Crook County Community Development Department
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

Conditional Use Application - Non Farm Partitioning

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 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 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
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: __________________________

SURVEYOR / ENGINEER
Last Name: __________________________ First Name: __________________________
Mailing Address: __________________________
City: __________________________ State: __________________________ Zip: __________
Day-time phone: (____) ________-_______ / Cell Phone: (____) ________-_______
Email: __________________________

PROPERTY LOCATION
Township ___ South, Range ___ East WM, Section ___ , Tax lot ________
Size of property: ________ acres Zoning: ________
Physical address: __________________________
Zone: EFU1 ___ EFU2 ___ EFU3 ___ (Check all that apply)

Conditional Use Application - Non-Farm Partitioning - Updated: FEE ONLY - 10.24.2018
Z:Planning/Planning/Applications/Conditional Use Application - Non Farm Partitioning
RESIDENCE INFORMATION

Please indicate what structures and dwellings are existing and all dwellings and other structures you’re proposing on all parcels.

(Show all existing & proposed dwellings, accessory structures, wells, casements, etc. on your plot plan)

Parcel #1:
A. _____ Existing Dwelling _____ Proposed Dwelling
   Farm Dwelling _____ Non-Farm Dwelling _____
B. _____ Existing accessory structures
C. _____ Proposed acreage size
D. _____ Existing well _____ Proposed Individual well, spring or cistern
E. _____ Approved Road Access Permit: Yes ____ No ____
   a. Submit copy of approved access.
F. Proposed Access:
   State ____ County ____ Public ____ Private Easement ____

Proposed Parcel #2:
A. _____ Existing Dwelling _____ Proposed Dwelling
   Farm Dwelling _____ Non-Farm Dwelling _____
B. _____ Existing accessory structures
C. _____ Proposed acreage size
D. _____ Existing well _____ Proposed Individual well, spring or cistern.
E. _____ Approved Road Access Permit: Yes ____ No ____
   a. Submit copy of approved access.
F. Proposed Access:
   State ____ County ____ Public ____ Private Easement ____

Proposed Parcel #3:

Parcel #1:
A. _____ Existing Dwelling _____ Proposed Dwelling
   Farm Dwelling _____ Non-Farm Dwelling _____
B. _____ Existing accessory structures
C. _____ Proposed acreage size
D. _____ Existing well _____ Proposed Individual well, spring or cistern
E. _____ Approved Road Access Permit: Yes ____ No ____
   a. Submit copy of approved access.
F. Proposed Access:
   State ____ County ____ Public ____ Private Easement ____
ROAD ACCESS

A. Proposed access for ALL proposed parcels:
   a. If the proposed access is a “public or county” road, submit an approved
      road approach permit that shows access for all proposed parcels.
      (Questions: Contact the Community Development 541.447.8156 or
      541.447.3211)
   b. If the proposed access is a “private” easement, submit a “recorded” access
      easement.
   c. If the proposed access is a “State” access, submit an approved road access
      permit issued by ODOT. (Questions: contact: Phone: (541) 388-6426 -
      Robert Morrow

B. Current Road Maintenance Agreement: Yes ___ No ___
   i. If yes, attach copy of recorded agreement.
   ii. If no, why not? ________________________________

C. Name of access road: ________________________________

D. List the number of dwellings or uses making access from the road named in (C.)
   above: (example: 5 residences, 2 businesses)
   i. Number of residences: ____________
   ii. Number of commercial uses: ____________

E. What is the current width of the current roadway: ____________

ACCESSORY BUILDING(s)

List all existing and proposed “Accessory” structures, and show all accessory structures on
your plot plan.

Is this structure Existing: ____ Proposed: ____ (Check one only)
Size ___________________________ Use ___________________________
Is this an addition to an existing accessory structure: Yes___ No____
Existing structure size: ________________ square feet No. of stories _______
Comments _______________________________________________________

Is this structure Existing: ____ Proposed: ____ (Check only one)
Size ___________________________ Use ___________________________
Is this an addition to an existing accessory structure: Yes_____ No_________
Existing structure size: ________________ square feet No. of stories _______
Comments _______________________________________________________

Non-Farm Partition – Updated: FEE ONLY – 10.24.2018
Z:Planning/Planning/Applications/Conditional Use Application - Non Farm Partitioning
Compatibility and Non-interference with nearby Farming Activities

The dwelling or activities associated with the dwelling will not force a significantly increase the cost of accepted farming practices, as defined in Oregon Revised Statutes 215.203(2)(c), or accepted forest practices on nearby lands devoted to farm or forest use.

