

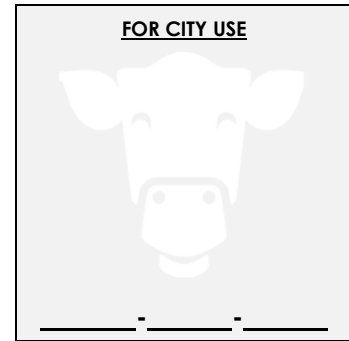
# CITY OF TILLAMOOK LAND USE APPLICATION

210 LAUREL AVENUE, TILLAMOOK, OR 97141

503-842-2472

cityplanner@tillamookor.gov

**REFER TO CITY CODE OF ORDINANCES §152.004 LAND USE  
APPLICATION PROCEDURES AND FEES FOR DETAILS  
CITY WEBSITE – [www.tillamookor.gov](http://www.tillamookor.gov)**



APPLICANT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## **LOCATION INFORMATION**

SITE ADDRESS(ES): \_\_\_\_\_

TWP: \_\_\_\_\_ RNG: \_\_\_\_\_ SEC: \_\_\_\_\_ TAX LOT(S): \_\_\_\_\_

ZONE(S): \_\_\_\_\_ PARCEL DIMENSIONS: \_\_\_\_\_ SQUARE FOOTAGE: \_\_\_\_\_

IS THIS PROPERTY LOCATED IN A WETLAND AREA? [ ] YES [ ] NO

IS THE SITE WITHIN A FLOOD HAZARD AREA? [ ] YES [ ] NO

IS THE SITE WITHIN OR PARTIALLY WITHIN A WATER RESOURCE PROTECTION OVERLAY? [ ] YES [ ] NO

ARE THERE ANY OTHER PENDING CITY PERMITS? (PUBLIC WORKS, ETC.) IF SO, LIST THEM HERE:

\_\_\_\_\_

HAVE YOU HAD ANY OTHER LAND USE ACTIONS ON THIS PROPERTY? [ ] YES [ ] NO

IF SO, PLEASE EXPLAIN: \_\_\_\_\_

## **FOR PLANNING DEPARTMENT USE ONLY**

DATE RECEIVED: \_\_\_\_\_ TYPE OF LAND USE REQUEST: \_\_\_\_\_

DATE DETERMINED COMPLETE: \_\_\_\_\_ HEARING DATE AND TIME: \_\_\_\_\_

FEES: \_\_\_\_\_ PAPER NOTICE/MAILINGS (TO BE BILLED): \_\_\_\_\_

RECEIPT NO(S): \_\_\_\_\_

ATTACHMENTS: \_\_\_\_\_ ADDRESS LIST \_\_\_\_\_ AFFIDAVIT OF MAILING

\_\_\_\_\_ SITE PLAN \_\_\_\_\_ AFFIDAVIT OF POSTING

\_\_\_\_\_ NARRATIVE ADDRESSING THE APPLICABLE CRITERIA

SDC FEES REQ? [ ] YES [ ] NO

PUBLIC WORKS PERMIT REQ? [ ] YES [ ] NO

SIGN PERMIT REQ? [ ] YES [ ] NO

BUSINESS LICENSE REQ? [ ] YES [ ] NO

REFERENCE PERMIT(S) OR LICENSE NUMBER(S) \_\_\_\_\_



**AS THE APPLICANT(S) OF THE PROPERTY DESCRIBED, I/WE REALIZE THAT THIS APPLICATION RESTS UPON THE ABOVE ANSWERS AND ACCOMPANYING DATA AND DO HEREBY AFFIRM AND CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING STATEMENTS AND ANSWERS ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE.**

_____	_____	_____
APPLICANT NAME PRINTED	SIGNATURE	DATE

**IF THE APPLICANT LISTED ON THE APPLICATION IS OTHER THAN THE SOLE DEED HOLDER OF THE PROPERTY OR PROPERTIES DESCRIBED ABOVE, COMPLETE THE FOLLOWING AUTHORIZATION TO ACT AS AGENT. IF (2) OR MORE PROPERTY OWNERS ARE INVOLVED IN A PARTITION, PROPERTY LINE ADJUSTMENT, OR SUBDIVISION, COMPLETE THE ATTACHED OWNER'S AUTHORIZATION LETTER.**

