



595 Main St. Aumsville, Oregon 97325
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www.aumsville.us

CHANGE OF USE APPLICATION TYPE I ACTION

I acknowledge that if the actual cost to process and review the application by contracted or full-time staff exceeds the application fee, the applicant will be responsible for the excess charges. The fee would be considered a deposit toward the actual cost.

FOR OFFICE USE ONLY

Filing fee: \$1250

Date Rec'd/Fee Pd

Receipt No.

Site Address/Location: _____

Applicant: _____

Address: _____

Phone: _____ **Cell:** _____

Contact Email: _____

Property Owner (if different than applicant): _____

Address: _____

Phone: _____ **Cell:** _____

Contact Email: _____

We, the undersigned property owner(s) or authorized agent(s), request a Change of Use to allow the construction/expansion of (short description):

For the following reason: _____

1. Current Information

- a) Address and general location of the property: _____

- b) Current zoning: _____
- c) Total current area (square feet): _____
- d) Dimensions of the current property: _____
- e) Current use of the property: _____
- f) Number of existing structures and general description: _____

- g) Is this area served by curbs and sidewalks? **YES** ☐ **NO** ☐
- h) Total number of employees: _____

2. Additional Comments and Explanations

3. Attachments

- a) A certified list obtained from Marion County, or a title company, of the names of the owners of all property and their mailing addresses within 100 feet of the boundary of the subject property proposed for a site review and a page of labels. Property owned by the City of Aumsville shall not be included as part of the affected area. Please include the name and address of the applicant and property owners of the subject property.

The following information shall be submitted as part of a complete application for Site Design Review:

☐ **Site Analysis Map.**

- a) Containing the applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the city, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions, and gross area shall be identified;

☐ **Proposed Site Plan.** The site plan shall contain the following information, if applicable:

- a) The proposed development site, including boundaries, dimensions, and gross area;
b) Features identified on the existing site analysis map which are proposed to remain on the site;
c) Features identified on the existing site map, if any, which are proposed to be removed or modified by the development;

☐ **Architectural Drawings.** Architectural drawings shall be submitted if required.

☐ **Landscape Plan.** A landscape plan is required and shall show the following:

- a) The location and height of existing and proposed fences and other buffering or screening material;
b) The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
c) The location, size, and species of the existing and proposed plant materials (at time of planting);

- d) Existing and proposed building and pavement outlines;
- e) Specifications for soil at time of planting, irrigation if plantings are not drought tolerant (may be automatic or other approved method or irrigation) and anticipated planting schedule.

☐ **Sign drawings shall be under separate application in conformance with the city's sign ordinance (Section 19.00).**

☐ **Copies of all existing and proposed restrictions and covenants.**

4. Site Design Review:

- a) Does the application comply with all of the applicable provisions of the underlying land use zone, including: building and yard setbacks, lot area and dimensions, lot coverage, and other special standards as may be required for certain land uses?

YES ☐ **NO** ☐ **Please explain:** _____

- b) Does the proposal upgrade any existing development that does not comply with the applicable land use zone standards, in conformance with Sections 4.10 through 4.12, Nonconforming Uses and Development?

YES ☐ **NO** ☐ **Please explain:** _____

- c) Does the proposal match the characteristics of adjoining surrounding uses?

YES ☐ **NO** ☐ **Please explain:** _____

- d) Does the application comply with the supplementary zone regulations contained in Sections 18.00, 19.00, 22.00, 23.00, and any other applicable zone regulations in the development code?

YES ☐ **NO** ☐ **Please explain:** _____

- e) Will the application increase the parcels' or the structures' use of the public improvements facilities?

YES ☐ **NO** ☐ **Please explain:** _____

- f) Does the application address noise and/or visual buffering from non-compatible uses, drainage and erosion control needs, and public health factors?

YES ☐ **NO** ☐ **Please explain:** _____

- g) Does the application address problems that may arise due to development within potential hazard area and retention of existing natural features on the site?

YES ☐ **NO** ☐ **Please explain:** _____

**5. This application must be signed by the applicant and all owners of the applicable property.
(Prepare and attach additional signatures, if necessary.)**

Applicant Signature: _____ **Date:** _____

Applicant Signature: _____ **Date:** _____

Property Owner Name (please print): _____

Property Owner Signature: _____

Mailing Address: _____

Property Owner Name (please print): _____

Property Owner Signature: _____

Mailing Address: _____