



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

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TYPE IIA – ADMINISTRATIVE ACTION
Alteration, Restoration, or Replacement of a Lawfully Established Dwelling

Application Fee: \$650.00

Date Received: _____ Receipt number _____ Fee Paid: _____

Application accepted by: _____ Application reviewed by: _____

THIS FORM MUST BE FILLED OUT COMPLETELY, IN INK OR TYPEWRITTEN

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. Property size _____
- C. Site Address (if any): _____

- D. Zoning designation _____ Comp Plan designation _____

III. Decision Criteria (LCC 933.180(B))

- A. Is the dwelling to be replaced currently on the property? _____ Yes _____ No
- B. If the dwelling is no longer on the property, when was the dwelling removed? _____
Attach documentation verifying that the dwelling was present and habitable until that date.
- C. The dwelling was established on the property in what year? _____
- D. Is the dwelling a frame-built home or a manufactured home? _____
- E. Is the dwelling currently occupied? _____ Yes _____ No
- F. Does the dwelling have intact exterior walls and roof structure? _____ Yes _____ No
- G. Does the dwelling have indoor plumbing consisting of kitchen sink, toilet, and bathing facilities connected to a sanitary waste disposal system? _____ Yes _____ No
If yes, describe the plumbing facilities: _____

- H. Does the dwelling have interior wiring for interior lights? _____ Yes _____ No
- I. Does the dwelling have a heating system? _____ Yes _____ No
If yes, please describe the heating system? _____

IV. 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. The site plan must be submitted on paper no larger than 8 ½ inches by 14 inches and must be drawn to scale.
- B. The current deed or contract showing ownership and containing the property's legal description.
- C. Any documentation verifying that the dwelling was present and habitable within the last 12 months.

V. 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** _____

VI. 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 ordinance 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

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 plotplan on Planning and Building webpage)