Crook County Community Development Department
Planning Division
300 NE 3rd Street, Room 12, Prineville Oregon 97754
Phone: 541-447-8156 / Fax: 541-416-3905
Email: plan@co.crook.or.us / Website: www.co.crook.or.us

SITE PLAN REVIEW – ADMINISTRATIVE 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: __________________________
Company 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: __________________________

Permit Modification Request – Updated: Sept. 19, 2014
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 811 ~ it's the LAW
Website: www.digsafelvorgom.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

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Explain the reason for your request: what, where, why, etc.: Please address all Crook County Code and applicable ORS and OAR criteria for requested use.

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

(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 yes, submit a copy of an "APPROVED" Road Approach Access.

➢ 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.

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☐ 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, if 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 ____________
Company Name: _______________________________________________________
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: ____________

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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

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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: ___________________________
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
- 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

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).

- NOT TO SCALE -