



DEPARTMENT OF PLANNING AND DEVELOPMENT

210 SW 2nd Street
Newport, OR 97365
541-265-4192 (Phone)
541-265-6945 (Fax)

Application Checklist

Lincoln County Planning Division

Conditional Use Permit for Template Dwelling

The information outlined below must be submitted to the Lincoln County Planning Division in order for an application for a conditional use permit for a template dwelling to be considered complete. Failure to submit any of the below items will render an application incomplete.

A complete application package includes at minimum:

- Conditional Use Permit [application form](#)
- Application fee paid either by check or online at the time of submission
- Plot plan, drawn to scale, of the subject property showing:
 - All property lines
 - Proposed dwelling site and proposed accessory structures including any existing buildings
 - Setbacks from all buildings to property lines
 - Parking location
 - Proposed road/driveway access and whether it is a state highway, county road, public road, or private easement (Note: applicant should check to determine if an access permit is required from ODOT or County Public Works)
 - Proposed well or water source location
 - Proposed location of septic system
 - Fire breaks
 - All wetland areas, areas of geological hazard, streams and waterways, and areas subject to flood hazard
 - Topography/slope
 - General description of vegetation
- Template test using the mathematical centroid of the subject parcel conforming to the standards found in [Lincoln County Code](#) (LCC) 1.1375(5).



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Narrative addressing all applicable criteria from Lincoln County Code Section 1.1375 including:

- 1.1375(5)(a) through (g),
- 1.1375(6)(b) through (h),
- 1.1375(7)(a) through (i),
- 1.1375(8)(a) through (g), and
- 1.1375(9)(a) through (e)

Narrative addressing House Bill 2225 relating to ORS 215.750 including:

- Was this property part of a tract on January 1, 2019? “Tract” means one or more contiguous lots or parcels under the same ownership (LCC 1.1371)(4)).
- If this property was part of a tract on January 1, 2019, was there a house on any properties in the tract on that date or established thereafter?
- Has this property been subject to any property line adjustments since January 1, 2019?

Evidence that the subject property was lawfully created (see definition of lot in LCC 1.1371(2) and parcel in LCC 1.1371(3) and analog definition in ORS 215.010). Examples of evidence includes deeds, land sales contract, partition plats, subdivision plats, etc.

Evidence for at least 11 lots or parcels that are partially or wholly within the 160-acre template demonstrating that they were lawfully created (see definition of lot in LCC 1.1371(2) and parcel in LCC 1.1371(3)) and existed on January 1, 1993. Examples of evidence includes deeds, partition plats, subdivision plats, etc.

Documentation demonstrating that at least three single-family dwellings are currently located on properties that are entirely or partially within the proposed template and that existed on January 1, 1993, in conformance with standards found in LCC 1.1375(5).

Other information as determined by staff.

Signature of Property Owner

Date

Signature of Applicant (if other than property owner)

Date



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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.

CONDITIONAL USES

What is a Conditional Use? A conditional use is one that may be located in a certain zoning district, provided it will not be detrimental to the public health, morals, and welfare and will not impair the integrity and character of that district. These uses are subjected to individual scrutiny in order to provide that they are permitted in a zone only when they comply with standards imposed by the ordinance, and are conditioned in such a way as to protect the neighborhood and public interest. A common example of a conditional use is a public utility substation, which must be located in a residential district.

How do I apply? To apply, submit a completed application, the appropriate filing fee, and a plot plan of the property, which shows all property lines, and the location of all existing and proposed structures. The application must be signed by the property owner or authorized in writing by the owner. The applicant should also submit a written description of the proposed use, which details the characteristics of the use (e.g. size and use of any structures, number of employees, amount of traffic generated, etc.)

How long does it take? If the request is determined by staff to be routine, the application will be handled administratively and typically takes 30 days to process. During this time, staff will review the proposal and document their findings in a staff report. The applicant and property owners within 750 feet of the subject property will be notified of the staff decision and will be given 15 days in which to appeal. If not appealed during this 15-day period, the staff decision is final. A staff decision, which is appealed, is forwarded to the Planning Commission for consideration at a public hearing.

If the conditional use has more than routine significance, the request will be reviewed by the Planning Commission in a public hearing. It generally takes six weeks to get on the agenda of the Planning Commission. Its decision is also subject to an appeal period of 15 days.

A conditional use permit generally is valid for two years, unless substantial construction pursuant thereto, as defined in the County land use code, has taken place. However, authorization may be extended upon request.

NOTE: THE GUIDELINES LISTED ABOVE ARE GENERAL IN NATURE. APPLICANTS ARE REQUESTED TO REFER TO THE LINCOLN COUNTY DEVELOPMENT CODE FOR COMPLETE REQUIREMENTS.