Forest Practices (in effect at the time of the application, for the Eastern Region be met). (See Crook County Code 18.28.090). Please attach documentation showing that the property is in compliance with the Oregon Department of Forestry requirements.
6. The applicant must record a written statement with the deed or written contract with Crook County that recognizes the rights of adjacent and nearby landowners to conduct forest operations consistent with the State Forest Practices Act and Rules

SITING STANDARDS

The "Siting Standards" shall apply to all new dwellings and structures in the F1 Zone. These standards are designed to make such uses compatible with forest and agricultural operations, to minimize hazards and risks and to conserve values found on forestlands. The County shall weigh the following standards together with the fire standards in Section 18.28.070 to identify the building site.

1. Explain how this request will not curtail or impede surrounding forest operations and accepted farming practices.

2. Explain how you will minimize the amount of forestlands used for site access roads, service corridors, and the dwelling and other structures.

-
3. Explain how the risks associated with wildfire would be minimized.
-
-

WATER SOURCE (OAR 660-006-0029)

The applicant shall provide evidence to the County that the **domestic water supply** is from a source authorized in accordance with the Department of Water Resources, Oregon Administrative Rules for the appropriation of ground water (OAR 690, Division 10) or surface water (OAR 690, Division 20) and not from a Class II stream as defined in the Forest Practices Rule.

To meet this requirement, the applicant must provide either:

- a. Verification from a water purveyor that the use described in the application will be served by the purveyor under the purveyor's rights to appropriate water; **or**
- b. A water use permit issued by the Oregon Water Resources Department for the use described in the application; **or**
- c. Verification from the Oregon Water Resources Department that a water use permit is not required for the use described in the application. If the proposed water supply is from a well and is exempt from permitting requirements under ORS 537.545, the applicant shall submit the well construction report to the county upon completion of the well.

FIRE SITING STANDARDS FOR DWELLINGS AND STRUCTURES

1. IS THE SUBJECT PROPERTY LOCATED WITHIN A FIRE PROTECTION DISTRICT?

Yes ___ No ___

If no, the applicant must demonstrate that a water supply is available and suitable for fire protection, such as a swimming pool, pond, stream, or lake or similar body of water that at all times contains at least 4000 gallons of water, or a stream that has year-round flow of at least one cubic foot per second.

The applicant shall provide verification from the Oregon Water Resources Department that any permits or registrations for water diversion or storage have been obtained or are not required.

Road access shall be within 15 feet of the water's edge for firefighting pumping units. The road access shall accommodate the turnaround of firefighting equipment during the fire season. Permanent signs shall be posted along the access route to indicate the location of the emergency water source.

Explain how your request will meet these requirements:

2. ACCESS FOR FIREFIGHTING EQUIPMENT

Public roads, bridges, culverts, cattle guards, private roads and driveways shall be constructed to provide adequate access for fire fighting equipment and shall comply with the Crook County Road Standards regarding proper "road base and support" for fire fighting equipment on a year round basis.

Explain how your request will meet this requirement:

3. FIRE PROTECTION

The owners of the dwelling(s) and structures are required to maintain a primary fuel-fire break area surrounding all structures; clear and maintain a secondary fuel-free break area; and maintain adequate access to the dwelling for fire fighting equipment vehicles in accordance with the provisions in "Protecting Your Home from Wildfire."

- Will the dwelling have a fire retardant roof? Yes ___ No ___
- Is the dwelling on a slope less than 40 percent? Yes ___ No ___
- If the dwelling has a chimney, does each chimney have a spark arrestor?
Yes ___ No ___

Explain how this proposed request will not significantly increase fire hazard or significantly increase fire suppression costs or significantly increase risks to fire suppression personnel.

STREAM SETBACK (if applicable)

1. What is the distance from the high-water line or mark along all streams and lakes to the sewage disposal, septic tank and drain field area? _____ feet.
2. What is the distance from the high-water line or mark along all streams and lakes to all structures, buildings, or similar permanent fixtures? _____ feet.
Comments: _____

COMPREHENSIVE PLAN

1. Explain how you feel your request meets the requirements of the "Forest Lands" Section within the Crook County Crook County/Prineville Area Comprehensive Plan (available online at www.co.crook.or.us).

