



RECORD No. 217 _____ - _____ PLNG

Crook County Community Development
Planning Division
300 NE 3rd Street, Room 12, Prineville Oregon 97754
541-447-3211
plan@co.crook.or.us
www.co.crook.or.us

CONDITIONAL USE
(FOREST DWELLING / ACCESSORY BUILDING)

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: _____

PROPERTY LOCATION

Township _____ South, Range _____ East WM, Section _____, Tax lot _____
Size of property: _____ Acres Zoning: _____
Physical address: _____
Subdivision name, if applicable: _____

Dwelling:

Is this dwelling **Existing** or **Proposed**? (Circle one)

Is this dwelling a **Site Built Dwelling** or **Manufactured Home**? (Circle one)

What is the square footage?:

Dwelling/habitable: 1st floor _____ sq. ft. and 2nd floor _____ sq. ft.

Attached garage: 1st floor _____ sq. ft. and 2nd floor _____ sq. ft.

Number of stories: _____ Height: _____ (to the peak)

If the dwelling is a **Manufactured Dwelling** please complete the following:

Make: _____ Model: _____ Year: _____

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: _____

Will an “RV” be used as a “Temporary” residence during the construction of said structure:

Yes _____ No _____

Accessory Structure #1

Is this structure **Existing** or **Proposed**? (Circle one)

Building Use: _____

Size: 1st floor _____ sq. ft. and 2nd floor _____ sq. ft.

Height: _____ ft. to eave Number of stories: _____

Personal use: Yes _____ No _____ Commercial Use: Yes _____ No _____

Is this structure a **cargo container**? Yes _____ No _____

Is this an addition to an existing accessory structure: Yes _____ No _____

If yes, what is the existing accessory structure size: _____ sq. ft.

Will there be:

Bedrooms? Yes _____ No _____

Plumbing? Yes _____ No _____

Electrical? Yes _____ No _____

Mechanical? Yes _____ No _____

Accessory Structure #2

Is this structure **Existing** or **Proposed**? (Circle one)

Building Use: _____

Size: 1st floor _____ sq. ft. and 2nd floor _____ sq. ft.

Height: _____ ft. to eave Number of stories: _____

Personal use: Yes _____ No _____ Commercial Use: Yes _____ No _____

Is this structure a **cargo container**? Yes _____ No _____

Is this an addition to an existing accessory structure: Yes _____ No _____

If yes, what is the existing accessory structure size: _____ sq. ft.

Will there be:

Bedrooms? Yes ___ No ___

Plumbing? Yes ___ No ___

Electrical? Yes ___ No ___

Mechanical? Yes ___ No ___

If there are more than 2 structures, please attach an additional page.

ACCESS / ROADS

Is there existing access to the property? Yes _____ No _____

The access is from what kind of road: County ___ Public ___ Private ___ State (ODOT) _____

*Provide recorded easement or ODOT approval

Road Approach Permit Number: _____

If there isn't an existing permit, a grandfather road approach will be required for County or Public.

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 count 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 of 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 arrester?
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).

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.

SIGNATURES

I agree to meet the standards governing the laws 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: _____

Property Owner Signature: _____ Date _____

Print name: _____

Agent/Representative Signature: _____ Date _____

Print 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.



Crook County Community Development

300 NE 3rd Street, Prineville, OR 97754

Phone: (541) 447-3211 Fax: (541) 416-2139

Email: bld@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 in regards to this project.

Physical address of property: _____ and described in the records of
CROOK COUNTY, Oregon as map/tax number: _____

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)

Printed Name: _____ Date: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

eMail: _____

Individual Corporation Limited Liability Corporation Trust

IMPORTANT NOTE: If the property is owned by an entity, include the names of all the authorized signers.

If a Corporation: Provide the name of the President, or other authorized signor (s).

If a LLC: Provide the names of ALL members and managers.

If a Trust: Provide the name of the current Trustee (s).

In addition, if you are a corporation, you will need to include a copy of the bylaws, an operating agreement if you are an LLC, or Certificate of Trust if you are a trust that verifies authority to sign on behalf of the entity

