



Planning & Zoning
 Development Services Building
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**SUPPLEMENTAL APPLICATION
 CONDITIONAL USE**
 (September 2011)

APPLICANT INFORMATION

Name _____ File _____

Date _____

WHAT IS A CONDITIONAL USE PERMIT?

The County Zoning and & Development Ordinance (ZDO) allows certain uses in various zones under specified conditions.

WHAT IS NEEDED FOR APPROVAL?

All conditional use permits are discretionary and MAY be permitted after evaluation according to criteria in the ZDO. The County must make written findings to support the decision. The applicant is responsible for providing evidence to support the conditional use request, according to the ZDO.

WHAT ARE THE CHANCES FOR APPROVAL?

Staff cannot predetermine the decision on this or any application. A decision of approval or denial will only be made after the complete application is processed. This includes review of citizen and agency comments. The decision is based on criteria appropriate to this application as listed in the ordinance. In order to address the necessary criteria, the information requested in this supplemental application should be as thorough and complete as possible.

APPLICATION PROCESS

Conditional use permits are subject to the Administrative Action process and public notice. Public comments received from the Community Planning Organization (CPO), property owners, agencies and other interested parties may affect the decision on the application. Special conditions may be attached to any approvals. All Conditional use applications are reviewed at a public hearing before the County Hearings Officer. The Hearings Officer's decision may be appealed to the State Land Use Board of Appeals.

NOTE: A PRE-APPLICATION CONFERENCE is required prior to filing this application. For a copy of the Pre-Application Form, go to www.clackamas.us/transportation/permits.

STAFF WILL ATTACH THE FOLLOWING PERTINENT INFORMATION:

- | | | | |
|-------|---------------------------|-------|---------------------|
| _____ | Land Use Application | _____ | CPO Information |
| _____ | Sample Plot Plan | _____ | Application Process |
| _____ | Comp. Plan Goals/Policies | _____ | Underlying Zone |

The following ZDO Sections: _____ 800 _____ 1006 _____ 1007 _____ 1015 _____ 1203

Additional ZDO Sections as applicable: _____, _____, _____, _____, _____, _____

HOW LONG WILL IT TAKE TO GET A FINAL DECISION ON AN APPLICATION?

Approximately 80 days for applications scheduled before the Hearings Officer.

COMPLETE APPLICATIONS REQUIRE THE FOLLOWING:

1. Pre-Application Conference must be completed.
2. Land Use Application – Information on applicant and land involved in application.
3. Supplemental Application – Information requested on this form. Please be as complete and thorough as possible. Use additional sheets as necessary.
4. Preliminary Statement of Feasibility from water provider, sanitary sewer provider, and surface water management authority (if applicable).
5. Application Fee: _____ (*Fee is nonrefundable upon decision or staff report; partial refund if withdrawn after notice; full refund if withdrawn prior to notice.*)
6. Vicinity Map showing the relationship of the proposed use to the surrounding area.
7. Plot Plan drawn to scale on 8.5” x 11” or 8.5” x 14” paper, showing the property and your proposal.
8. Building Profile of proposed new or remodeled structures as appropriate.
9. Twelve (12) copies of the complete application is required. It is recommended that one (1) copy be submitted for a completeness check. We will then notify you of any necessary changes to the application before the remaining copies are submitted.
10. Additional Information
 - A. Number of people (employees, students, congregation, clients, etc.) associated with the proposed use.

 - B. Days and hours of operation.

 - C. Buildings, vehicles, equipment, and materials associated with the proposed use.

JUSTIFICATION CRITERIA: See relevant ZDO sections for specific requirements. Then answer the following questions:

- A. Underlying Zone – Where is the proposed use listed as a Conditional Use in the underlying zoning district?

- B. Site Characteristics – Why are the characteristics of the site suitable for the proposed use considering size, shape, location, topography, existence of improvements and natural features?

