

City of Falls City  
Land Use Application

File # \_\_\_\_\_  
Date Rec'd: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_  
Rec'd By: \_\_\_\_\_

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**Type 1-A Action:**

- \_\_\_\_\_ Access Permit
- \_\_\_\_\_ Home Occupation Permit
- \_\_\_\_\_ Property Line Adjustment
- \_\_\_\_\_ Manufactured Home Placement Permit
- \_\_\_\_\_ Sign Permit
- \_\_\_\_\_ Certification of Appropriateness (COA)  
(Historic Preservation Officer)

**Type IV Action:**

- \_\_\_\_\_ Annexation
- \_\_\_\_\_ Zone Change
- \_\_\_\_\_ Comprehensive Plan Map Amendments  
involving more than five (5) adjacent land  
owners

**Type 1-B Action:**

- \_\_\_\_\_ Flood Plain Development Permit
- \_\_\_\_\_ Site Design Review
- \_\_\_\_\_ Temporary Hardship Dwelling
- \_\_\_\_\_ Partitions
- \_\_\_\_\_ Property Line Adjustments with Discretion

**Other**

- \_\_\_\_\_ Pre-Application Conference
- \_\_\_\_\_ Land Use Verification Letter

**Type II Action:**

- \_\_\_\_\_ Code Interpretation (standalone application)
- \_\_\_\_\_ Modification to Approval
- \_\_\_\_\_ Partition Plat Modification

**Type III Action:**

- \_\_\_\_\_ Comprehensive Plan Map Amendments  
involving 5 or fewer adjacent land owners
  - \_\_\_\_\_ Conditional Use Permit
  - \_\_\_\_\_ Manufactured Home Park
  - \_\_\_\_\_ Planned Unit Development
  - \_\_\_\_\_ Subdivision
  - \_\_\_\_\_ Variance
  - \_\_\_\_\_ Non-Conforming Use
  - \_\_\_\_\_ Certificate of Appropriateness (COA)  
(Historic Landmark Commission)
  - \_\_\_\_\_ Designation of a Historic Resource to the  
Local Landmark Register
  - \_\_\_\_\_ Removal of a Historic Resource from the  
Local Landmark Register
-

Applicant(s) \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Owner(s): \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Engineer/Surveyor: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**General Information**

Map Page and Tax Lot No.: \_\_\_\_\_ Zone: \_\_\_\_\_

Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Existing Zoning/Comprehensive Plan Designation: \_\_\_\_\_

Current Use/Structures: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Topography: \_\_\_\_\_

Surrounding Uses: North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

Acreage of Site: \_\_\_\_\_

Number/Size of New Lots or Parcels: \_\_\_\_\_

(Attach site map, if applicable)

Natural Features/Hazards of the Subject Site: \_\_\_\_\_

Public Utility Providers (gas, electric, water, sewer, telephone): \_\_\_\_\_

Easements: \_\_\_\_\_

Volume and Page Number

(As recorded in the office of the County Clerk)

Deed Restrictions: \_\_\_\_\_

Please submit completed application and fees to: City of Falls City, 299 Mill Street, Falls City OR 97344

Last updated on 11/27/2017 (LA 2017-01)

**SUBMITTAL REQUIREMENTS:** Please see the Falls City Zoning and Development Code for a list of the submittal requirements for each type of land use application.

All land use applicants shall be charged the ACTUAL COST to the City of Falls City of rendering a decision on their land use application. Cost shall include but not be limited to: contract planning services, City of Falls City staff time, city attorney time, cost of supplies, printing, legal notices, stamps, and city engineer time spent on reviewing the application.

The applicant will be required to pay the amount set by the ordinance. When a final decision is rendered by either staff or City Council the city will send a final invoice to the applicant. Building permits will not be issued until the land use fees are paid in full to the city.

In the event an applicant chooses to withdraw an application prior to a final decision being made, the cost as set forth by the ordinance or the actual cost, whichever is greater, must be paid in full.

I certify that I have read, understand, and agree to the charges outlined above:

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Date

.....  
We, the following:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Being the owner(s) of record or contract purchasers of the subject property respectfully petition the City of Falls City Planning Commission and/or Council for permission to (describe request you are making.)

