



City of Scio

Planning File No.:

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Scio, OR 97374

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cathy@sciooregon.gov

Conditional Use Application

APPLICANT INFORMATION

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

Applicant Certification

I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true; that the proposed land use activity does not violate covenants, conditions and restrictions associated with the subject property; and any approval granted based on this information may be revoked if it is found that such statements are false.

I acknowledge and agree that I will be responsible for any additional costs incurred by the City of Scio for the review and processing of this land use application in accordance with the city's land use fee policies.

Signature: _____ Date: _____

PROPERTY INFORMATION

Situs Address: _____	Nearest Cross Street: _____
Assessor Map & Tax Lot Number(s): _____	
Current Zoning: _____	
Total Area (sq ft. or acres): _____	
Current Use of Property: _____	

PROPOSED USE

Reason for requesting conditional use: _____

Proposed Use: _____

Describe uses of property surrounding your property (attach additional page if needed):

North: _____

East: _____

South: _____

West: _____

Describe the existing buildings and uses on the property (attach additional page if needed):

Describe the physical characteristics of your property (areas subject problems of flooding, location of drainage ways, wetlands, etc.) (attach additional page if needed):

Describe any potential impacts to adjacent properties. Will the proposed use affect the livability or affect any future development of abutting properties? (attach additional page if needed):

Describe the vehicular access to your property (attach additional page if needed):

Does your property have city water? _____ Pipe Size? _____

Does your property have city sewer? _____ Line Size? _____

FEES AND COSTS INCURRED BY THE CITY ARE THE APPLICANT'S RESPONSIBILITY

The application fee is used to cover the costs incurred by the City of Scio in processing the application, including but not limited to: the time spent by the city staff, professional fees for the City Planner, Engineer and/or City Attorney and for the costs to publish hearing notices, recording of documents or other administrative costs.

If the application fee does not cover all of the costs incurred by the City of Scio, the applicant/or applicant's representative requesting the land use action will be billed by the City of Scio for the additional costs incurred by the City. The applicant shall pay the City immediately upon receipt of a bill. Failure to pay fees as prescribed in the city's land use fees resolution may result in building permits, utility service connections or other development approvals being withheld until the collection of fee's are paid in full or otherwise resolved.

By executing and filing this land use application, the applicant and/or applicant's representative acknowledges and agrees to reimburse the City for any additional costs incurred by the City to process the land use application.

PROPERTY OWNER(S) SIGNATURE(S) & CONTACT INFORMATION

Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

REQUIRED SUBMITTALS

- Signed Application
- A \$250 Fee.
- Map of the property showing where the conditional use will be located.
- The Map shall show:
 - a. The boundaries and dimensions of the property.
 - b. The location and use of existing buildings on the property, and the distance of these buildings from the property lines.
 - c. The location and proposed use of future buildings or building additions on the property.
 - d. The location of existing and proposed water and sewer lines serving the property.
 - e. The location of existing and proposed vehicular access onto the property.
 - f. The location, size and number of parking spaces for proposed off-street parking.
 - g. The location and type of screening and landscaping.
 - h. The location of drainage ways and areas subject to flooding.
- Applicant’s letter or brief narrative describing the proposal and addressing the conditional use approval criteria in Section 8.070 of Scio Zoning Ordinance No. 561.

APPROVAL CRITERIA

A proposal for a conditional use permit must comply with the following criteria:

1. The location, size, design, and operating characteristics of the proposed development are compatible with and will not adversely affect the livability or appropriate development of abutting properties and the surrounding neighborhood.
2. The proposed development site has the physical characteristics needed to support the use considering factors such as potential drainage problems and access to a public street.
3. The proposed development will not unduly affect the capacity of current public facilities including streets and utility systems.
4. The proposed development is consistent with the goals and policies in the comprehensive plan.

APPROVAL PROCESS

The Scio Planning Commission will hold a public hearing and make a decision to either approve or deny the proposal. A written notice of decision will be issued by the City. Notice shall be provided within five (5) days of the Planning Commission's decision.

This information is only a summary. For additional information or clarification, please refer to the Scio Zoning Ordinance No. 561 or request clarification from city staff.

OFFICE USE ONLY
PROCESS SUMMARY TIMELINE

Date Received: _____	Payment Received: _____
Received by: _____	Receipt No.: _____
Application Reviewed By: _____	Date: _____
Additional Materials Requested: _____ _____	
Application Completed on: _____	
City Planner Review Complete: _____	
Notifications Mailed on: _____	By: _____
Planning Commission Review: _____	Granted: _____ Denied: _____
Notice of Decision Mailed: _____	By: _____
Appeal Period Expires: _____	
Appealed by: _____	Date: _____
Notice of Appeal Hearing Mailed: _____	By: _____
Appeal Hearing Held: _____	Granted: _____ Denied: _____
Notice of Final Decision Mailed: _____	By: _____