



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

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**CONDITIONAL USE PERMIT APPLICATION:  
DWELLING FOR A RELATIVE OF THE FARM OPERATOR**

**Application Fee: \$650.00**

**Application Check List (for departmental use only)**

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

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

Date deemed complete: \_\_\_\_\_ Final action time limit date: \_\_\_\_\_

File number assigned: \_\_\_\_\_ Planner assigned: \_\_\_\_\_

Other applications included: \_\_\_\_\_

\_\_\_\_\_ **Environmental Health Program Certification.**

The proposal has approved sewage disposal system and repair areas.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Proof of potable water

\_\_\_\_\_ Property includes a recognized access or an access recognition application is included.

\_\_\_\_\_ Verification of ownership

\_\_\_\_\_ Property is an authorized unit of land

\_\_\_\_\_ Owner/applicant name(s), address(es)

\_\_\_\_\_ Owner/applicant signature(s)

\_\_\_\_\_ Complete Site Development Plans

\_\_\_\_\_ Property development standards can be met

\_\_\_\_\_ Proposal is located within:

UGA \_\_\_\_\_ Planning area \_\_\_\_\_

Fire District \_\_\_\_\_ A.O./Airport notification area \_\_\_\_\_

Floodplain \_\_\_\_\_ Hazard Area \_\_\_\_\_ Wetland \_\_\_\_\_

Wildlife Habitat \_\_\_\_\_ Riparian Habitat \_\_\_\_\_ Fish Habitat \_\_\_\_\_

S.B.H.O. \_\_\_\_\_ Historic \_\_\_\_\_ Greenway \_\_\_\_\_

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

I. Property Owner/Applicant Information

- A. Applicant(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone number (home) \_\_\_\_\_ (work) \_\_\_\_\_
- B. Property owner(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone number (home) \_\_\_\_\_ (work) \_\_\_\_\_
- C. Applicant's representative (if any) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone number (home) \_\_\_\_\_ (work) \_\_\_\_\_

II. Property Information

- A. Legal description of property: Township \_\_\_\_\_ Range \_\_\_\_\_ Section(s) \_\_\_\_\_  
Tax Lot(s) \_\_\_\_\_
- B. Parcel size \_\_\_\_\_ Size of farm tract \_\_\_\_\_
- C. Site Address (if any): \_\_\_\_\_  
\_\_\_\_\_
- D. Zoning designation \_\_\_\_\_ Comp Plan designation \_\_\_\_\_
- E. Nearest city or town \_\_\_\_\_ Distance \_\_\_\_\_  
Nearest cross road \_\_\_\_\_ Distance \_\_\_\_\_
- F. Adjacent parcels under the same ownership:  
Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_ Tax Lot \_\_\_\_\_ Size \_\_\_\_\_  
Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_ Tax Lot \_\_\_\_\_ Size \_\_\_\_\_
- G. Name of Fire Protection District \_\_\_\_\_

III. Land Use Information

- A. Describe any dwellings, barns, buildings, structures, fences, wells, septic systems or other improvements that are on the property. (Show these improvements on your site plan.)

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- B. Describe any natural features on the property such as drainage ways, creeks, streams, swales, wetlands, ponds, steep slopes or hills. (Show these features on your site plan.)

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- C. How is access to be provided to the property?

County road name \_\_\_\_\_

Local Access road name \_\_\_\_\_

State Highway name \_\_\_\_\_

Volume and page number of recorded easement to a public road (attach copy) \_\_\_\_\_

- D. Describe the proposed driveway.

1. How wide will the road surface be? \_\_\_\_\_

2. If over an easement, what is the width of the easement? \_\_\_\_\_

3. Will any water bodies be crossed by the access? \_\_\_\_\_

4. If crossing any water bodies, will the crossing be by bridge or culvert(s)? \_\_\_\_\_

5. Will the driveway intersect with a public road at an existing access point or will this be a new access point? \_\_\_\_\_

IV. Farm-Relative Dwelling Decision Criteria (*LCC 933.420*)

- A. Who resides in the existing dwelling(s) on the property? \_\_\_\_\_

- B. Who is the farm operator? \_\_\_\_\_

- C. Who would reside in the proposed farm-relative dwelling? \_\_\_\_\_

- D. What is the family relationship between the farm operator and the occupant of the proposed farm-relative dwelling? \_\_\_\_\_

- E. Will the proposed dwelling be located on the same Tax Lot as the farm operator's dwelling? \_\_\_\_\_

F. Describe in detail the current farm use of the property. For example, describe whether it is row crops, pasture, hay, grass seed production, or other farm use, and the number of acres devoted to each farm use. If it's livestock, describe whether it is cattle, sheep, horses, poultry or other farm animals, and the number of farm animals involved in the farm operation. Attach another sheet of paper if necessary. Indicate the location of existing farm activities on the farm management plan.

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G. Explain why the farm operator requires the assistance of the occupant of the proposed farm-relative dwelling in the management and farm use of the existing, commercial farming operation.

