



**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

SITE PLAN REVIEW – Private Property Burials

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: _____

ORS 97.460 states:

- (1) A person may not lay out, open up or use any property for cemetery or burial park purposes, unless the person:
 - a. Is the owner of the property;

- b. Has the written consent of the Planning Commission of the County or City having jurisdiction under ORS 92.042 or, if there is no such Commission in such County or City, the governing body of such county or city;
 - c. Agrees to maintain records of the disposition of human remains on the property as required by the Planning Commission or governing body of the County or City having jurisdiction under ORS 92.042; and
 - d. Agrees to disclose the disposition of human remains upon sale of the property. Failure to disclose the disposition of human remains does not invalidate the sale of the property.
- (2) A Planning Commission of a County or City or, if there is no Planning Commission in a County or City, the governing body of the County or City, shall provide to the State Mortuary and Cemetery Board a list of requirements for laying out, opening up or using property in the County or City for cemetery or burial park purposes.

Question: How many people can be buried on my property?

Answer: As long as they are family members, there is no limit.

Through applying for this application, as the owner of the property, I am requesting written consent from Crook County for the burial of human remains on my property in accordance with the Oregon Revised Statutes (ORS) 97.460.

For information on private property burials contact the Oregon Mortuary & Cemetery Board staff directly by calling (503) 673-1500, or visit their website at: www.oregon.gov/mortcem

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: _____

CHECK LIST OF REQUIREMENTS

- A property **SITE PLAN** indicating location of burial:
 - a. The SITE PLAN shall show the entire property indicating location of burial, setbacks to property lines, structures, septic system(s), easements, driveway access, roadway, and well(s) located on the subject property. If there are multiple burial sites on the property, show all sites.
 - Submit a copy of the recorded "Private Burial Covenant" with attached exhibits. (see attached)
 - Recorded Access Easement to Burial site(s)
 - If a Corporation, Limited Liability Company or a Trust, the following is required.
 - a. 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.
-

After Recording Return to:

PRIVATE BURIAL COVENANT

The undersigned person(s), _____ (print name(s)), the "OWNERS" of real property located in Crook County, Oregon and more particularly identified as Township ____ South, Range ____ East WM, Section _____, Tax Lot _____. **Exhibit "A"** must include the full legal description as described in recorded Deed, hereby making the following restrictive covenant for the above-described real property, specifying that the covenant shall constitute a covenant to run with all of the land and shall be binding on all persons claiming under such land and that these restrictions shall be for the benefit of and limitation upon all future owners of said real estate.

The following restrictive covenants hereafter bind the subject property:

As provided by ORS 97.040, the property has been used as a private family ground, where human remains have been buried. The specific location of the burial site is shown on a Site Plan (as attached on **Exhibit "B"**).

Crook County Planning Division Approval Number: _____

Pursuant to ORS 97.010 and 692.010, the burial site identified in paragraph 1 does not dedicate the subject property, or any portion of the property, for cemetery or burial park purposes.

Pursuant to ORS 92.010, the use of the property as a burial site does not act as a division of land.

The undersigned OWNER'S further declare and agree that they have read and understood this Declaration and Covenant, and has signed the same of Owner(s) own free will.

Owner Name: (Please Print) _____

Owner Signature: _____ Date: _____

Owner Name: (Please Print) _____

Owner Signature: _____ Date: _____

STATE OF OREGON)

County of _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20 ____ by

(owner's name(s))

Notary Public of Oregon

My Commission expires: _____



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: _____

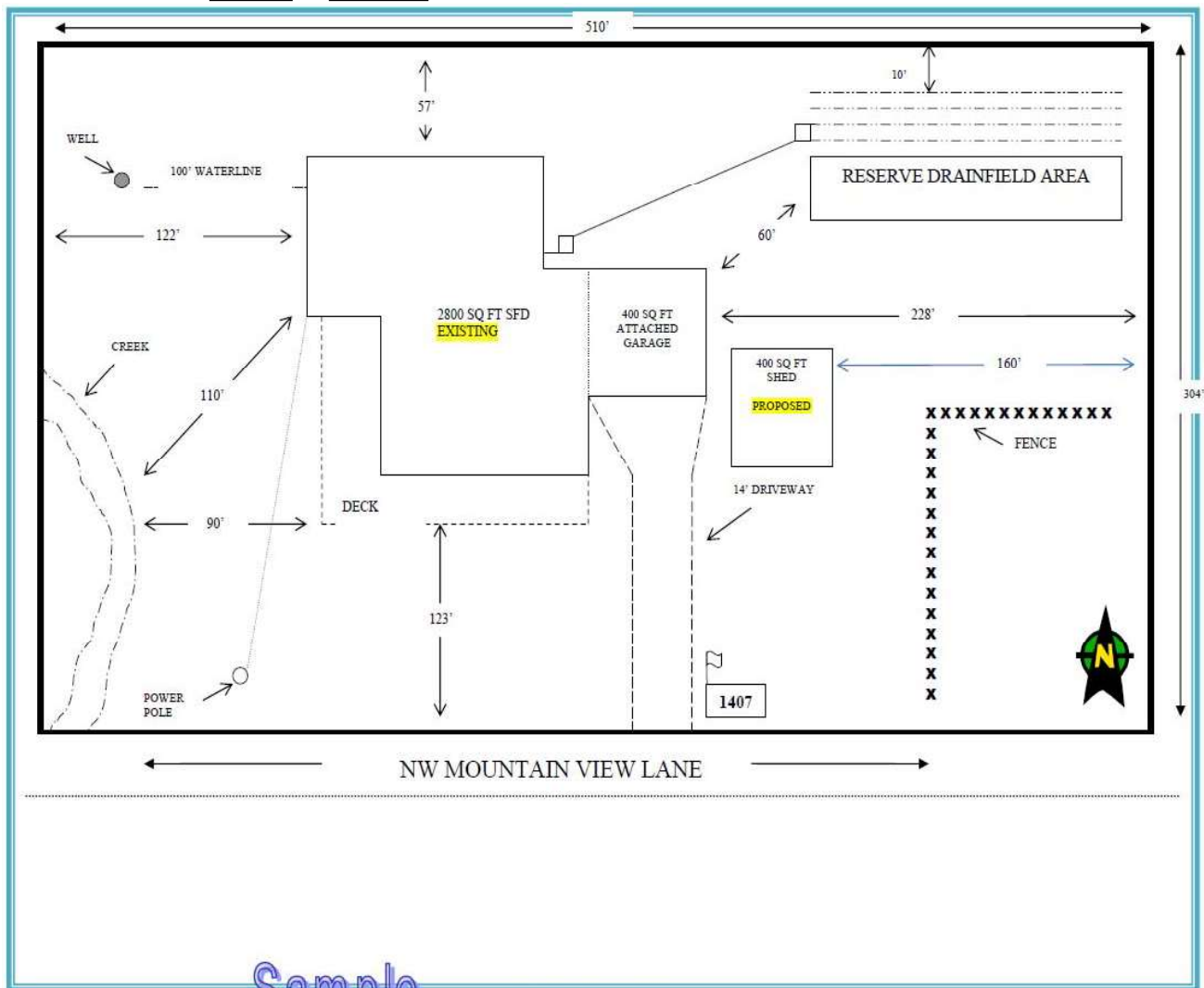
Phone: _____

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 -



SITE PLAN

A large grid area for drawing a site plan, consisting of a 40x35 grid of small squares.