Conditional Use Review – Juniper Acres RV Use
(Incomplete applications will not be accepted)

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 (Will need to fill out Authorization Notice form)
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: _________________________________________________________
Subdivision name, if applicable: ____________________________________________
STEP 1: RECREATIONAL VEHICLE (RV) ON INDIVIDUAL LOT

RV____ (per CCC 18.112.020 (4)(a)) (see below)
18.112.020 Administration uses permitted.
(4) Recreational vehicle (RV) on an individual lot.
   (a) The owner of the lot may place an RV on a lot for up to 180 days in a calendar year with an approved septic system. The RV must be removed from the site when not in use. Each year when commencing occupancy of the parcel with an RV, the property owner shall at no cost register with the county planning department to enable that department to regulate and enforce the 180-day limitation.

   (b) All RV owners found to be using an RV in violation of this title shall be subject to immediate citation for violation of the Crook County ordinances and be subject to fines or other remedies. (Ord. 18 § 3.230(2), 2003)

STEP 2: ENVIRONMENTAL HEALTH – SEPTIC DISPOSAL

_____ Copy of Authorization Notice for placement of an RV in Juniper Acres

Please take note: In order to get an Authorization Notice, a sign off on a Land Use Compatibility Statement (LUCS) form is required. The LUCS form is available at the Environmental Health office. The Planning Dept. needs to sign off on the LUCS and collect a $44.00 sign off fee. If you have any questions please contact the Planning Department office. This process is required prior to turning in this Site Plan Review Application.

STEP 3: DOMESTIC WATER will be supplied by: (check only one)

_____ An existing individual well
_____ A proposed individual well
_____ Cistern

_____ Other: Please explain ________________________________

Community Water System Authorization
Print Name: ___________________________ Daytime phone:__________
Authorization Signature:_________________________ Date: ___________
(or) a signed authorized letter must be attached to this application. No exceptions.
STEP 4: 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 Owner Name: ____________________________________________

Property Owner Signature: __________________________ Date________
Print Owner Name: ____________________________________________

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)

Application Deemed Complete:
Signature: __________________________ Date________

CHECK LIST OF REQUIREMENTS

☐ A completed application form with the appropriate signatures.
☐ A copy of the Tax Lot Card. (Available from the Crook County Assessor)
   (If the subject Parcel of Lot is located within a legally recorded subdivision, a tax lot card is not required)
☐ Submit the correct application fee.
☐ A copy of the current owners Warranty Deed.
☐ A signed copy of a “Statement of Understanding” (Form B)
☐ A detailed “Plot Plan” of the subject property. (See below for detailed information)
☐ A copy of an “Authorization Notice” for a placement of an RV on a lot for up to 180 days in a calendar year with an approved septic system. (Available from the Crook County Environmental Health Department.)

SUPPLEMENTAL INFORMATION

The information requested in this application is the minimum information necessary. This application requests information that will assist Crook County planners in evaluating whether your proposal meets these criteria. 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 providing 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.

**DETAILED PLOT PLAN REQUIREMENTS**

The detailed "Plot Plan" must be drawn on 8 ½ x 11 paper.

A parcel that is more than two acres in size does not have to be drawn to scale, however, all dimensions and boundaries must be shown and all information must be accurate.

The detailed "Plot Plan" must include the following:

- [ ] Scale of map – not greater than one inch per 400 feet.
- [ ] North arrow.
- [ ] Dimensions and boundaries of the property.
- [ ] 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.
- [ ] 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, size and intended use of all structures, existing and proposed.
- [ ] 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.
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.)
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.

Name: ________________________________

Mailing Address: ________________________________

City: __________________ State: __________ Zip: __________

Property Owner: __________________________ Date: __________

(Original Signature)

Property Owner: __________________________ Date: __________

(Original Signature)
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: ______________________________
THE FOLLOWING INFORMATION SHALL BE COMPLETED BEFORE A LICENSED NOTARY

JUNPER ACRES – RV USE

AFFIDAVIT AND CERTIFICATE BY OWNER

I, __________________________, being the Owner/Lessee of the noted property, located on the Tax Map # Township ___ South, Range ___ East WM, Section _____, Tax Lot(s) ____________, do hereby declare that said RV will be used as required in CCC 18.112.020 (4)(a)(b). Electrical, Plumbing, Mechanical and Boiler Permits are required (Reference ORS 455.450). All plumbing fixtures in all structures from which sewage is or may be discharged, shall be connected to and shall discharge into an approved subsurface sewage disposal system. Applications for the installation of subsurface sewage are issued by Crook County pursuant to the DEQ Agreement.

I further declare that the RV USE will be used as outlined in the following Crook County Code:

18.112.020 Administration uses permitted.
(4) Recreational vehicle (RV) on an individual lot.
(a) The owner of the lot may place an RV on a lot for up to 180 days in a calendar year with an approved septic system. The RV must be removed from the site when not in use. Each year when commencing occupancy of the parcel with an RV, the property owner shall at no cost register with the county planning department to enable that department to regulate and enforce the 180-day limitation.
(b) All RV owners found to be using an RV in violation of this title shall be subject to immediate citation for violation of the Crook County ordinances and be subject to fines or other remedies. (Ord. 18 § 3.230(2), 2003)

I further declare that prior to any changes in RV use, it is my sole responsibility to make this agreement made known should I sell, lease or rent said property.

I further understand that all RV owners found to be using an RV in violation of this title shall be subject to immediate citation for violation of the Crook County ordinances and be subject to fines or other remedies.

I further understand that this RV use does NOT exempt Electrical, Plumbing and/or Mechanical permits that may be required by the Crook County Building Department. Also, any human septic waste disposal shall require sign off by the Crook County On-Site Department.
I, ________________________________, do hereby acknowledge that the above statement is true and correct to the best of my knowledge.

Signature of Owner: __________________________ Date: ______________

STATE OF ________________________________

COUNTY OF ________________________________

Subscribed and sworn to before me on this _____ day of ______________, 20__,

by ________________________________, as ________________________________________

of ____________________________________

______________________________________

Notary Public – State of Oregon

My commission expires: ________________________
PLEASE INCLUDE THE FOLLOWING ON YOUR PLOT PLAN:

- 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

$\frac{8}{4}'' \times 11''$ 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 -