



ADMINISTRATIVE REVIEW

APPLICATION

**Applications will no longer be accepted by email or mail.
All applications must be submitted in person.**

Planning Division
5155 Silverton Rd. NE
Salem OR 97305
Ph. (503) 588-5038 Email: Planning@co.marion.or.us
<http://www.co.marion.or.us/PW/Planning>

PROCEDURE:

- A. Once a complete application is received, the Planning Division will request comments from other County departments and affected agencies and special districts.
- B. Planning staff will review the application for compliance with the County Comprehensive Plan, County Zoning Ordinances, Statewide Planning Goals, and other applicable ordinances and regulations. The Planning Division will approve or conditionally approve the application if it clearly complies with all land use laws and regulations.
- C. In approximately 30-45 days, notice of the decision is sent to the applicant and property owners within the notification area. Please note there is a 15-day appeal period. The appeal process and conditions, if approved, are explained in the Notice of Decision.

APPLICATION REQUIREMENTS:

Do not double-side or spiral bind any documents being submitted as our office will be scanning this information.

Incomplete applications will not be accepted. A complete application consists of the following that must be submitted:

- A. The attached application form filled out in ink.
- B. Copy of the officially recorded title transfer instrument (deed, warranty deed, or contract) that shows the legal description for the parent parcel. Available at the Clerk's Office, 2nd floor, 555 Court St. NE, Salem.
- C. Site Plan (see attached example). The site plan should be on a separate **8½ x 11 sheet of paper**, drawn in ink, and show the location of the proposed use and its distance from other structures, property lines, roads and other features. The site plan must be reviewed and initialed as accepted by a Plans Examiner from the Marion County Building Inspection Division.
- D. A written statement which explains your reasons for the proposal and how your request conforms to Marion County land use policies and regulations of the applicable zone. A copy of the zone regulations is available from the Planning Division.
- E. Filing fee: Make check payable to Marion County.

Please note: Land development fees are charged by various offices within Marion County Public Works. Most development requests are reviewed by a number of these offices and there may be several fees you will incur during the development process. Customers can mistakenly believe the first fee(s) they pay covers all the costs for their development request. Contact the Planning Division for more information.

NOTE: If all of the required information is not submitted with the application form, it will not be accepted. If the application is withdrawn after a file has been set up or fee deposited, the entire fee cannot be refunded. Partial refunds are at the discretion of the Planning Division based on the amount of staff work undertaken.



ADMINISTRATIVE REVIEW APPLICATION

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Fee: Please check the appropriate box:

- Administrative Review - \$770
- Primary Farm Dwelling - \$1000
- Replacement Dwelling - \$450
- Lot of Record - \$1250 (staff); \$1990 (hearing)
- Secondary Farm - \$1250
- Forest Dwelling - \$1250

PROPERTY OWNER(S):	ADDRESS, CITY, STATE, AND ZIP:
PROPERTY OWNER(S) (if more than one):	ADDRESS, CITY, STATE, AND ZIP
APPLICANT REPRESENTATIVE:	ADDRESS, CITY, STATE, ZIP
DAYTIME PHONE (if staff has questions about this application):	E-MAIL (if any):
ADDRESS OF SUBJECT PROPERTY:	SIZE OF SUBJECT PROPERTY:
<p>THE PROPERTY OWNERS OF THE SUBJECT PROPERTY REQUEST TO (summarize here; provide detailed information on the attached "Applicant Statement" page):</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	
<p>WILL A RAILROAD HIGHWAY CROSSING PROVIDE THE ONLY ACCESS TO THE SUBJECT PROPERTY? () YES () NO IF YES, WHICH RAILROAD:</p>	

FOR OFFICE USE ONLY:			
Township	Range	Section	<u>Application elements submitted:</u>
Tax lot number(s)			<input type="checkbox"/> Title transfer instrument
Zone:			<input type="checkbox"/> Site plan
Zone map number:			<input type="checkbox"/> Applicant statement
<input type="checkbox"/> TPA/header			<input type="checkbox"/> GeoHazard Peer Review (if applicable)
Case Number:			<input type="checkbox"/> Filing fee
<input type="checkbox"/> Urban <input type="checkbox"/> Rural			Application accepted by: _____ Set up by: _____
Date determined complete:			Date: _____



INSTRUCTIONS FOR PREPARATION OF A SITE PLAN

Site plan must be **current**, drawn to scale, and **show all property lines**. If unable to draw to scale, property lines must still be shown noting actual dimensions or total acreage.