**I/WE, THE UNDERSIGNED, HEREBY CERTIFY THAT, AS DEED HOLDER(S) OF RECORD OF THE PROPERTY OR PROPERTIES DESCRIBED ABOVE, I/WE HEREBY AUTHORIZE THE PERSON LISTED ON THIS APPLICATION TO ACT AND APPEAL AS AGENT WITH RESPECT TO THIS APPLICATION. I/WE ALSO GRANT PERMISSION TO THE APPLICANT TO ERECT A PUBLIC NOTICE SIGN ON THE SUBJECT PROPERTY FOR PUBLIC INFORMATION PURPOSES.**

_____	_____	_____
OWNER NAME PRINTED	SIGNATURE	DATE

_____	_____
MAILING ADDRESS	CITY, STATE, & ZIPCODE

_____	_____	_____
OWNER NAME PRINTED	SIGNATURE	DATE

_____	_____
MAILING ADDRESS	CITY, STATE, & ZIPCODE



**CITY OF TILLAMOOK LAND USE APPLICATION  
ADDENDUM**

210 LAUREL AVENUE, TILLAMOOK, OR 97141  
503-374-1836  
cityplanner@tillamookor.gov

**REFER TO CITY CODE OF ORDINANCES §152.004 LAND USE  
APPLICATION PROCEDURES AND FEES FOR DETAILS – CITY  
WEBSITE – [www.tillamookor.gov](http://www.tillamookor.gov)**

FOR CITY USE

- - -

**OWNER’S AUTHORIZATION LETTER**

**THIS FORM SHALL BE SUBMITTED WITH THE FOLLOWING APPLICATIONS WHERE (2) OR MORE PROPERTY OWNERS ARE INVOLVED: PARTITION, PROPERTY LINE ADJUSTMENT AND SUBDIVISION IN COMPLIANCE WITH THE FOLLOWING SECTIONS OF CITY OF TILLAMOOK ZONING CODE: 152.072.C.7; 152.072.D.3.b.1; AND 152.072.E.3. ATTACH ADDITIONAL COPIES AS NEEDED.**

I/WE HEREBY CERTIFY THAT I/WE AM/ARE THE OWNER(S) OF THE DESCRIBED PROPERTY BELOW. I/WE AM/ARE RESPECTFULLY REQUESTING PROCESSING AND APPROVAL OF THE ABOVE REFERENCED PERMIT(S) REVIEW. I/WE HEREBY AUTHORIZE THE APPLICANT LISTED ON THIS APPLICATION TO ACT ON MY/OUR BEHALF DURING THE PROCESSING AND PRESENTATION OF THIS REQUEST. THEY SHALL BE THE PRINCIPAL CONTACT WITH THE CITY IN PROCESSING THIS APPLICATION.

PROPERTY ADDRESS

CITY, STATE, ZIP

TWP: \_\_\_ RNG: \_\_\_ SEC: \_\_\_\_\_ TAX LOT: \_\_\_\_\_

OWNER’S SIGNATURE

DATE

PRINTED NAME

PROPERTY ADDRESS

CITY, STATE, ZIP

TWP: \_\_\_ RNG: \_\_\_ SEC: \_\_\_\_\_ TAX LOT: \_\_\_\_\_

OWNER’S SIGNATURE

DATE

PRINTED NAME

SWORN AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

NOTARY PUBLIC IN AND FOR THE STATE OF OREGON

MY COMMISSION EXPIRES ON: \_\_\_\_\_



## **INSTRUCTIONS FOR MAILING LIST**

***These lists can be obtained from the Tillamook County Tax Assessor.***

The required list of tax lots and property owners shall be completed as an attached form and shall list in order: *(See the example below)*

- 1) Tax Lot number
- 2) Property owner name
- 3) Street address
- 4) City, State and Zip Code.

<b>1S1025DD00400</b>	<b>1S1025DD00500</b>	<b>1S1025DD00800</b>
<b>Sample S. Sampleton</b>	<b>Example E. Examplesbee</b>	<b>Edward Garfield</b>
<b>190 Ninth Street</b>	<b>192 Tenth Street</b>	<b>181 Ninth Street</b>
<b>Tillamook, OR 97141</b>	<b>Tillamook, OR 97141</b>	<b>Tillamook, OR 97141</b>

Note: The list must be copied onto mailing labels, so please type, or print legibly.  
Please attach the map from the county showing the radius that was used to determine which recipients were chosen.

On the following page the Acknowledgement of Mailing List shall be signed and notarized with your submission of the mailing list.