Please state the reasons why your proposal meets this criterion:

On a separate sheet of paper, list which EFU zoned parcels on the Assessor’s maps falling within one mile of the property or the One-mile study compiled by the Crook County GIS Department are currently being farmed and for each such parcel describe the following:

a. The nature of the current farming, (for example, cattle grazing, alfalfa and/or hay, potatoes, garlic, mint, etc.) including the number of acres in such use or the number of livestock grazed on the property. List the source of your information, and if it was based upon visual observation, state the date of your observation.

b. For each type of farming activity listed above, describe the attendant farming practices (for example, tilling, ground or aerial spraying, harvesting, etc.) that might conflict with nearby residences because of noise, dust, chemical trespass and the frequency of such activity.

c. Estimate the intervening distance between the farm practices on the parcels and your proposed dwelling site. Describe any vegetative, topographical or structural features that might reduce or eliminate conflicts between your residential use and the nearby farming activity.

i. If you have omitted any parcels in responding to Question 1, identify them and explain why.

ii. If there are any EFU zoned parcels managed for timber production or which have stands of merchantable timber (that is, timber other than juniper), please respond on a separate sheet of paper in the same fashion as you have responded to Questions 1 and 2 above.
Maintaining the stability of the Overall Land Use Pattern of the Area

The proposed non-farm dwelling does not materially alter the stability of the overall land use pattern of the area. In determining whether a proposed non-farm dwelling will alter the stability of the land use pattern in the area, the county shall consider the cumulative impact of possible new non-farm dwellings and parcels on other lots or parcels in the area similarly situated.

Please state the reasons why your proposal meets this criterion:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

The study area for EFU zones for non-farm dwellings consist of a One (1) mile distance from the exterior boundary of the subject property.

For more information or to purchase a 1-mile study and soil reports, contact the Community Development at 541.447.3211 Ext. 287 for application form.

1. Considering EFU parcels in the surrounding area of review, find the following:
   a. The number of EFU zoned parcels: __________
   b. The number of parcels with dwellings on them: __________
   c. The number of parcels NOT receiving farm tax deferral: __________
   d. The number of parcels that are 80 acres or smaller: __________
   e. The number of vacant parcels: __________

2. List the vacant parcels similar to yours in terms of size, soils and other characteristics that could be the subject of future non-farm dwelling applications. If you found none, explain why:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

3. Using the GIS One-mile study map, count the number of dwellings:
   _________ constructed on or before 1985
   _________ constructed after 1993

4. After comparing the two aerial photos (2000 & 2005), describe the changes in land use over time. Circle in red any areas that have changed from agricultural to residential use, or other uses.
General Unsuitability of the Property for Crop or Livestock Production

The proposed non-farm dwelling is situated on an existing lot or parcel, or a portion of a lot or parcel, which is generally unsuitable for the production of farm crops and livestock or merchantable tree species, considering the terrain, adverse soil or land conditions, drainage and flooding, vegetation, location and size of the tract.

Please state the reasons “why” your proposal meets this criterion:

General description of the subject property: (If necessary, use a separate sheet of paper)

1. How large is the property? __________ acres

   a. List all tax lots that make up the property:
      T ______ R ____ Section ____ Tax lot ________
      T ______ R ____ Section ____ Tax lot ________
      T ______ R ____ Section ____ Tax lot ________

   b. If you or another member of your household owns or leases any parcels abutting the subject property, please list the tax lots and give the combined acreage.
      T ______ R ____ Section____ Tax lot ________
      T ______ R ____ Section____ Tax lot ________
      T ______ R ____ Section____ Tax lot ________
Soil Survey: For each soil type, estimate the percentage of the property covered by such soil. From the soils narrative, list the crops or livestock that can be produced on the soil.