Failure to include all of the items listed below may delay the review necessary to obtain a permit

ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN:

- 1. **NORTH ARROW.**
- 2. **SCALE OF DRAWING.**
- 3. **STREET NAME** accessing the parcel.
- 4. **ALL PROPERTY LINES AND DIMENSIONS** – existing and proposed.
- 5. **DRIVEWAYS, ROADS, INTERNAL ROADS, PARKING AND CIRCULATION AREAS** – existing and proposed and label as *“Paved”* or *“Gravel.”* Show driveway to public right-of-way.
- 6. **EXISTING AND PROPOSED STRUCTURES** - label as *“Proposed”* and *“Existing”*. Include dimensions and distance to all property lines and other structures.
- 7. **UTILITY LINES AND EASEMENTS.**
- 8. **GEOGRAPHIC FEATURES** – ground slope and direction of slope, escarpments, streams, ponds, or other drainage ways.
- 9. **WELLS** – existing and proposed on this parcel and adjacent parcels within 100 feet.
- 10. **FENCES, RETAINING WALLS** – location of existing and/or proposed.
- 11. **PARTITIONING** (if applicable) – proposed new property line shown by dashed lines, with parcels labeled as *“Parcel 1”*, *“Parcel 2”*, etc.
- 12. **SEPTIC SYSTEM and REPLACEMENT AREA** – existing and proposed. Show existing septic tank, drain field lines and distance from structure(s).
- 13. **STORM WATER SYSTEMS OR DETENTION BASINS** – show existing and proposed.
- 14. **CUTS/FILLS** – show existing and proposed.
- 15. **ELEVATIONS** – at lot corners or construction area and at corners of building site.
- 16. **FLOODPLAIN** – if applicable, show the boundary of the 100 year floodplain.

If sanitary sewer service is not available, a septic system must be installed. Include the following additional items on the site plan:

- 17. **TEST HOLES** – show distances between holes and property lines. One test hole should be located in the center of the initial system installation site, the other in the center of the replacement area. Accuracy of location is very important.
- 18. **PROPOSED SEPTIC SYSTEM AND REPLACEMENT SYSTEM** – show septic tank and distance from structure; show disposal trenches and length, width, and distance between trenches.

Commercial development must also include the following:

- 19. **FIRE DEPARTMENT ACCESS**
- 20. **FIRE HYDRANTS** – locations
- 21. **HANDICAP ACCESS**
- 22. **LANDSCAPING** – existing and proposed landscaping areas.
- 23. **PARKING** – lot configuration, number of parking spaces, and off-street loading area.

Additional information such as patio slabs, walkways, roof overhangs, etc. may be required for the issuance of your permit.