## ACKNOWLEDGEMENT OF MAILING LIST

STATE OF OREGON )  
COUNTY OF TILLAMOOK ) SS.  
CITY OF TILLAMOOK )

I, \_\_\_\_\_, \_\_\_\_\_  
(PRINT NAME HERE) (PRINT ADDRESS HERE)

DO HEREBY CERTIFY THAT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_,  
I SUBMITTED WITH MY APPLICATION SUCH NAMES AND ADDRESSES AND TAX LOT NUMBERS AS ARE LISTED  
ON THE LAST PRECEDING TAX ROLE OF THE ASSESSOR OF TILLAMOOK COUNTY.

THAT SAID LIST CONTAINS A TRUE COPY OF ALL PROPERTY OWNERS WITHIN:  
(CIRCLE ONE DEPENDING ON APPLICATION TYPE) (SECTION 152.004(C) 1 and 2)

250 FEET OF THE SUBJECT PROPERTY.  
OR  
400 FEET OF THE SUBJECT PROPERTY.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

**APPLICANT'S SIGNATURE**

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

**NOTARY PUBLIC FOR OREGON**

MY COMMISSION EXPIRES: \_\_\_\_\_



## INSTRUCTIONS FOR POSTED NOTICE:

A sign shall be provided by the City of Tillamook to the applicant once Public Notice is to occur. The City will notify you of posting at least 20 days prior to your hearing.

This sign shall be placed at the subject property in a manner clearly visible within ten (10) feet of whatever boundary line of such land abuts each public road or street. If no public road abuts thereon, then such sign shall face in such a manner as may be readily seen by the public.

### *Example of posting*

					
210 Laurel Avenue • Tillamook, OR 97141 phone 503-842-2472 • fax 503-842-3445					
<b>LAND USE REQUEST CONDITIONAL USE# CU-51-01</b>					
<b>REQUEST: <u>Establishment of a castle inside spruce tree.</u></b>					
<b>APPLICANT: <u>Joseph Champion, 100 Spruce Ave.</u></b>					
<b>OWNER: <u>Joseph Champion, 100 Spruce Ave.</u></b>					
<b>COMMENT PERIOD: <u>June 18-July 2, 1851</u></b>					
THIS SIGN SHALL BE PLACED AT THE SUBJECT PROPERTY PER SECTION 153.003 OF ZONING ORDINANCE. THIS POSTING SHALL BE SITED WITHIN 24-HOURS OF THE TIME OF MAILING THE NOTICE. COMMENTS AND OBJECTIONS CAN BE PROVIDED TO: 210 LAUREL AVE., TILLAMOOK, OR 97141. THOSE WHO RESPOND IN WRITING WITHIN (10) DAYS OF THE MAILING WILL RECEIVE A COPY OF THE WRITTEN DECISION AND HAVE A RIGHT TO APPEAL THAT DECISION TO THE PLANNING COMMISSION.					
City Manager (503) 374-1829	Planning/TURA (503) 374-1836	Public Works & Utilities (503) 842-2343	City Recorder (503) 374-1821	City Police (503) 842-2522	HR/Finance (503) 374-1828

The posting shall remain onsite for a minimum period of twenty (20) days prior to the Planning Commission meeting with the applicant responsible for such posting and maintenance.

The Acknowledgement of Posting on the following page must be filled out, signed, and notarized and submitted with your application packet.



STATE OF OREGON )  
COUNTY OF TILLAMOOK ) SS.  
CITY OF TILLAMOOK )

REV. 8-2023  
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**PRE-APPLICATION MEETINGS ARE REQUIRED BEFORE THE FOLLOWING LAND USE REQUESTS (152.004.J):**

<b><u>APPLICATION REQUEST TYPE:</u></b>	<b><u>REQUIRED CRITERIA SUBMITTALS (CRITERIA LISTED BELOW)</u></b>
○ SITE PLAN REVIEW (152.070)	ALL (EXCEPT 16)
○ CONDITIONAL USE (152.071)	ALL
○ PARTITION (152.072)	1,2,3,4,5,6,15
○ VARIANCE (152.073)	1-12
○ APPEAL (152.076)	NOT APPLICABLE
○ ANNEXATION (152.004.F)	1,2,3,4
○ CHANGE OF ZONE (152.075)	1,2,3,4,16
○ PLANNED UNIT DEVELOPMENT (152.025)	ALL (EXCEPT 16)
○ RIGHT-OF-WAY VACATION (152.004.E)	1,2,3,4,5
○ SUBDIVISION (152.072)	ALL (EXCEPT 16)
○ URBAN GROWTH BOUNDARY AMENDMENT	1,2,3,4,16
○ DETERMINATION OR ALTERATION OF A NON-CONFORMING USE/CODE INTERPRETATION	NOT APPLICABLE

**Required submittals.** The following information is required, as listed above, for all land use actions, handled administratively and brought before the Planning Commission, within the urban growth boundary of the city:

**(1)** A list of the names, addresses, and tax lot numbers of all property owners situated within the distances listed below.