(Use a separate sheet of paper if necessary)

<table>
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<tr>
<th>Soil #</th>
<th>Name</th>
<th>Soil Class</th>
<th>% of lot</th>
<th>Crops/livestock</th>
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c. Describe the vegetation on the property, referring to the type, distribution and suitability for grazing. (If you are unable to identify the vegetation on the property and to address the grazing capability of the existing vegetation, you may wish to consult a range conservationist or OSU Extension Service to assist you in your answer.

d. Describe the type and volume of crops (including hay) grown on the property during any of the last five years and the portions of the property which they were produced.

No crops were grown on this property within the last five years:
Yes ____ No ____

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<tr>
<th>CROP</th>
<th>AMOUNT PRODUCED</th>
<th>NUMBER OF ACRES USED TO PRODUCE THE CROP</th>
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e. Describe the type and number of livestock grazed on the property during any of the last five years, the number of days each year when the property was used for grazing and the portions of the property on which they were grazed.

No livestock were grazed on the property during the last five years. Yes____ No____
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<tr>
<th>Livestock Type &amp; Number</th>
<th>Days Grazed</th>
<th>Number of Acres Used for Grazing</th>
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f. Has there been any other historical use on the property for farming that you know of? If so, please describe that use and its duration.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________


g. If the property was once a part of an abutting or nearby farming operation, describe the nature of that operation.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

|h. During which of the preceding five years has the subject property been receiving special tax assessment for farm use? _______ years

If it has received special farm tax assessment during any of those years, explain the change of circumstances that now makes the parcels “generally unsuitable for the production of crops or livestock.”

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
i. Is the property located in an “Open” or “Livestock” range?

General Description of the Surrounding Area

If farming activity is currently taking place on abutting parcels and these parcels have the same soils as the subject property, explain why your property cannot be used for the same kind of farming as on the abutting parcels.

Conflicting Uses

The proposed non-farm dwelling is not within one-quarter of a dairy farm, feed lot, sales yard, slaughterhouse or poultry, hog or mink farm, unless adequate provisions are made and approved by the Planning Director or Planning Commission for a buffer between such uses. The establishment of a buffer shall be designed based upon consideration of such factors as prevailing winds, drainage, and expansion potential of affected agricultural uses, open space and any other factory that may affect the livability of the non-farm dwelling or the agriculture of the area.

Please list any such uses by tax map and lot number:

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<th>T</th>
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<th>Section</th>
<th>Tax lot</th>
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(Use a separate sheet of paper if necessary)

Please state any proposed or existing provisions for a buffer between the non-farm dwelling and these uses:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Adequacy Site Safety, On-Site Septic, Electricity and Phone

1. Describe how fire protection will be provided to the property. If the subject property is located outside of the Crook County Fire Department Fire Protection District indicate how you would provide protection, including water source and fire prevention. (Attach a sheet if needed)

2. Submit a letter from the Fire District or other entity affirming that the district or entity is able to serve the proposed dwellings. If you are not in a fire protection district, provide a fire protection plan including water source and fire protection.

3. Sewage Disposal: will be disposed by:
   On-site septic system: ___ Other (explain in detail): ___
   
   i. If an On-Site Septic System is to be used for sewage disposal, submit an "Approval" letter from the Crook County Community Development, On-Site Division, showing that an On-Site System may be used upon the parcels being proposed. (Phone: 541.447.8153)

4. Electricity and Telephone:
   Are utilities available to the property? Yes ___ No ___
When the lot or parcel on which the non-farm dwelling will be sited lies within an area designated in an acknowledged comprehensive plan as habitat for big game, the siting of the dwelling must be consistent with the limitations on density upon which the acknowledged comprehensive plan and land use regulations intended to protect the habitat are based.

The “Wildlife Winter Range” section needs to be completed by ODF&W. A signature and comments are required.

1. Is the subject property located within a “Winter Wildlife” overlay zone?  
   Yes ____ No ____

2. If yes, please check the appropriate box(s):
   _____ Critical Deer Winter Range
   _____ General Deer Winter Range
   _____ Elk Winter Range
   _____ Antelope Winter Range

3. Is the subject property located within a “Sensitive Bird Habitat” zone?  
   Yes ____ No ____

ODF&W Signature: ____________________________ Date: __________________

Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

Non-Farm Partition – Updated: FEE ONLY – 10.24.2018
Z:Planning/Planning/Applications/Conditional Use Application - Non Farm Partitioning
IRRIGATION WATER RIGHT

(Oregon Water Resources Department (OWRD) or a Local Irrigation District must sign even if there are no water rights!)

