



DEPARTMENT OF PLANNING AND DEVELOPMENT

210 SW 2nd Street
Newport, OR 97365
541-265-4192
planning@co.lincoln.or.us

ZONING CLEARANCE FOR BUILDING PERMITS - APPLICATION FORM

Please read the "How to Apply for a Building Permit" step-by-step guide before completing this application.

APPLICANT INFORMATION

First Name: MI Last Name:

Company/Organization:

Mailing Address:

City: State: Zip Code:

Phone: Email\*:

Preferred method of contact: Email Phone US Mail

\* The Lincoln County Planning Division's preferred method of correspondence with applicants is via email. Be sure to monitor your spam filter for emails ending with "@co.lincoln.or.us".

SAME AS APPLICANT PROPERTY OWNER INFORMATION

First Name: MI Last Name:

Company/Organization:

Mailing Address:

City: State: Zip Code:

Phone: Email:

PROJECT LOCATION/PROPOSED DEVELOPMENT

Situs Address (or Street Name if undeveloped):

Assessor's Map & Tax Lot #:

Project Name:

EXISTING STRUCTURE/DWELLING:

- Remodel/Repair/Renovation
Addition: sq ft.

NEW CONSTRUCTION/DWELLING:

- Single-Family Residence
Manufactured Home Placement
Accessory Structure

Description of Work:

EXISTING USES / DEVELOPMENT

Existing Uses:

List Existing Structures:

Water Supply:

Existing Septic System: Yes No



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ZONING CLEARANCE FOR BUILDING PERMITS APPLICATION FORM (cont.)

SETBACKS / BUILDING HEIGHT / NEW DIMENSIONS

A plot plan that includes all required components and an elevation drawing that clearly indicates the height of the proposed structure from the average existing grade to the peak of the roof are required to be submitted at the time of application. Review the Setbacks and Building Height handout for helpful information on setbacks, building height, and lot coverage.

PROPOSED SETBACKS:

Front: Rear:

Side 1: \* Side 2:

\*For Corner Lots, Street Side is Side 1

NEW CONSTRUCTION (list dimensions and square footage):

Floors (new & existing): Structural:

Uncovered Deck/Porch: Covered Deck/Porch:

Building Height:

No. of Bedrooms: (A floor plan must be included with the application, with all rooms labeled by proposed use.)

No. of Parking Spots: (Minimum of one 20' x 8' parking space is required and must be located outside of the front yard setback and street side yard setback (if on a corner lot) per Lincoln County Code 1.1115(67) and 1.1415(10).)

% of Lot Coverage: (Calculated using the footprint of all structures divided by the total lot area.)

ZONING / FLOODPLAIN / WETLANDS

LINCOLN COUNTY GIS Maps | Lincoln County Oregon

Zone: Floodplain: Wetlands:

Floodplain and/or Wetland Encroachment needs to be indicated on plot plan.

I have read How to Apply for a Building Permit on the Lincoln County Planning Division website

Applicant Signature

Date

COUNTY USE ONLY
RECEIVED BY: DATE RECEIVED:
PLANNING PERMIT: BUILDING PERMIT:
ZONE / COMP PLAN: FLOOD ZONE:



## ZONING CLEARANCE APPLICATION CHECKLIST

Use this checklist to ensure that you have all the appropriate documents to submit for the land use review (zoning clearance) of your building permit application. This document must be signed and returned with the Zoning Clearance Application Form in order for your application to be considered complete.

### FORMS/APPLICATIONS

- [ZONING CLEARANCE APPLICATION FORM](#) (required)
- [ADDRESS REQUEST FORM](#) (if applicable, required for properties with no situs address)
- [PRIVATE WATER SOURCE VERIFICATION FORM](#) (if applicable, required for new dwellings)
- PUBLIC WATER SOURCE VERIFICATION LETTER (if applicable, required for new dwellings, provided by water district)
- ROAD APPROACH PERMIT (if applicable)
- HOA/ARCHITECTURAL REVIEW APPROVAL (if applicable, required if property in HOA)
- GEOTECHNICAL ANALYSIS (if applicable)
- WETLAND FILL/REMOVAL PERMIT (if applicable)
- FLOODPLAIN DEVELOPMENT PERMIT APPLICATION (if applicable)
- WETLAND DELINEATION (if applicable)

### PLANS/DOCUMENTS

- SITE/PLOT PLAN
- FLOOR PLAN
- ENGINEERING PLANS
- ALL CONSTRUCTION DOCUMENTS

Upon review, additional items may be required. The Planning Technician or a Planner will contact you via email if needed.

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I have read **“How to Apply for a Building Permit”** on the [Lincoln County website](#).

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Applicant Signature

Date