YOU MAY USE THE REVERSE SIDE OF THIS FORM TO DRAW YOUR SITE PLAN

Property Owner(s) Name: _____ Phone: _____

Site Address: _____ City: _____ Zip _____

Subdivision: _____ Lot: _____ Block: _____

Manufactured Home Park: _____ Space: _____

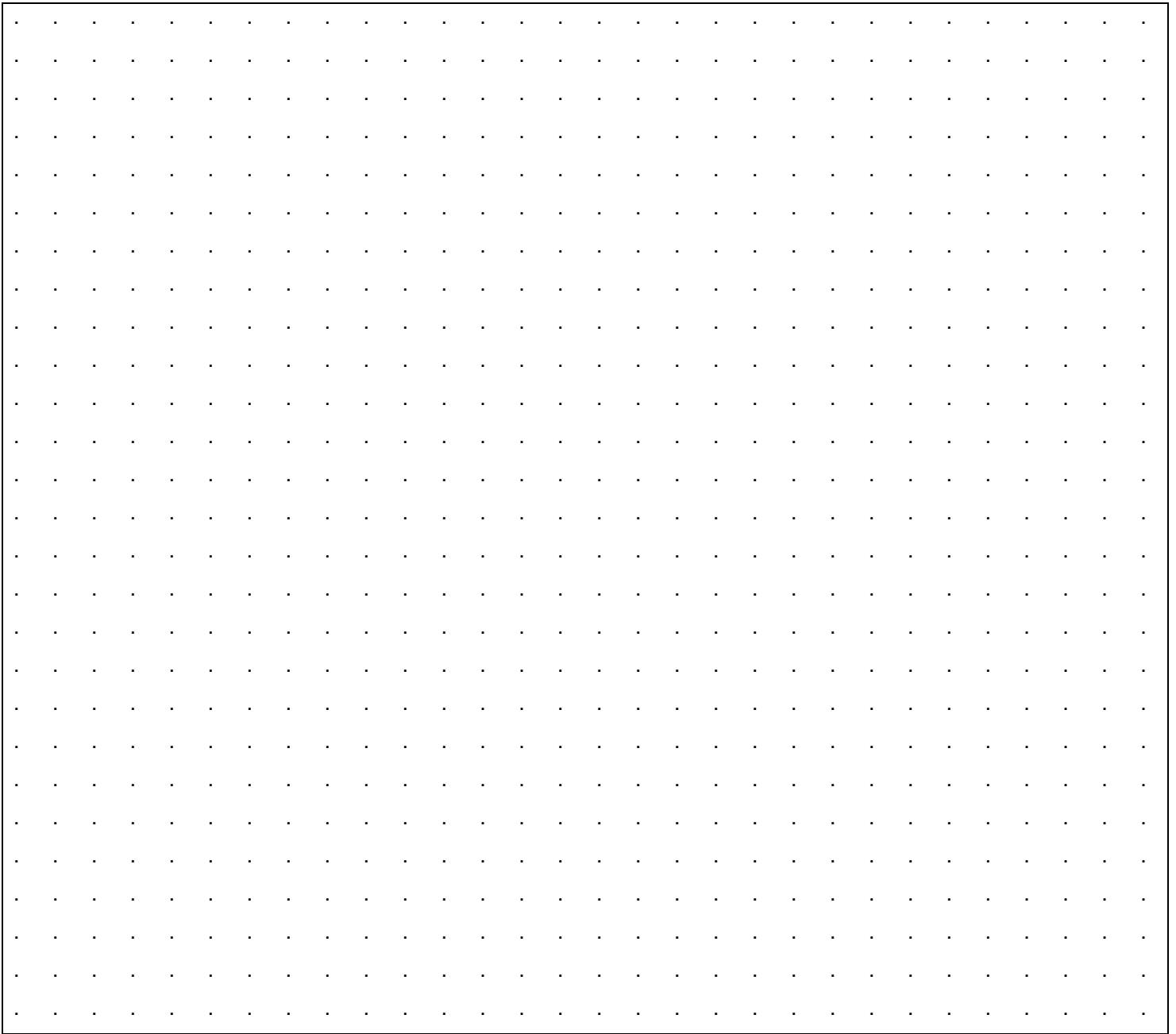
Assessor Map # (T-R-Sec-TL(s)): _____ Total # Acres _____

Zoning Designation: _____ Planning Map _____

Permit Specialist Review: _____ Date: _____

SITE PLAN MUST SHOW ALL PROPERTY LINES AND DIMENSIONS

Drawn to Scale: 1 square = _____ Feet Not Drawn to Scale: Total Acres _____



I certify that the above information is accurate to the best of my knowledge. I AM THE [] Owner or [] Authorized Agent

NAME (please print): _____ Telephone# _____

Applicant's Signature: _____ Date: _____

Applicant's Mailing Address: _____ City: _____ Zip: _____

FOR OFFICE USE ONLY

PLANNING: _____ Date: _____

PUBLIC WORKS: _____ Date: _____

BUILDING INSPECTION (Acceptable for Planning requirements only) _____ Date: _____