1. 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 (541-548-6047)
_____ Ochoco Irrigation District (541-447-6449)
_____ Water Resources Department (541-388-6669)
_____ People’s Irrigation District (541-447-7797)
_____ Other: ________________________________

a. Does the property have irrigation water right? Yes ___ No ___

   If yes, a sign-off from State Watermaster and/or the relevant irrigation district is required.

b. If yes, what is the amount of acres of irrigation water right? ________ acres.

c. Amount of water right acres to be transferred? __________________________

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

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

Watermaster Signature: ________________________________ Date: __________

Irrigation District Signature: ________________________________ Date: __________

Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

Non-Farm Partition – Updated: FEE ONLY – 10.24.2018
Z:Planning/Planning/Applications/Conditional Use Application - Non Farm Partitioning
CROOK COUNTY WEEDMASTER

Weedmaster Signature: ______________________________ Date: ________

(County Weedmaster, Attn - Kev Alexanian, kev.alexanian@co.crook.or.us Phone 541-447-7958)

HERBACEOUS FORAGE

This section is not mandatory for parcels larger than 80 acres. However, if you feel it would assist with the evidence you may submit a report.

a. Are the soils on the subject property 90 percent Class VII and VIII? Yes ___ No ___

b. If yes, an Herbaceous Forage Report is NOT required.

An “Herbaceous Forage” report must be completed by a Range Consultant or a Professional in rangeland management certified by the Society of Range Management. The report shall include the following:

The study shall use accepted practices in the identification of herbaceous forage, using best management practices in determining the parcel’s capability for herbaceous forage production. The study shall include the total pounds for current year, dry matter herbaceous forage on site.

Range Consultants: Gene Hickman 541-312-2512 / A.K. Majors 541-923-7616

c. Has this property been involved in previous partitionings? Yes _____ No _____

d. Is the property currently receiving farm deferred property taxes? Yes _____ No _____

e. Property lawfully created as of July 1, 2001? Yes _____ No _____

f. What is the current use of this property?
______________________________________________________________
______________________________________________________________


g. Is the parcel located in an “Open Range or a Livestock District? Yes _____ No _____

h. Is the parcel currently fenced? Yes _____ No _____
Before you DIG ~ Call 811 ~ it's the LAW

Website: www.digssafelyoregon.com
Phone: (503) 232-1987

The applicant and/or agent shall be responsible for contacting 811 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 the laws for Conditional Use Nonfarm Partitions 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 __________________
Property Owner Signature: ____________________________ Date __________________
Print name(S): ____________________________________________

Agent/Representative Signature: ____________________________ Date __________________
Print name: ____________________________________________

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

Additional Information or Analysis Addressing the Criteria:

Please feel free to attach additional information or analysis which you believe demonstrates compliance with the requirements of the EFU zone. (i.e., herbaceous forage report, etc.).