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H. Describe in detail how the occupant of the proposed farm-relative dwelling will be principally engaged in the farm use of the land, such as planting, harvesting, marketing, or caring for livestock, at a commercial scale.

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V. General Conditional Uses Criteria [LCC 933.310(B)(1-3)]

A. The development site must have the physical characteristics needed to support the use. Those characteristics include, but are not limited to, suitability for a sewage treatment system and an adequate supply of potable water [LCC 933.310(B)(1)].

Does the development site have approval for a sewage treatment system? ( ) Yes ( ) No

**Attach a copy of the approved septic site evaluation with the application.**

B. Does the development site have an adequate supply of potable water? ( ) Yes ( ) No  
Describe the source and volume of the domestic water supply for the proposed dwelling.  
Attach a copy of the water well report or other water supply information. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. To the best of your knowledge, will the proposed dwelling be located within an area subject to flooding, landslides or other natural hazards? ( ) Yes ( ) No  
If yes, explain how the proposal will be designed and engineered to comply with accepted hazard-mitigation requirements [LCC 933.310(B)(2)]: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Will the proposed dwelling have a significant adverse impact on fish or wildlife habitat [LCC 933.310(B)(3)]? ( ) Yes ( ) No  
If not, explain why not: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VI. Attachments

**YOU MUST SUBMIT THE FOLLOWING ATTACHMENTS WITH THIS APPLICATION:**

- A. A site plan showing the property dimensions, location of existing and proposed structures and natural features. A more complete description of what is required in a site plan is attached to the application. The site plan must be submitted on paper no larger than 8½ inches by 14 inches and must be drawn to scale.
- B. A farm management plan identifying the location of existing and proposed farm uses on the property.
- C. The current deed or contract showing ownership and containing the property's legal description.
- D. A copy of the easement of road access, if applicable.
- E. Before the application can be reviewed, an on-site sewage disposal system must be approved for use on the parcel. Contact the Linn County Environmental Health Program (EHP) to obtain an application (967-3821). Attach a copy of the site evaluation or certificate of satisfactory completion from EHP.

F. A copy of the water quantity and quality test results showing an adequate supply of potable water.

VII. Owner/Applicant Certifications

I hereby acknowledge that, pursuant to LCC 933.420(B)(7), if the application is approved, no land division shall be permitted on the property used to qualify the farm-relative dwelling until the farm-relative dwelling is removed or otherwise authorized through another land use action.

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 \_\_\_\_\_

VIII. 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.

B. I have the following legal interest in the property:  
\_\_\_\_ owner of record  
\_\_\_\_ land sales contract purchaser  
\_\_\_\_ holder of a recorded exclusive option to purchase

C. Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE NOTE: 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

IX. DECISION CRITERIA

**LCC 933.420 Farm-relative dwellings**

(A) *Farm-relative dwelling.* A farm-relative dwelling may be permitted on an authorized unit of land in the EFU and in the farm area of the F/F zoning districts if the criteria and requirements if the criteria and requirements of this subsection (B) are met through a Type IIA review.

(B) The dwelling shall be:

- (1) for the relative of a farm operator;
- (2) on property used for farm use;
- (3) located on the same authorized unit of land as the dwelling of the farm operator;
- (4) occupied by a grandparent, grandchild, parent, child, brother or sister of the farm operator or the farm operator's spouse;
- (5) occupied by persons whose assistance in the management and farm use of the existing, commercial farming operation is required by the farm operator. The farm operator shall continue to play the predominant role in the management and farm use of the farm.
- (6) The criteria in LCC 933.310(B)(1) to (3); and
- (7) *Requirement.* No land division shall be permitted until the farm-relative dwelling is removed or otherwise authorized through another land use action.
- (8) If the owner of a dwelling described in this section obtains construction financing or other financing secured by the dwelling and the secured party forecloses on the dwelling, the secured party may also foreclose on the homesite, as defined in ORS 308A.250, and the foreclosure shall operate as a partition of the homesite to create a new parcel. Prior conditions of approval for the subject land and dwelling remain in effect.
- (9) For purposes of this section, “**foreclosure**” means only those foreclosures that do not meet the definition of partition under ORS 92.010 (7) (a).

**LCC 933.310 RRZ conditional uses; generally**

(B) *Decision Criteria.*

- (1) The development site has physical characteristics needed to support the use. Those characteristics include, but are not limited to, suitability for a sewage treatment system and an adequate supply of potable water.
- (2) The development will not be located within a mapped geologic hazard area or within 100-year floodplain unless it is demonstrated that the proposal can be designed and engineered to comply with accepted hazard mitigation requirements.
- (3) The proposal will not have a significant adverse impact on sensitive fish or wildlife habitat.

If you have any questions about the conditional use permit process, please feel free to contact this department at (541) 967-3816. Planning staff are available from 8:30 - 12:00 and 1:00 - 5:00 Monday through Friday.

### 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" = 200') 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 web page)**