\_\_\_\_\_  
The applicant(s) shall certify that:

- ◆ The request does not violate any deed restrictions that may be attached to or imposed upon the subject property.
- ◆ If the application is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- ◆ All of the statements in this application and the statements in the prior plan, any attachments, and exhibits submitted with this application are true; and the applicants so acknowledge that any permit issued, based on this application, may be revoked if it is found that any such statements are false.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of each owner of the subject property

\_\_\_\_\_  
Print name after signature.

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# City of Falls City – SITE PLAN FORM

## INSTRUCTIONS FOR PREPARATION OF A SITE PLAN

Site plan must be current, drawn to scale, and show all property lines.

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. and proposed parcel sizes.
- 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.

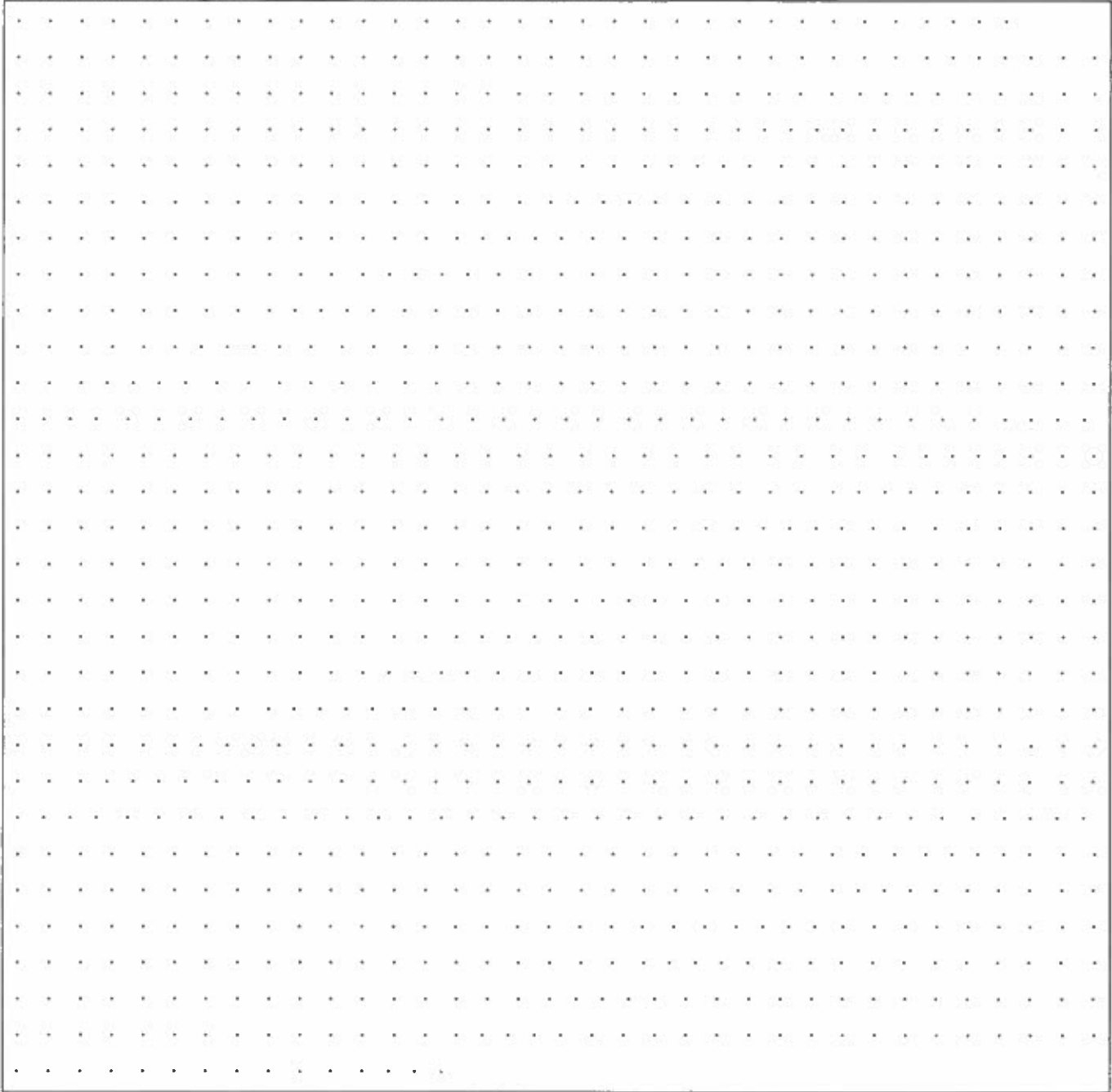
Additional information, such as patio slabs, walkways, roof overhangs, etc., may be required for the issuance of your permit.

