



**Lincoln County Department of Planning & Development**  
 210 SW 2nd Street, Newport, OR 97365  
 Phone (541) 265-4192 Fax (541) 265-6945

**LAND USE APPLICATION**

**TO BE COMPLETED BY STAFF**

<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Variance	Date Received: _____	Staff Initials: _____
<input type="checkbox"/> Non-Conforming Use	<input type="checkbox"/> Zone Change	Fee: _____	Case File Number: _____
<input type="checkbox"/> Partition	<input type="checkbox"/> Plan Change	Receipt #: _____	Action: Administrative <input type="checkbox"/> Planning Commission <input type="checkbox"/>
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Exception	Assigned Staff Member: _____	
<input type="checkbox"/> Replat (Partition/Subdivision)		Current Zoning: _____	Comp. Plan: _____
<input type="checkbox"/> Planned Development		Violation: _____	Prev. Action: _____
<input type="checkbox"/> Property Line Adjustment		Number of Lots Involved: _____	
<input type="checkbox"/> _____		Any new lots created: _____	Existing lot sizes: _____
		Lot size required by Zone: _____	Proposed lot sizes: _____

**TO BE COMPLETED BY APPLICANT**

What is proposed: \_\_\_\_\_

Name of Development, if applicable: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
 Last First Middle

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ ZIP \_\_\_\_\_

Applicant is:  Legal Owner  Contract Buyer  Option Buyer  Agent

Name of Contact Person (if other than applicant): \_\_\_\_\_  
 Last First Middle

Mailing Address of contact: \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Numbers of: Applicant: WK \_\_\_\_\_ HM \_\_\_\_\_ Contact Person: WK \_\_\_\_\_ HM \_\_\_\_\_

Site Address: \_\_\_\_\_ Total Land Area: \_\_\_\_\_

Directions to Property: \_\_\_\_\_

Legal Description: T \_\_\_\_\_ R \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

Adjacent Properties Under Same Ownership: T \_\_\_\_\_ R \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Existing/Proposed Source of Water: \_\_\_\_\_ Existing/Proposed Method of Sewage Disposal: \_\_\_\_\_

Anticipated Date of Development: \_\_\_\_\_

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.

\_\_\_\_\_  
 Owner's Signature (Required)

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date



DEPARTMENT OF PLANNING AND DEVELOPMENT

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# GENERAL INFORMATION

## REGARDING AN APPLICATION FOR A LAND USE ACTION

### ***IMPORTANT – PLEASE READ BEFORE STARTING YOUR APPLICATION***

Attached is an application for an approval of a land use action. Completion of this application form and providing the supporting information is the most important part of the application process. The information requested is required at the time you submit your application. The processing of your application does not begin until the application is determined to be complete. An incomplete application will postpone the decision, or it may result in a denial of the request.

In all land use actions, the “burden of proof” is on the applicant. It is important that you provide information that clearly describes the nature of the request. In preparing your application, a planner can explain which sections of the ordinances pertain to your specific request. **You must address each ordinance criteria in writing, on a point-by-point basis, in order for this application to be deemed complete.**

The planning staff can answer questions regarding the process and procedures, but they cannot prepare responses to the applicable criteria. If you require assistance with the application, you may want to confer with a professional land use consultant or attorney.

**INFORMATION REQUIRED  
FOR  
PLANNED DEVELOPMENT TENTATIVE PLAN**

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**Applications for Tentative Plan approval must include:**

1. A completed application form
2. A vicinity sketch showing the location of the property in relation to a city or other known landmark in the County.
3. Existing zoning of the property.
4. The approximate location and dimensions of all proposed parcel or lot lines.
5. Number of proposed parcels, lots or dwelling units and the density computation.
6. Sized of all proposed parcels or lots.
7. Source of domestic water (state whether by individual or community water system).
8. Proposed method of sewage disposal.
9. The date, north point and scale of the drawing.
10. Width, depth and direction of flow of all drainage channels on the property. Indicate proposed cuts and fills, stream crossings or other modifications to existing land conditions.
11. All existing and proposed easements crossing the property.
12. Approximate location and use of all existing structures on the site. Indicate those to be removed.
13. Statement as to whether the proposed roads are to be public or private.
14. Engineered design plans. Stamped by an engineer licensed in the State of Oregon, for all roads to be constructed identifying the typical cross sections, and existing ground slope and proposed road profile. Plans must conform to AASHTO or other accepted engineering design standards.
15. Relationship of proposed roads to adjoining existing and proposed streets.
16. Access to the property, and whether it is a state highway, county road, public road or private easement. NOTE: Applicant should check to determine if an access permits is required.
17. Existing and proposed land uses. Include a description of proposed recreation facilities, if any.
18. Unit types: i.e., number of single-family dwellings, duplexes, multi-family units, manager's or caretaker's residence.

19. Ownership i.e., individual, condominium, rental pool, time-share, other.
20. Illustrate designated open space and/or common areas.
21. Describe and illustrate any proposed industrial or commercial development.
22. Describe any signage, lighting, fencing, security systems, and/or entrance gating, if proposed.
23. If property is in a fire district, state which one.
24. Maximum building height of structures.
25. Submit a copy of proposed Covenant's, Conditions, and Restrictions (CCR'S).
26. Describe phase development, if any.
27. Show and state adjacent land owned by the applicant.
28. State any requested modifications to required development standards.
29. Other information required to address specific site conditions; e.g. wetlands, flood hazard areas, geologic limitations, steep slope areas, inventoried sites.
30. Written narrative addressing Lincoln County Development Code standards, Section 1.1380(3)©(D).
31. Submit at least five (5) copies of the Site Plan and written materials.

**NOTE: Incomplete applications will be returned until all required material and information is provided.**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (if other than property owner)

\_\_\_\_\_  
Date