- C. Timeliness – Demonstrate how the proposed development is consistent with Section 1007.09 of the Zoning and Development Ordinance, and that the safety characteristics of the transportation system are adequate to serve the proposed development.

- D. Compatibility with Surrounding Area – Explain why the proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs or precludes the use of surrounding properties for the primary uses listed in the underlying zoning district.

- E. Plan Goals and Policies – How would the proposal satisfy the goals and policies of the Comprehensive Plan that apply to the proposed use?

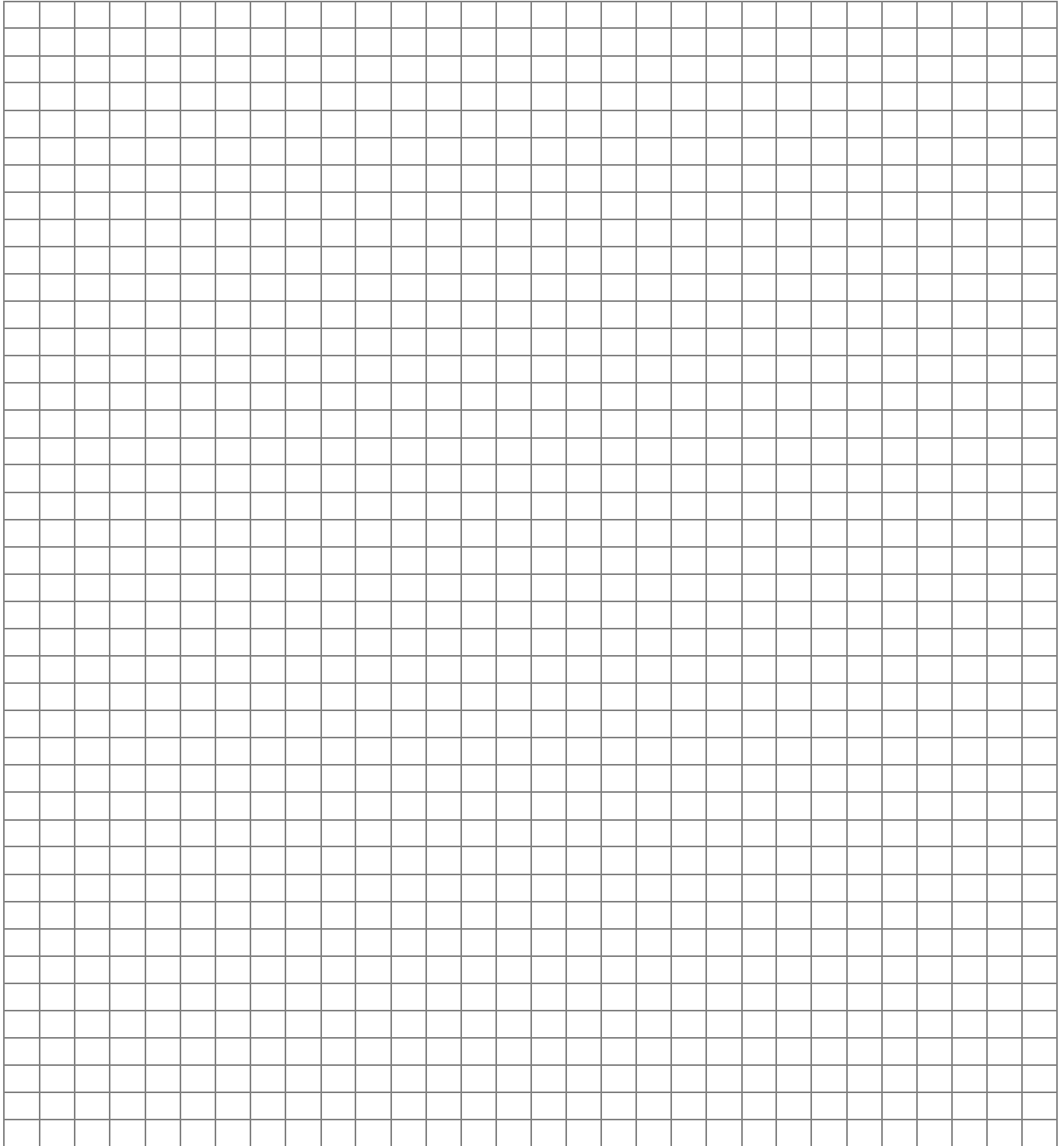
- F. Zoning District, Overlay Zoning Districts and Sections 800 & 1000—How would the proposed satisfy the applicable requirements of these zones?