Property Owner (s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**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**

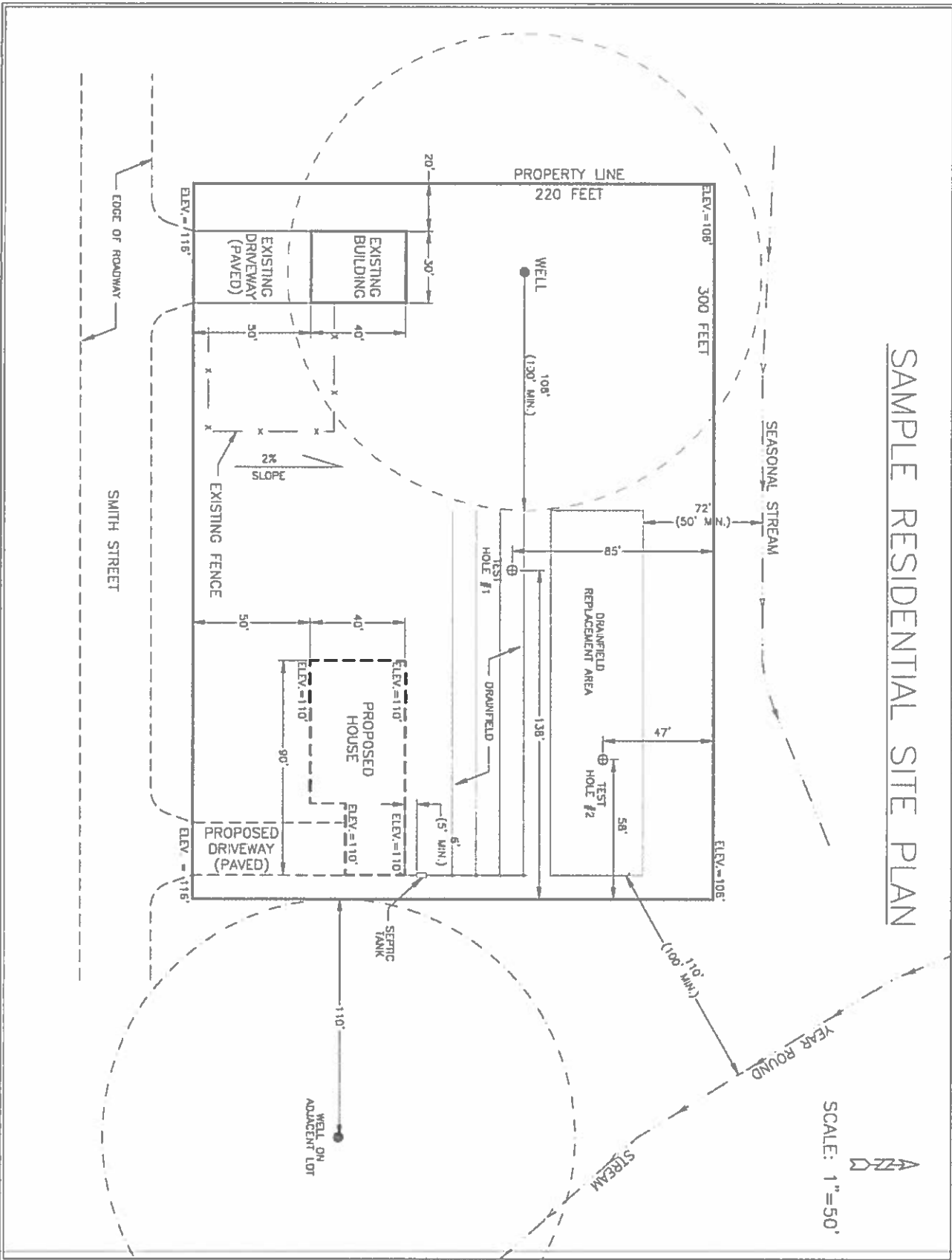
PLANNING: \_\_\_\_\_ Date: \_\_\_\_\_

PUBLIC WORKS: \_\_\_\_\_ Date: \_\_\_\_\_

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# SAMPLE RESIDENTIAL SITE PLAN



SCALE: 1" = 50'

