

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. <u>Please note there is a 15-day appeal period</u>. 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.

<u>Please note:</u> 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 <u>may</u> 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 ☐ Administrative Review												
☐ Primary Farm Dwellin	'											
☐ Replacement Dwelling	•											
☐ Lot of Record - \$1250		g)										
☐ Secondary Farm - \$12	50											
☐ Forest Dwelling - \$12	50											
PROPERTY OWNER(S):	ADDRESS, CITY, STATE, AND ZIP:										
PROPERTY OWNER(S) (if more than one):	ADDRESS, CITY, STATE, AND ZIP										
APPLICANT REPRES	FNTATIVE		ADDRESS, CITY, STATE, ZIP									
7 II T EICH IVI REI RES	EIVIIIIVE.		ADDRESS, CITT, STATE, ZII									
DAYTIME PHONE (if	staff has questions about	this application):	E-MAIL (if any):									
ADDRESS OF SUBJECT	CT DD ODEDTV.		GIZE OF GUID IECE DE OPENEZA									
ADDRESS OF SUBJE	CI PROPERTI:		SIZE OF SUBJECT PROPERTY:									
THE PROPERTY OW	NERS OF THE SUBJE	ECT PROPERTY	REQUEST TO (summarize here; provide detailed									
information on the attac	ched "Applicant Staten	nent" page):	•									
WILL A RAILROAD I	HIGHWAY CROSSIN	G PROVIDE TH	ONLY ACCESS TO THE SUBJECT PROPERT	Y?								
() YES () NO IF Y	ES, WHICH RAILRO	AD:										
		USE ONLY:										
Township	Range	Application elements submitted:										
Tax lot number(s)		☐ Title transfer instrument										
Zone:		☐ Site plan										
Zone map number:		☐ Applicant statement										
☐ TPA/header			☐ GeoHazard Peer Review (if applicable)									
Case Number:			☐ Filing fee									
☐ Urban ☐ Rural		Application accepted by: Set up	by:									
Date determined comp	olete:	Date:	Date:									

THE APPLICANT(S) SHALL CERTIFY THAT:

- A. If the application is granted the applicant(s) will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- B. I/We hereby declare under penalties of false swearing (ORS 162.075 and 162.085) that all the above information and statements and the statements in the plot plan, attachments and exhibits transmitted herewith are true; and the applicants so acknowledge that any permit issued on the basis of this application may be revoked if it is found that any such statements are false.
- C. I/We hereby grant permission for and consent to Marion County, its officers, agents, and employees coming upon the above-described property to gather information and inspect the property whenever it is reasonably necessary for the purpose of processing this application.
- D. The applicants have read the entire contents of the application, including the policies and criteria, and understand the requirements for approving or denying the application.

PRINTED NAME AND SIGNATURE of each owner of the subject property.

Print Name	Signature
Print Name	Signature
Print Name	Signature
Print Name	Signature
ED this day of	, 20

Applicant Statement (required)

It is up to the applicant to fully explain your proposal and how it conforms to Marion County land use regulations. This is **your** opportunity to provide detailed information on the "who, what, where, when and why" that is specific to your proposal.

There are specific criteria and regulations for each zone; these are available from the Planning Division. We strongly encourage you to obtain a copy of this information, review it, and then prepare your "applicant's statement".

These are a few items you should consider including (where applicable):

- Describe the property as it exists now and after implementation of the proposal: topography, existing structures and their use, new or alteration of structures, etc.
- Describe surrounding properties: type of land use, scale of development, etc. and any impact your proposed use might have on these properties such as dust, noise, fumes or odors, traffic, etc. And, if so, what measures will you take to mitigate these impacts?

MARION

INSTRUCTIONS FOR PREPARATION OF A SITE PLAN

Site plan must be <u>current</u>, drawn to scale, and <u>show all property lines</u>. 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:	
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Permit Specialist Review: _____

	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 " <i>Proposed</i> " and " <i>Existing</i> ". Include dimensions an distance to <u>all</u> 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.									
		ver service is not available, a septic system must be installed. Include the following additional items									
on the	site plan	n:									
	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									
	18.	location is very important. PROPOSED SEPTIC SYSTEM AND REPLACEMENT SYSTEM – show septic tank and distance from structure; show disposal trenches and length, width, and distance between trenches.									
Comm	ercial d	evelopment 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.									
	onal info	ormation such as patio slabs, walkways, roof overhangs, etc. may be required for the issuance									
J. ,		YOU MAY USE THE REVERSE SIDE OF THIS FORM TO DRAW YOUR SITE PLAN									
Proper	ty Owne	er(s) Name: Phone:									
Site Ad	ldress: _	City:Zip									
Subdiv	ision:	Lot:Block:									
Manufa	actured H	Home Park: Space:									
Assess	or Map	# (T-R-Sec-TL(s):Total # Acres									
Zoning	Designa	ation:Planning Map									

Date:___

SITE PLAN MUST SHOW ALL PROPERTY LINES AND DIMENSIONS

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: Zip: Zip:			□ Drawn to Scale: 1 square = Feet Not Dra											awn to Scale: Total Acres																
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Applicant's Signature: Date:	I ce	ertify	y tha	t the	abo	ve in	forn	natio	on is	accu	rate	to tl	he bo	est of	f my	kno	wledg	ge.	I AM	TH	E []0	wne	r or []	Autł	oriz	ed A	gent	;
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PUBLIC WORKS: Date:																														
RUII DING INSPECTION (Acceptable for Planning requirements only) Date:																														