Questions: Contact Sandy Ingalls at 503-742-4532 or Sandy@co.clackamas.or.us

SITE PLAN

Name: _____ T _____ S, R _____ E/W/Q, Section _____, Tax Lot(s) _____

Address: _____





PRELIMINARY STATEMENT OF FEASIBILITY

(March - 2009)

Instructions to Applicant

- This form is to be completed by the applicable sanitary sewer service provider, surface water management authority and water service provider.
- It is the applicant's responsibility to provide a copy of this form to **each** service provider. Attach the completed forms as part of the land use application submittal for a development. Where there is no surface water management service district, this form is to be provided to the Clackamas County Department of Transportation and Development, Engineering Division.
- A service provider may require the submission of detailed plans and/or engineering data prior to determining whether a Preliminary Statement of Feasibility will be issued. Contact the service providers for details.
- Completed forms are required for design review, subdivisions, partitions and conditional uses, and these applications will not be deemed complete until the completed forms are received by the Planning Division.
- The forms must be dated no more than one year prior to submittal of a complete land use application.
- Forms are not required for on-site sewage disposal systems or water service by private well.

Instructions to Service Provider

- A development is proposed within your service area. Please complete the attached Preliminary Statement of Feasibility to indicate whether adequate service can be provided to this development.
- If adequate service can be provided only with the implementation of certain conditions of approval, you may attach such conditions to this statement. Completion of this preliminary statement of feasibility does **not** imply that additional requirements (e.g. plan submittals) may not be imposed by your agency once a land use application is filed.
- The Planning Division will continue to provide notice to you of land use applications for property within your service area. This will allow you to determine whether the submitted development proposal differs from the plans reviewed by your agency in conjunction with the completion of this statement. This will also allow you to provide additional comments as necessary.



PRELIMINARY STATEMENT OF FEASIBILITY

To be completed by the applicant:

Applicant's Name: _____

Property Legal Description: T ____ S, R ____, Section ____, Tax Lot(s) _____

Site Address: _____ Project Engineer: _____

Project Title/Description of Proposed Development: _____

To be completed by the service provider or surface water management authority:

Check all that apply:

- Sanitary sewer capacity in the wastewater treatment system and the sanitary sewage collection system is available to serve the development or can be made available through improvements completed by the developer or the system owner.
- Adequate surface water treatment and conveyance is available to serve the development or can be made available through improvements completed by the developer or the system owner.
- Water service is available in levels appropriate for the development, and adequate water system capacity is available in source, supply, treatment, transmission, storage and distribution or such levels and capacity can be made available through improvements completed by the developer or the system owner. This statement
 applies does not apply to fire flows.*

*If water service is adequate with the exception of fire flows, the applicant shall submit a statement from the fire district serving the subject property that states that an alternate method of fire protection, such as an on-site water source or a sprinkler system, is acceptable.

- This statement is issued subject to conditions of approval set forth in the attached.
- Adequate sanitary sewer service, surface water management, water service cannot be provided.

Signature of Authorized Representative

Date

Title

Name of Service Provider or Surface
Water Management Authority

Completion of this statement does not reserve capacity for the development and does not alter an applicant's obligation to comply with the service provider's or surface water management authority's regulations. Completion of this statement does not obligate the service provider or surface water management authority to finance or construct improvements necessary to provide adequate service for the proposed development. Completion of this statement does not guarantee that land use approval for the proposed development will be granted.



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(March - 2009)

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