APPLICATION REQUIREMENTS

1. A completed application form with the appropriate signatures.
2. A copy of the Vicinity Map and Tax Lot Card (available from the Crook County Assessor).
3. A copy of the earliest deed or contract that describes the property in its current configuration (available from the Crook County Clerk's Office).
4. Submit the correct application fee.
5. A current Status of Record Title Report for documentation of ownership. (NOTE: The Status of Record Title Report must be dated 30 days prior to submittal of the application to the planning department - No exceptions.)
6. Signature and comments from ODF&W regarding Wildlife Winter Range.
7. A Soil Survey (available from the Crook County Community Department - 541.447.3211...ask for Nate).
8. A signed copy of an "Acknowledgement of Tax Consequences" (Form A).
9. A signed copy of a "Statement of Understanding" (Form B).
10. A "Letter of Authorization" is using an agent or representative.
11. A copy of the irrigation map for the area and historical water rights information on the subject property (available from the Irrigation District).
12. A letter from the electric utility serving the area affirming the ability to serve the proposed dwelling.
13. A letter from any other appropriate utilities affirming their ability to serve the proposed dwelling; i.e. phone, gas, cable, etc.
14. A letter from the Fire District or other entity affirming that the district or entity is able to serve the proposed dwelling. If you are not in a fire protection district, provide a fire protection plan including water source and fire prevention.
15. A letter from the supplier of your domestic drinking water affirming the supplier's ability to provide water. Or, if you are drilling a new well, provide at least two well logs for wells developed in the area showing water is available or a letter to that effect from the Watermaster.
16. Ground level photographs (prints only) that show the nature of the proposed homesite(s), its vegetation (or lack thereof), topography and other pertinent information. Please state the location from which the photos were taken and what they are intended to illustrate.
17. An 8 ½ x 11 color aerial photo from 1995 and 2005 that show the area within the study area of the subject property (available from the Crook County Community Development. (Phone: 541.447.3211 Ext. 287).
18. A detailed "Plot Plan." A Plan of the proposed partitioning showing boundaries and dimensions, the area of each parcel, and the names, right-of-way widths, and improvement standards of existing & proposed roadways.
19. A copy of an approved "Site Evaluation" from the Crook County Environmental Health Department for each proposed parcel without an existing residence.
20. An approved Road Access Permit(s) if applicable, from either the Crook County Road Department (County Maintained Roads, Oregon Department of Transportation (State Highways); and public roads. (Phone: 541.447.8156)
21. A written "Burden of Proof" statement stating how all the applicable code criteria will be satisfied by the partition.
22. Names and addresses of the land owner, the partitioner, a mortgagee, if applicable, and the engineer or surveyor employed or to be employed to make necessary surveys and prepare the legal descriptions of each parcel to be created.
23. North point, scale and date or map, and property identification by tax lot, section, township and range.
24. Statement regarding past, present and intended use of the parcel(s) to be created, or the use for which the parcel(s) are to be offered.
25. Where a tract of land is within the boundaries of an irrigation district, shall be accompanied by a water rights division plan approved by the irrigation district or other water district holding the water rights, or when there is no such district, by the district Watermaster or his representative serving the Crook County area.

26. Crook County Weedmaster signoff.

SUPPLEMENTAL INFORMATION

Farmland in Oregon is protected through Exclusive Farm Use (EFU) zoning. Within Crook County there are three (3) EFU zones; EFU1 - Post/Paulina area; EFU2 - Prineville Valley/Lone Pine area; and EFU3 - Powell Butte area. In order to protect the land available for commercial farming and to reduce conflicts between farming and rural dwellings, the types of dwellings allowed in EFU zones are strictly regulated under Oregon State Law. In general terms, three types of dwellings are allowed: 1) Non-farm dwellings, which may be authorized on land not authorized on land not suitable for raising crops or livestock, 2) Lot of Record dwellings, and 3) Farm dwellings.

Oregon State Law, as implemented by the Crook County - City of Prineville Comprehensive Plan and Crook County Code, places strict limits on siting on non-farm dwellings in EFU zones. The Oregon courts have stated that under Oregon law, non-farm dwellings should be the exception and that approval from them should be difficult to obtain.

Title 18, Chapters 18.16 (EFU1 - Post/Paulina area), 18.20 (EFU2 - Prineville Valley - Lone Pine area), and 18.24 (EFU3 - Powell Butte area) of the Crook County Code, Exclusive Farm Use zones, contains the criteria for non-farm dwellings. The primary approval criteria are set by state law. These criteria also apply to the approval of non-farm partitions.

This application requests information that will assist Crook County planners in evaluating whether your proposal meets these criteria. The information requested in this application is the minimum information necessary. Failure to complete applicable portions of this application form may result in the County not accepting your application or denying your application for failure to demonstrate that the criteria have been met. The County can assist you by proving such information from the Crook County Assessor, Crook County Clerk’s Office, and the Crook County GIS Department. However, the burden of proof lies on you, the applicant, to demonstrate that the criteria have been met. In many cases, you may wish to provide information in addition to that requested to support your application.

Approval of a non-farm dwelling may require payment of deferred taxes. Before deciding whether to proceed, you should read and make sure you understand the “Acknowledgment of Tax Consequences” form, which is attached to this application.

What is a Partition: Partitions involve the creation of three (3) or fewer parcels in a calendar year. Subdivisions involve the creation of four (4) or more lots in a calendar year.
How do I know if I can apply for a Non-farm partition?

