

APPLICATION REVIEW INSTRUCTION PACKET

CHECKLIST

Complete application including but not limited to:

- Copy of the current deed
- Evidence the property was lawfully created either partition or subdivision, or by deed prior to 9/4/1974
- Complete site plan
- Other required information as necessary (grading plan, landscaping plan, elevation drawing, soils map.....)
- Appropriate signatures
- Filing Fee

GENERAL INFORMATION

1. Limitation of Approval: If approved, the proposal may be subject to conditions which will run with the life of the project regardless of owner. All development/uses shall comply substantially with the request as submitted, which includes but is not limited to dimensions, location, and operating hours. Please make sure what you are proposing is clearly indicated on the application.
2. Applicant(s) vs. Owner(s): Whereas any person can be an applicant, Wasco County cannot review an application unless all property owners have signed the appropriate location. Owners are identified as those individuals listed on the current deed or those individuals listed as buyers in an escrow contract.
2. Notification of adjacent property owners is required as follows:
 - a) Inside the National Scenic Area within 500 feet of subject parcel in the A-1, A-2, F-1, F-2, F-3, OS and AS zones, and 300 feet in all other zones.
 - b) Outside the National Scenic Area within 750 feet of subject parcel in the EFU, F-2, and F-F zones, and 300 feet in all other zones.
3. Marking and Flagging of the following will be required to enable the Planner to view the proposal on site:
 - a) The corners of all new structures
 - b) The point of entry to the property
 - c) All proposed underground utilities
4. Location of Information: If you are unable to find information required in an application, contact the Planning Department for direction.
5. Additional Information may need to be provided prior to processing the application.
6. Accessory Buildings will only receive zoning approval if the primary use has already been established or is being applied for simultaneously.

LEGAL PARCEL DETERMINATION

The purpose of this requirement is to establish that the property was legally created. Wasco County can only approve developments or uses, on property that has been legally created. In order to establish a property as legally created, you may submit:

1. Deeds describing the property was created in its current configuration prior to September 4 1974. The Planning Department will have a list of the deeds necessary for this determination but the applicant will be required to go the County Clerk's Office to get copies.
2. Evidence that the property was created by subdivision or partition. If a property has been legally subdivided or partitioned a plat will be filed with Wasco County and information will be available at the Planning Department.

SITE PLAN REQUIREMENTS

A site plan describing the site and proposed development shall be drawn on a separate grid paper with permanent black or blue ink so that it is reproducible. See back of attached site plan for required information.

The map allows the planner and other interested parties to clearly understand the nature of the proposal and its relationship to the property, as well as surrounding properties. Depending on the complexity and nature of the proposal, you may desire to hire a professional to prepare an adequate site plan.

VICINITY MAP

It may be helpful to submit a vicinity map showing the property in relation to other properties and roads. The following are websites have information which can all be copied and printed from your computer.

<http://www.ormap.org>

This site has the Department of Revenue Maps which the Planning Department uses. If you do not know the map it is on please contact the Planning Department.

<http://terraserver.microsoft.com>

This site has aerial photographs.

<http://www.topozone.com/>

This site has USGS quad maps.