



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

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PRE-APPLICATION CONFERENCE REQUEST FORM

\$250.00

Date Received: _____

Receipt number: _____

Fee paid: _____

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

I. Meeting Contact/Applicant Information

A. Applicant(s) Name _____ Phone # _____

Mailing Address _____

City _____ State _____ Zip Code _____ Email _____

Applicant is: Owner Lessee Contract Purchaser Authorized Representative of Owner

Applicant Signature: _____ Date: _____

Owner Signature (if Different): _____ Date: _____

II. Property Information

A. Site Address (if any) _____

B. Legal description of property: Township _____ Range _____ Section _____ Tax Lot _____

C. Additional Properties: _____

D. Acreage _____ Zoning _____ Well on property? (Y/N) ___ Septic on property? (Y/N) ___

E. Existing structures & existing use on property: _____

III. General Description of Proposal

Briefly describe the proposed use and your development plans for the property. If you are pursuing an amendment to a property's Comprehensive Plan land use designation and/or a zone change, specify the desired land use designation and/or zoning district: _____

IV. Required Attachments – When scheduling a meeting you will need to provide the following information:

A **scaled tentative site plan** that shows: all property lines, the street serving the property & location of the existing or proposed driveway(s), location and use of all existing and proposed buildings, structures and additions. See Page 2 for more instructions.

A **scaled floor plan** of how the use will occur the building.

A **detailed written project narrative** on a separate piece of paper that thoroughly describes existing conditions on the property and your intended action.

STANDARD SITE PLAN DRAWING INSTRUCTIONS

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)