



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

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**TYPE IB LAND USE REVIEW  
\$300.00**

Date Received: \_\_\_\_\_ Receipt number: \_\_\_\_\_ Fee paid: \_\_\_\_\_

Application accepted by: \_\_\_\_\_ Application reviewed by: \_\_\_\_\_

**THIS FORM MUST BE FILLED OUT COMPLETELY, IN INK OR TYPE WRITTEN**

**I. Property Owner/Applicant Information**

A. Applicant(s) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone number (home) \_\_\_\_\_ (work) \_\_\_\_\_

**II. Property Information**

A. Legal description of property: Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_  
Tax Lot \_\_\_\_\_

B. Additional Properties:

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_  
Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_  
Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_  
Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_  
Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_

C. Site Address (if any) \_\_\_\_\_  
\_\_\_\_\_

D. Zoning designation \_\_\_\_\_ Comp Plan designation \_\_\_\_\_

**III. Owner/Applicant Certifications**

I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true and any approval granted based on this information may be revoked if it is found that such statements are false.

Owner/applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Owner/applicant signature \_\_\_\_\_ Date \_\_\_\_\_

**IV. Verification of Ownership**

**Only the owner of the property is authorized to complete this section.**

A. I hereby certify that this application does not violate any recorded codes, covenants or restrictions that are attached to the subject property.

I have the following legal interest in the property:

\_\_\_\_\_ owner of record

\_\_\_\_\_ land sales contract purchaser

\_\_\_\_\_ holder of a recorded exclusive option to purchase

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

B. This section to be completed by Linn County Assessor or Planning and Building staff. County Code does not allow an application to be reviewed unless the owner has first authorized it. The assessor's office records are used to verify the ownership.

The Linn County Assessor's Office records indicate that:

Township\_\_\_\_, Range\_\_\_\_, Section(s)\_\_\_\_\_, Tax Lot(s)\_\_\_\_\_

is owned or is being purchased by: \_\_\_\_\_

If more than one owner is included, please list all other owners.

Other owners:

(1) \_\_\_\_\_

(3) \_\_\_\_\_

(2) \_\_\_\_\_

(4) \_\_\_\_\_

\_\_\_\_\_  
Assessor or Planning Staff Signature

\_\_\_\_\_  
Date

**V. DEVELOPMENT REVIEW**

A. Describe in detail the proposed use and your development plans for the property. Include a description of the number and type of buildings and their intended use, roadways, driveways, parking lots, signs, landscaping, drainage plans and outdoor lighting. A site plan is also required (see attached site plan requirements).

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B. Please describe the operating characteristics of the proposed use.

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C. Will any other permits from local or state agencies be required? If yes, please list permits needed and if they have been secured.

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D. How much land area will be used for the proposed activity? Will the proposed use generate wastewater and if so, how will it be disposed?

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E. Will the proposed use require a water supply? If so, how much will be needed and how will it be supplied?

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F. Please describe the types of vehicles, machines and/or tools to be used. Please estimate the amount of vehicle trips per day that will be generated by the proposed use.

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G. What are the proposed hours and days of operation? Will any products be offered for sale on the property? If products are sold, what will be sold?

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H. How many people will be employed including the applicant? Please indicate whether the employees will be full or part-time. Will anyone live on the property? If so, who?

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I. Does the property front on a county road or public road? Which one? Is there an existing driveway and how is it improved (gravel, asphalt, concrete)? Is access to the property provided by a roadway easement? If so, when was the easement recorded with Linn County? Please provide a copy of the recorded easement.

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J. How is the property now used? Are there any unique features on the property such as a creek, steep topography, or wetlands?

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K. Please describe the land uses on adjoining properties.

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L. Will your proposed use be compatible with the surrounding area? Explain the reasons for your answer.

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M. Explain how the proposed use will not force a significant change in, or significantly increase the cost of, accepted farm or forest practices on surrounding lands devoted to farm or forest use.

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N. If the property is located within a forested area, explain how the proposed use will not significantly increase fire hazard or significantly increase fire suppression costs or significantly increase risks to fire suppression personnel.

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O. You must submit a site plan (drawing) that shows the property dimensions, location of any existing structures, the proposed location of new structures and any natural features such as hills, drainage ways, and streams and natural vegetation. An example is attached.

**VI. APPLICANT CERTIFICATION**

I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true and any approval granted based on this information may be revoked if it is found that such statements are false.

\_\_\_\_\_  
Applicant signature

Date \_\_\_\_\_

## STANDARD SITE PLAN DRAWING

For a complete and accurate evaluation of your proposal, it is necessary to include sufficient information and detail on a site plan drawing. An example is provided as a guide to the preparation of your plan. The site plan you submit will constitute the formal development plan upon which your request is based.

You may submit separate plans to show details of particular aspects of your proposal, i.e. landscaping, off-street parking, topography and drainage plans.

Any public or semi-public use or activity will require written detail and description of such use, i.e. number of employees, hours of operation, unusual equipment or activities that may produce noise, odor, glare, vibration, etc., equipment storage areas, guard or watchman requirements, aerial hazards and road access needs.

This site plan requirement is in addition to any other requirements for zoning, building, sanitation or other governmental permits or standards compliance.

### SITE PLAN REQUIREMENTS:

- (1) The site plan must be submitted on paper no larger than 8½ inches by 14 inches and drawn to scale.
- (2) Indicate the scale (for example, 1" = 800') on the site plan.
- (3) Include a North arrow indicating the direction of North on the map.
- (4) Include the applicant's name and address in an information block at the bottom of the page.
- (5) Show the dimensions of the property. These may be taken from surveys, deeds and assessor's records.
- (6) Indicate the names of roads adjacent to the property.
- (7) Indicate the approximate distance and direction to nearest city or town.
- (8) Indicate the dimensions and distance from property lines to all structures, both existing and proposed, as well as fences, culverts, light standards and signs on the property and adjacent properties.
- (9) Indicate the location of existing and proposed access ways, parking and loading areas, approaches and barriers. The type of surfacing should be indicated.
- (10) Identify the location of significant land features, such as streams, creeks, drainage areas and slope.
- (11) Identify the location of existing and/or proposed septic tanks, repair areas and wells. If known, indicate any wells or septic systems on adjacent properties if they are within 10 feet of this property.
- (12) Indicate existing uses of land (cultivation, pasture, timber, etc.). Indicate types of crops, pasture, grass and timber species.

Attach sample plot plan (see sample plot plan on Planning and Building webpage)