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

Website: www.digsafetyoregon.com

Phone: (503) 246-6699

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

SIGNATURES

I AGREE TO MEET THE STANDARDS GOVERNING LANDS AS OUTLINED CROOK COUNTY ZONING ORDINANCE, AND THAT ALL THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

Owner's Signature: _____ Date: _____
Print Owner's Name: _____

Owner's Signature: _____ Date: _____
Print Owner's Name: _____

Agent/Representative Signature: _____ Date: _____
Print Agent/Representatives Name: _____

*****:*****:*****:*****:*****:*****:*****:*****:*****:*****:*****

REQUIREMENTS

All the following requirements must be met prior to submittal of a "Forest" dwelling application to the Crook County Planning Department:

1. All applications must include a **Preliminary Title Report and Deed of Ownership**.
2. Completed "Forest" dwelling/accessory dwelling application.
3. A "Site Plan or Plot Map" with all the required criteria:
 - a. Property dimensions;
 - b. Direction of North;
 - c. All roads existing and proposed;
 - d. Access (**existing & proposed**), include circulation patterns, parking, loading and unloading areas (if applicable) and any easements to or on the property;
 - e. Size and location of all **existing & proposed** structures. Intended use of each structure.
 - f. Location of water supply, well, or cistern with distance to the septic system **and** dwelling.
 - g. Location of septic system with drain field and replacement drain field areas. (For assistance with location contact 447-8155: Crook County Environmental Health Department).
 - h. Location of water right and/or irrigation canal/ditch on property, if applicable with distance from all structures.
 - i. Location of rivers, creeks, streams, ponds, springs, or other drainage ways with distance to all structures.
4. An approved "Access Permit" from the Crook County Road Department or a tentative approval from the Oregon Department of Transportation.
5. A Vicinity Map or Assessor's Map.
6. A "Site Evaluation" from the Crook County Environmental Health Department.

EASEMENTS

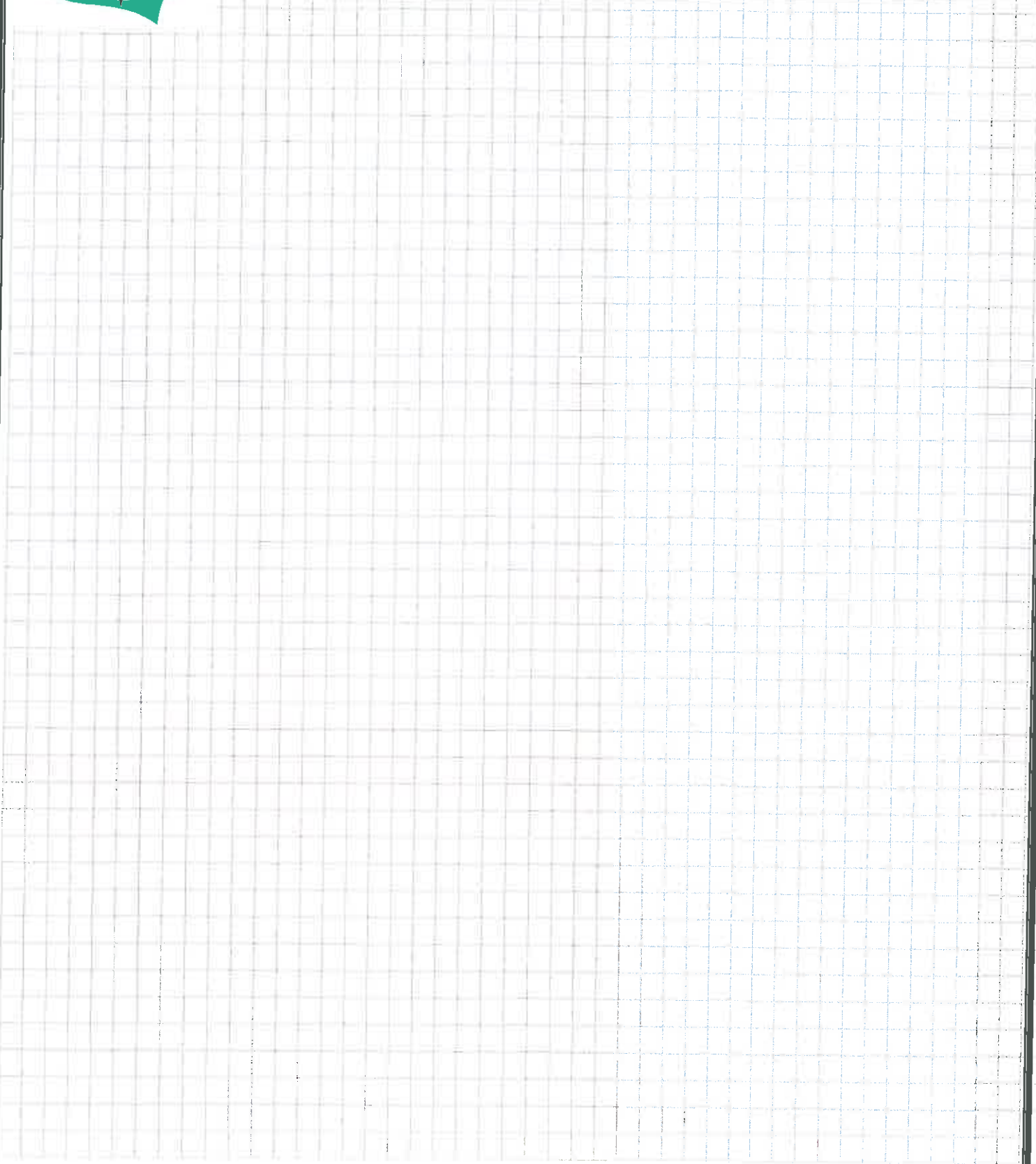
Attach all easements to and from the property.

