



For Office Use Only

FEE: \$200
AN ADDITIONAL 10% CODE COMPLIANCE FEE WILL BE CHARGED

Crook County Planning Department
300 NE 3rd Street, Room 12, Prineville Oregon 97754
Phone: 541-447-8156 / Fax: 541-416-3905

Sign Application
Notice to all Applicant's

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.

INFORMATION

OWNER-

Last Name: _____ First Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

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

Email: _____

AGENT-

Last Name: _____ First Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

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

Email: _____

(AGENT/REPRESENTATIVE MUST SIGN THE ATTACHED LETTER OF AUTHORIZATION)

LOCATION OF PROPERTY

Township ____ South, Range ____ East, Section(s) _____ Tax Lot(s) _____

Physical address of subject property: _____

Zoning: _____ Subdivision name: _____

Is the subject property located on a corner? Yes _____ No _____

SIGN INFORMATION

Sign Dimensions: _____ **Height** _____ **Width** _____ **Sq. Footage**

Materials used to Construct (wood, metal, stone,etc) _____

What does the sign say?

Is this business approved by Crook County? _____ **Yes** _____ **No**

What does the sign look like?

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

Owner(s) Signature: _____ **Date:** _____

Agent or Representative Signature: _____ **Date:** _____

Checklist for completing this application

WARRANTY DEED

A copy of the Warranty Deed indicating the current property owner must be attached with this application.

SITE PLAN / PLOT PLAN

Detailed plot plan showing:

- (a) Property dimensions including outline of property;
- (b) Direction of North;
- (c) All roads existing and proposed;
- (d) Access (driveway) existing and/or 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.

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