



# CITY OF PHILOMATH

980 Applegate Street  
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Philomath, OR 97370

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www.ci.philomath.or.us

## A P P L I C A T I O N

### CONDITIONAL USE PERMIT

**Application Fee: \$ 2,500**

**ALL SECTIONS MUST BE COMPLETED. ATTACH ADDITIONAL SHEETS IF NECESSARY.  
REVIEW WILL BEGIN ONLY WHEN THE APPLICATION IS DETERMINED TO BE COMPLETE.**

#### PROPERTY OWNER(S) INFORMATION

Names(s): \_\_\_\_\_ Phone #1: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone #2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

#### APPLICANT INFORMATION

Names(s): \_\_\_\_\_ Phone #1: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone #2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Interest in Property (*Owner, Purchaser, Agent, etc.*): \_\_\_\_\_

Other individuals to be notified of this application: *Name, Address, City & Zip, or Email*

\_\_\_\_\_  
\_\_\_\_\_

#### PROPERTY INFORMATION

Site Address: \_\_\_\_\_

Assessor's Map & Tax Lot Number(s): \_\_\_\_\_ Zoning: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

Current use(s) of the property: \_\_\_\_\_

#### Request Summary (*Example: "New 50 foot by 150 foot warehouse in the Rural Industrial zone."*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## GENERAL INFORMATION

A conditional use is a use that is normally appropriate in a zone, but which could potentially cause problems because of excessive size, traffic or parking congestion, health or safety hazards, or some other impact to surrounding properties. It is the intent of the conditional use review to determine if a requested use is appropriate on the property and to impose conditions that will minimize adverse impacts to surrounding properties, to the neighborhoods, and to the city as a whole. A conditional use permit is required for the establishments, alteration, or expansion of a conditional use for those uses listed in the Philomath Municipal Code 18.30-18.55. An application for a conditional use permit is reviewed by the Planning Commission.

## REQUIRED APPLICATION INFORMATION

**A detailed description of the present use of the property and the proposed use, in a form sufficient to describe the following:**

- A. Existing site conditions;
- B. Site plan;
- C. Preliminary grading plan;
- D. A landscape plan;
- E. Architectural drawings of all structures;
- F. Drawings of all proposed signs;
- G. A copy of all existing and proposed restrictions or covenants;
- H. Narrative report or letter documenting compliance with all applicable approval criteria contained in the following criteria and standards:

### **Criteria, Standards and Conditions of Approval**

The City shall approve, approve with conditions, or deny an application for restoration of an abandoned non-conforming use based on findings of fact with respect to each of the following standards and criteria:

- A. Use Criteria.
  - 1. The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering the proposed building mass, parking, traffic, noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility, safety, and aesthetic considerations;
  - 2. The negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other Code standards, or other reasonable conditions of approval; and
  - 3. All required public facilities have adequate capacity to serve the proposal.
- B. Site Design Standards. The criteria for Site Design Review approval for the zone in which the property is located shall be met.
- C. Conditions of Approval. The City may impose conditions that are found necessary to ensure that the use is compatible with other uses in the vicinity, and that the negative impact of the proposed use on the surrounding uses and public facilities is minimized. These conditions include, but are not limited to, the following:
  - 1. Limiting the hours, days, place and/or manner of operation;
  - 2. Requiring site or architectural design features which minimize environmental impacts such as noise, vibration, exhaust/emissions, light, glare, erosion, odor and/or dust;
  - 3. Requiring larger setback areas, lot area, and/or lot depth or width;
  - 4. Limiting the building height, size or lot coverage, and/or location on the site;
  - 5. Designating the size, number, location and/or design of vehicle access points or parking areas;
  - 6. Requiring street right-of-way to be dedicated and street(s), sidewalks, curbs, planting strips, pathways, or trails to be improved;
  - 7. Requiring landscaping, screening, drainage, water quality facilities, and/or improvement of parking and loading areas;
  - 8. Limiting the number, size, location, height and/or lighting of signs;
  - 9. Limiting or setting standards for the location, design, and/or intensity of outdoor lighting;
  - 10. Requiring berms, screening or landscaping and the establishment of standards for their installation and maintenance;
  - 11. Requiring and designating the size, height, location and/or materials for fences;

12. Requiring the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas, drainage areas, historic resources, cultural resources, and/or sensitive lands;
13. Requiring the dedication of sufficient land to the public, and/or construction of pedestrian/bicycle pathways in accordance with the adopted plans.

**ADDITIONAL RESPONSIBILITIES OF THE APPLICANT**

It is the responsibility of the applicant to determine if wetlands are present on the property and to contact the appropriate state and federal permitting agencies prior to applying for a development permit from the City. If hydric soils are present on the property or if the property contains a wetland designated on the National Wetlands Inventory Map, the applicant must submit documentation to the City that: (1) A permit has been applied for from the Oregon Division of State Lands; or (2) The Division of State Lands has determined that no permit is necessary for the project.

City staff will assist the applicant in determining if the property contains hydric soils or is identified on the National Wetlands Inventory Map, but the City has no responsibility for determining if wetlands are present or if a state or federal permit is required.

**Signature(s)**

I hereby certify that the information contained in this application is accurate to the best of my knowledge; and that the proposed use would not violate any deed restrictions attached to the property. All owners of the property must sign this application or a statement authorizing the applicant to act for the owner must accompany the application.

\_\_\_\_\_ Date

Applicant Signature

\_\_\_\_\_ Date

Co-Applicant or Property Owner Signature

**PROCESSING INFORMATION (PMC 18.105.040)**

This application will be reviewed by the Planning Official. Surrounding property owners will be notified of the application and given an opportunity to submit testimony to the Planning Official prior to any decision. The City will also send notices regarding the application and final decision to the applicant, affected government agencies, owners of land within 250 feet of the boundaries of the property, and all other persons who participate in the proceedings. If the application is approved, Conditions of Approval specified in the Notice of Decision must be satisfied within the time specified in the approval.

Anyone who submitted written testimony to the Planning Official may appeal a decision of the Planning Official to the Planning Commission by filing an appeal application with the City within 14 days of the decision.

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*For Office Use Only*

Date Application Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ By: \_\_\_\_\_

Internal File Number: \_\_\_\_\_ ePermitting File Number: \_\_\_\_\_

Planner Assigned: \_\_\_\_\_ Date Application Deemed Complete: \_\_\_\_\_