1. Find out what zone your property is located in. It must be located in the EFU1, EFU2 or EFU3 zone.
2. Find out what the minimum lot size is for the zone where your property is located, as each zone may vary in minimum size requirements.
3. Is the property located within a Wildlife Wintering Range? If so, there may be a minimum parcel size due to the wintering range overlay.
4. Was the property created prior to July 1, 2001 in its current configuration?
5. If your proposed partition meets the minimum parcel size requirements for the intended use in your zone you can apply for a non-farm partitioning application.

Is a pre-application conference required? A pre-application conference is not required by County Code, but is recommended to ensure that a complete application is submitted and that an applicant could be informed of the process.

DETAILED PLOT PLAN 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. 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.
6. Names and locations of all roads adjacent to the property.
7. Direction and percent of slope.
8. 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.
9. 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 leachlines. Further, indicate the distance from the septic tank and septic system to the property lines.
10. Location, size and intended use of all structures, existing and proposed.
11. Location of driveways or other roads on the property, existing and proposed.
12. Location of all public utility easements. In addition, attached copies of the recorded utility easement that indicates easement width.
13. Distance (setbacks) from all structures to all property lines.
14. Location of all major features (canals, irrigation ditches, rock ledges, etc)
15. Location of rimrock, if applicable.
16. Location of all drainage, creeks, springs, etc., with distance to the proposed development site.
FORM A

ACKNOWLEDGEMENT OF TAX CONSEQUENCES

Oregon law requires that any property receiving special farm tax assessment be disqualified from such tax status upon receipt of preliminary approval for a non-farm dwelling. In addition, the law requires that certain taxes associated with disqualification be paid before the non-farm dwelling can be built. The statute, as set forth in ORS 215.236, reads as follows:

Loss of Tax Deferral

a. Pursuant to Oregon Revised Statutes 215.236, a non-farm dwelling on a lot or parcel in an Exclusive Farm Use zone that is or has been receiving special assessment may be approved only on the condition that before a building permit is issued the applicant must produce evidence from the County Assessor’s Office that the parcel upon which the dwelling is proposed has been disqualified for special assessment value for form use under ORS 308.370 or other special assessment under Oregon Revised Statutes 308.765, 321.730, or 321.815 and that any additional tax or penalty imposed by the County Assessor as a result of disqualification has been paid.

b. A parcel that has been disqualified for special assessment at value for farm use pursuant to Oregon Revised Statutes 215.236(4) shall not requalify for special assessment unless, when combined with another contiguous parcel, it constitutes a qualifying parcel.

I/We the undersigned by my/our signature acknowledge having read the above provision and I/we understand that under Oregon Real Property Tax Law, approval of this non-farm dwelling/application may result in significant deferred real property tax liability.

Property Owner ___________________________ Date ______________ (Signature)

Property Owner ___________________________ Date ______________ (Signature)
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 al
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.

Name: ________________________________________________________________
Mailing Address: __________________________________________________________
City: ___________________________ State: ___________________________ Zip: ______

Applicant: ___________________________________________ Date: ________________
(Original Signature)

Property Owner: ___________________________________________ Date: ________________
(Original Signature)
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: ____________________________________________
City / County
ADDRESS APPLICATION
CROOK COUNTY COMMUNITY DEVELOPMENT
300 NE 3RD ST. RM 12 PRINEVILLE, OR 97754
PH: (541) 447-3211 FAX: (541) 416-2139
bld@co.crook.or.us

CITY AND/OR COUNTY PLANNING APPROVAL IS REQUIRED PRIOR TO ISSUANCE. APPROVAL OF THIS APPLICATION AND ISSUANCE OF AN ADDRESS IN NO WAY REPRESENTS CROOK COUNTY’S OPINION ABOUT THE STATUS OF LEGAL ACCESS TO THE SUBJECT PROPERTY. APPLICANTS ARE ENCOURAGED TO INVESTIGATE THE TITLE AND LEGAL ACCESS RIGHTS TO THE PROPERTY AT THEIR EXPENSE.

