



CONDITIONAL USE INSTRUCTION & INFORMATION SHEET

PURPOSE OF A CONDITIONAL USE APPLICATION

A conditional use is an activity generally similar to uses allowed in a specific zone, but because of the potential for impacts on adjoining properties must meet specific criteria in order to be approved. The uses listed as conditional uses within a zone classification may be approved as long as findings can be made that the conditional use criteria have been met.

APPLICATION SUBMITTAL REQUIREMENTS

All of the following items must be provided at the time the application is submitted. If any item is missing, the application may not be accepted for processing. Please complete the application carefully and accurately. If there are any questions regarding the application or application requirements, Please call the Keizer City Planner at (503) 856-3441.

Following is a list of items that must be submitted in addition to the application form:

- A. A copy of the latest officially recorded title transfer instrument (deed, warranty deed, or contract) giving the legal description for each of the properties involved in the conditional use application.
- B. A plot plan drawn in black ink on a separate sheet of paper. If plan is larger than 11" x 17" then a scaled down version no larger than 11" x 17" will be required for copying purposes. The plot plan drawing must utilize a standard scale (i.e. 1'=10 feet, or, 1"=20 feet, etc...).

The plot plan must include the following items:

- 1. The names and addresses of the property owners involved in the conditional use application.
 - 2. Show each parcel involved in the conditional use application. Show the parcel dimensions for each parcel.
 - 3. Location and distance of all existing or proposed structures from the existing parcel lines.
 - 4. Show the location of any access or utility easement which might be affected by the conditional use.
 - 5. Show the names of any existing streets or easements, which front the affected properties.
 - 6. Include a vicinity map showing the overall location of the parcels.
 - 7. Include a north arrow and scale.
- C. A written statement explaining your reasons for the proposed conditional use and how the proposed conditional use conforms to the application criteria listed below

and the requirements of the particular zone in which the property is located.
Please include any extraordinary circumstances, which might apply to the request.

APPLICATION CRITERIA AND REVIEW

Conditional Use Permits shall be approved if the applicant provides evidence substantiating that all the requirements of this Ordinance relative to the proposed use are satisfied, and demonstrates that the proposed use also satisfies the following criteria:

- A. The use is listed as a conditional use in the underlying district.
- B. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and location of improvements and natural features.
- C. The proposed development is timely, considering the adequacy of transportation systems, public facilities and services, existing or planned for the area affected by the use.
- D. The proposed use will not alter the character of the surrounding area in a manner that substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying district.
- E. The proposal satisfies any applicable goals and policies of the Comprehensive Plan which apply to the proposed use.

APPLICATION PROCESSING

Applications subject to administrative review shall be reviewed and decided by the Zoning Administrator.

- A. **Initial Review.** Upon receipt of a Conditional Use application, the City staff shall review the application for completeness.
 - 1. Applications shall not be deemed complete and reviewed until the applicant has submitted all required information.
 - 2. If incomplete, the applicant shall be notified and provided additional time of up to 30 days to submit supplemental information as necessary. If on the 31st day the application remains incomplete, the application materials will be returned to the applicant and a refund will be processed.
 - 3. **Complete Application.** The application shall be deemed complete within 30 days of the original submittal for the purposes of all related timing provisions.
- B. Once the application is determined to be complete, the planning staff will determine if additional comments are required from affected agencies. If comments are required, a request for comment form will be sent out to the affected agencies. After receipt of the comments, the planning staff will complete a written decision for the application. The decision will contain an evaluation of the criteria used to approve

or deny the application request. The decision also contains information on the applicant's rights of appeal. The decision is mailed to the applicant and all affected property owners located within 250 feet of the external property lines of the affected property.

- C. Withdrawal of applications deemed complete must be in writing and signed by all parties involved in the application request. A refund may be processed if the withdrawal is done prior to the completion of a staff report.

OTHER CONDITIONAL USE ACTIONS

- A. Signs. Pursuant to Section 2.308.09 certain types of signs require Conditional Use approval. A sign conditional use contains specific decision criteria which is found in Section 2.308.09. The Conditional Use request for signs is subject to a Type I-B review process.
- B. Floodplain Development Permit. Pursuant to Section 2.122.06 certain types of floodplain development requires Conditional Use approval. A floodplain conditional use contains specific decision criteria which is found in Section 2.122.07. The Conditional Use request is subject to a Type I-B review.
- C. Greenway Development Permit. Pursuant to Section 2.123.04 certain types of Greenway activities require Conditional Use approval. A Greenway conditional use contains specific decision criteria which is found in Section 2.123.06. The Conditional Use requests are subject to a Type I-B review.

6. THE APPLICANT(S) SHALL CERTIFY THAT:

- a. The above conditional use request does not violate any deed restrictions that may be attached to or imposed upon the subject property.
- b. If the application is approved, the applicant will exercise the rights granted in accordance with that approval and will be subject to all conditions and limitations of approval.
- c. All of the above statement and any statements included on the plot plan and exhibits attached to the plot plan are true to the best of the applicant's knowledge; and the applicant acknowledges that any permit issued on the property may be revoked if it is found that any statements are false.
- d. The applicant acknowledges that this application and all applicable policies and criteria have been read and understood, and that the requirements and criteria for approving or denying the application are also understood.

SIGNATURE(s) of APPLICANT

Dated this _____ day of _____, 20_____.

AGENT AUTHORIZATION

Fill out and sign this portion of the application if you (the applicant) are going to designate another individual as your agent. By signing this section you authorize the person named to act as your agent and agree to be bound by all representations and agreements made by the designated agent.

I, _____, hereby authorize _____ to act as my representative and agent in all matters pertaining to the processing and approval of this land use application, and agree to be bound by all representations and agreements made by the above designated agent.

Applicant's Signature

Date

Applicant's Signature

Date

AUTHORIZATION BY PROPERTY OWNER(S)

Property owners and contract purchasers are required to authorize the filing of this application and must sign below. All signatures represent that they have full legal capacity to and do hereby authorize filing of this application and certify that the information and exhibits herewith submitted are true and correct.

SIGNATURE

ADDRESS & PHONE

_____ (phone)

SIGNATURE

ADDRESS & PHONE

_____ (phone)

SIGNATURE

ADDRESS & PHONE

_____ (phone)

FOR OFFICE USE ONLY

Township _____ Range _____ Section _____

Tax Lot Number(s) _____

Zone _____

Application elements submitted:

_____ (a) Title transfer

_____ (b) Plot Plan

_____ (c) Statement

_____ (d) Filing fee

Date Application Determined Complete

Application Accepted By