*Ownership list.* The applicant shall file with such applications a list of the names, addresses and tax lot numbers of all owners of property situated within the following radii, including public rights-of-way, of the external boundaries of the property affected by the application:

- (1) Four hundred feet for annexations, zone changes and UGB/Comprehensive Plan map amendments.
- (2) Two hundred fifty feet for all other actions covered by ordinance unless otherwise proscribed by state law; and
- (3) Such names, addresses and tax lot numbers shall be those listed on the last preceding tax roll of the Assessor of the county. The applicant shall also file with the application an affidavit attesting to the validity of said ownership list.

**(2)** A drawing of the affected area shall contain the date of preparation, a north arrow and written and graphic scale.

**(3)** A written statement of the intended use of the property, and a written response to the standards and criteria listed separately for each of the land use actions (e.g., for a site plan review, the criteria listed in § 152.070) and include the site plan procedures listed separately for each land use action.

**(4)** Statement of utility availability.

**(5)** Location, dimensions, and names of adjacent streets and proposed internal streets showing center line radii and curb return radii.

**(6)** The size and location of all existing and proposed public and private utilities, easements, or rights-of-way.

**(7)** The building envelope, size, setback dimensions and height of all proposed structures which are to be retained on the site.

**(8)** Existing site-specific physical features, including drainage ways, ponding areas, and structures, with indication as to which are to be retained. Adjacent properties and their physical features within 50 feet of the property line shall be identified, including setback dimensions of adjacent structures.



(9) The location of all existing trees and shrubs and those which are to be retained on the property, the location and dimensions of landscaped areas, location of proposed plant material and ground cover and other pertinent landscape features.

(10) The proposed layout of the parking lot including location and dimension of parking spaces, curb islands, internal planter strips, maneuvering aisles, and access driveways with indication of direction of travel.

(11) Statement of maintenance responsibility for all improvements shown on the site plan.

(12) Site data including:

- (a) Total area of the property (square feet).
- (b) Building coverage (square feet), setback and dimensions.
- (c) Parking and other impervious surface coverage (square feet).
- (d) Parking lot landscape area (square feet).
- (e) All other landscape area coverage (square feet).
- (f) Number and type of parking stalls provided.
- (g) Number of residential units as appropriate; and
- (h) Existing and proposed gross floor area (square feet).

(13) Finished floor elevation related to curb, street or other established grade or benchmark, and drainage pattern. All lots shall show grading and drainage with existing grades or contours and finished grades or contours clearly indicated.

(14) Location of all fencing used to divide properties.

(15) A legal description of the property. If the property is part of a recorded plat, a reference to the plan may be used.

(16) Transportation System Plan compliance:

(a) *Review of applications for effect on transportation facilities.* When a development application includes a proposed Comprehensive Plan amendment or land use regulation change, the proposal shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with O.A.R. 660-012-0060 (the transportation planning rule- "TPR"). **SIGNIFICANT** means the proposal would:

1. Change the functional classification of an existing or planned transportation facility. This would occur, for example, when a proposal causes future traffic to exceed the capacity of "collector" street classification, requiring a change in the classification to an "arterial" street, as identified by the city's Transportation System Plan ("TSP").
2. Change the standards implementing a functional classification system.
3. Allow types or levels of land use that would result in levels of travel or access that are inconsistent with the functional classification of a transportation facility; or
4. Reduce the performance standards of the facility below the minimum acceptable level identified in the TSP.

(b) *Amendments that affect transportation facilities.* Amendments to the Comprehensive Plan and land use regulations which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one of the following:

1. Amending the TSP to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirements of the TPR.
2. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation; or
3. A traffic impact study shall be submitted with a plan amendment or land use district change application.

(17) The location of all pedestrian and bicycle circulation areas and bicycle racks/storage, including sidewalks, internal pathways, pathway connections to adjacent properties and any bicycle lanes or trails.