APPROVED AGENT

Printed Name: _____ Date: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

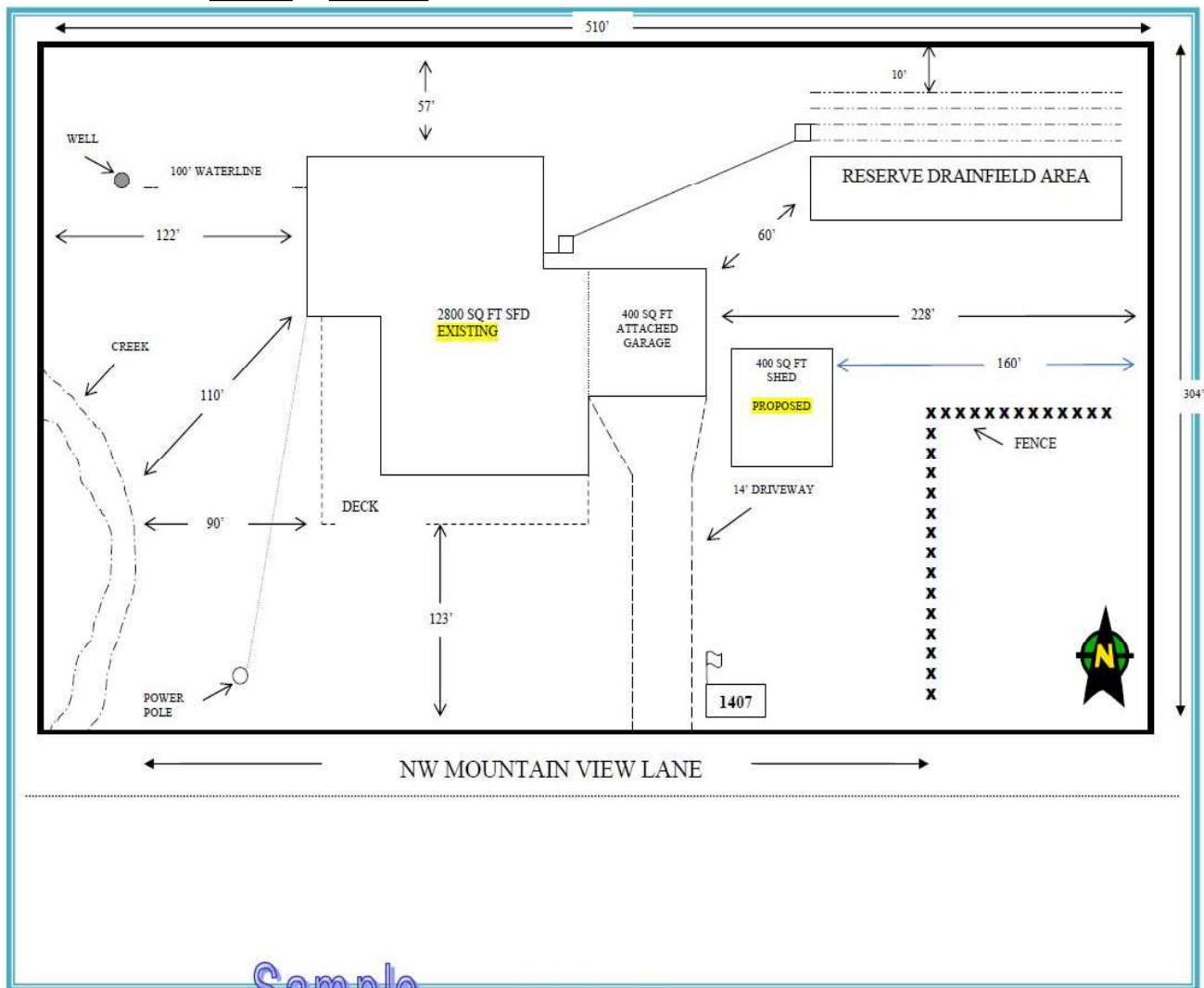
Phone: _____

eMail: _____

PLOT PLAN REQUIREMENTS

“PLOT PLAN” MUST BE DRAWN ON AT LEAST 8 ½ X 11 PAPER, BUT NO LARGER THAN 8 ½ X 14. A PARCEL THAT IS 2 ACRES OR LESS IN SIZE MUST BE DRAWN TO SCALE, AND ALL DIMENSIONS AND BOUNDARIES MUST BE SHOWN. 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/SITE PLAN” MUST INCLUDE THE FOLLOWING:

- NORTH ARROW.
- DIMENSIONS AND BOUNDARIES OF THE PROPERTY.
- LOCATION & WIDTH OF ALL EASEMENTS OR RIGHT-OF WAYS.
- 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 DRIVEWAYS OR OTHER ROADS ON THE PROPERTY, EXISTING AND PROPOSED.
- DISTANCE (SETBACKS) FROM ALL STRUCTURES TO ALL PROPERTY LINES.
- LOCATION OF ALL MAJOR FEATURES (CANALS, IRRIGATION DITCHES, RIMROCK, ROCK LEDGES, ETC)
- INDICATE LOCATION OF ALL “EXISTING” AND “PROPOSED” STRUCTURES: DWELLINGS, GARAGE, SHOPS, LEAN-TO, BARN, ETC. INDICATE ON THE PLOT PLAN IF EXISTING OR PROPOSED WITH DIMENSION SIZE.



Sample

- NOT TO SCALE -