FOREST DWELLINGS

May be allowed in the F-1 Zone provided the County determines that the dwelling is necessary for and accessory to forest operations including cultured Christmas trees as defined in ORS 215.203(3), and findings based on substantial evidence that all the requirements of the subsections within Section 3.040 are met.



SITE PLAN





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

300 NE 3rd Street, Prineville, OR 97754

Phone: (541) 447.8156 / Fax: 541-416-2139

Email: plan@co.crook.or.us / Website: 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

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: _____

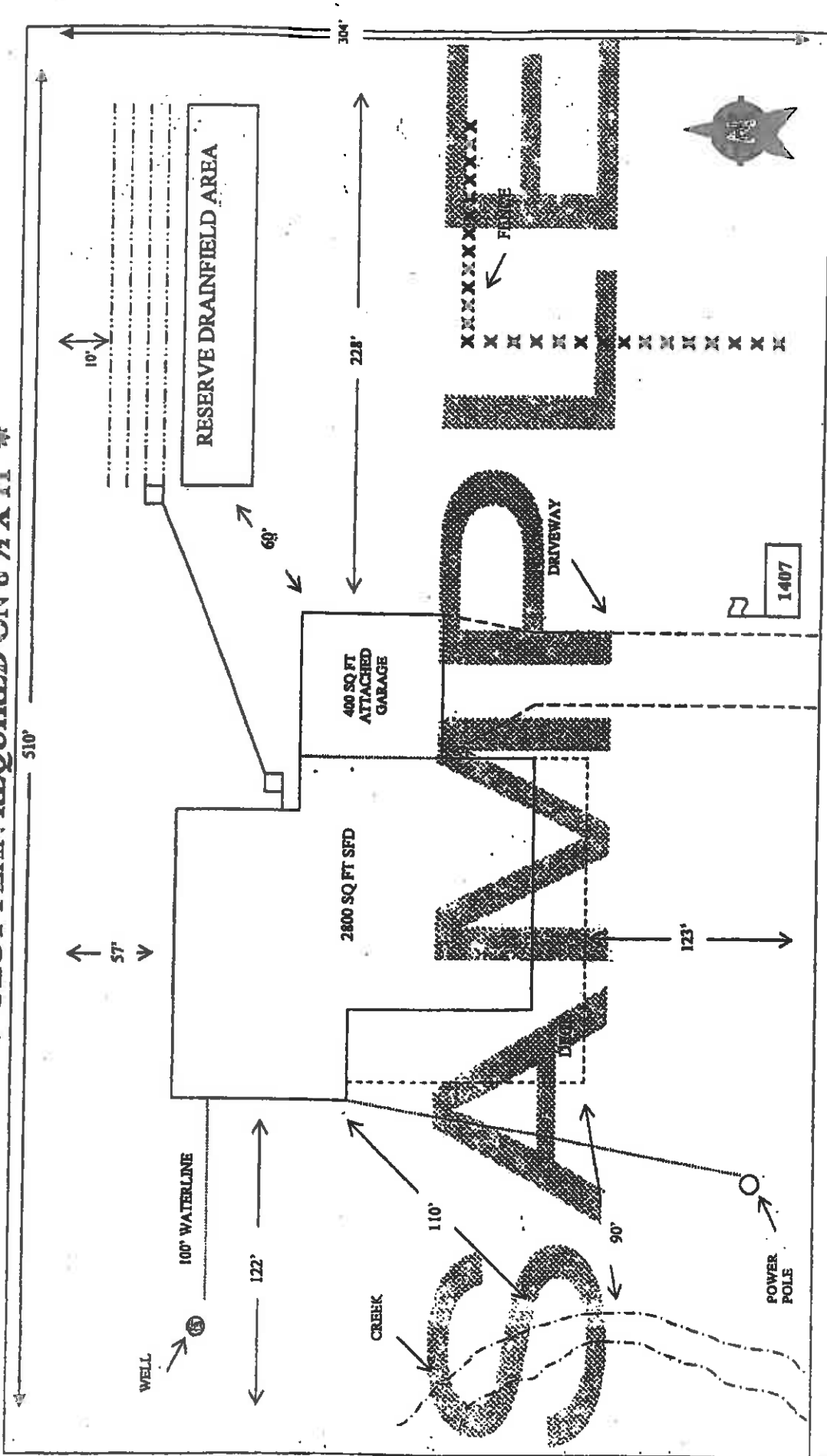
Mailing address: _____

City: _____ State: _____ Zip: _____

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

Email: _____

8 1/2" X 11" PLAN REQUIRED ON 8 1/2" X 11" PLAN



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 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 -