### Site Information

<table>
<thead>
<tr>
<th>Subdivision Name:</th>
<th>CITY</th>
<th>COUNTY</th>
<th>Phase:</th>
<th>Block:</th>
<th>Lot:</th>
</tr>
</thead>
<tbody>
<tr>
<td>This request is for:</td>
<td>( ) NEW ADDRESS</td>
<td>( ) ADDRESS CHANGE</td>
<td>( ) OTHER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If request is for an address change, please explain why:

<table>
<thead>
<tr>
<th>Is there currently a dwelling on this property? Yes ( ) No ( ) If yes, how many?</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, what is the address of the existing dwelling(s)?</td>
</tr>
<tr>
<td>Is this for a Medical Hardship? Yes ( ) No ( ) Is this for an accessory farm dwelling? Yes ( ) No ( )</td>
</tr>
<tr>
<td>What is the use of the structure for this address? (home, barn, shop commercial etc.)</td>
</tr>
<tr>
<td>Is this a corner lot? Yes ( ) No ( ) Is the access to your property directly off of a named road? Yes ( ) No ( )</td>
</tr>
<tr>
<td>Is the access to your property through an easement? Yes ( ) No ( ) Name of easement?</td>
</tr>
</tbody>
</table>

### Additional Property Information

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### Owner / Applicant Information

<table>
<thead>
<tr>
<th>Property Owner Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
</tr>
<tr>
<td>email:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Applicant’s Name (Please print):</td>
</tr>
<tr>
<td>Signature of Applicant:</td>
</tr>
</tbody>
</table>

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### Fees

<table>
<thead>
<tr>
<th>No. of Addresses Issued</th>
<th>X $110.00 =</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Fire Markers Issued</td>
<td>X $25.00 =</td>
</tr>
<tr>
<td>Date Paid:</td>
<td>Total Amount Due:</td>
</tr>
<tr>
<td>( ) Check ( ) Cash ( ) CC</td>
<td></td>
</tr>
</tbody>
</table>

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### Office Use

<table>
<thead>
<tr>
<th>Office Use</th>
<th>Initial</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies Notified:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road Modification:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GIS Changes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E911 (new range):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Approval #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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SITE PLAN PAGE MUST BE COMPLETED FOR THIS APPLICATION TO BE ACCEPTED
Draw or attach map showing ALL boundaries of your lot. The map shall include the location of the building or structure to be addressed. If the subject property is located within the CITY limits, you must indicate the location or proposed location of the front entrance to the home and driveway location. If the subject property is located within the COUNTY outside of the city limits, you must indicate the exact location of the driveway entrance.
Crook County Community Development
1 Mile Study / Soil Survey / Wildlife Density Analysis

<table>
<thead>
<tr>
<th>GIS/Planning Services</th>
<th>FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Mile Study Maps and Report</td>
<td>$170.00</td>
</tr>
<tr>
<td>Soil Survey 1</td>
<td>$25.00</td>
</tr>
<tr>
<td>Soil Survey 2*</td>
<td>$75.00</td>
</tr>
<tr>
<td>Wildlife Density Analysis</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

MAP TAX LOT# or #’s: ____________________________  Date: _____________

__________________________________________________________

Owner Name: ____________________________________________

Address: ________________________________________________

Ph: ___________________  Email: _________________________

1 Mile Study includes two aerial photo maps, a map displaying animal ranges and the 1 mile area affected, along with the associated Assessor’s data reports for improvements, property class, zoning, acreage, and taxpayer contact information.

Wildlife Density Analysis – In areas of Crook County that are in a mapped big game winter range, the County may allow single family dwellings and their accessory uses either on large properties (see planning department for the appropriate parcel size in your location) or by demonstrating that the existing housing density does not exceed one dwelling per 160 acres within a one-mile study area.

Soil Survey 1 includes a map displaying the NRCS improved or interim soils datasets clipped to the property boundary, and the associated reports for each soil type.

*Soil Survey 2 includes a map displaying a proposed partition of a property and NRCS improved or interim soils datasets, the percentage of each soil type for the proposed parcels, and the associated reports for each soil type. 

Note: A proposed partition plat is required with completed application. Please contact the Planning Department directly to order this report.

Crook County Community Development Planning Department
300 NE Third St., Room 12
Prineville, OR 97754
Phone: 541-447-8156
Fax: 541-416-2139
Website: www.co.crook.or.us

Revised 10/2017