



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

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SITE PLAN REVIEW APPLICATION \$250/\$500/\$750

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 _____

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. Site Plan

Attach a site plan which shows existing and proposed locations of buildings, access, parking, loading, landscaping, screening, fencing, drainage, water supply, sewage disposal, public utilities, and exterior lighting.

V. Development Standards

Site plans will be evaluated for compliance with all applicable standards for the subject zone in addition to any applicable provisions of Chapter 934 – Development Standards Code. Please review these standards prior to preparation of your site plan.

VI. Attachments

1. Site plan.
2. A copy of the deed for the subject property.
3. A copy of any easement granting access to the subject property, if the property does not have frontage on a public road.
4. If the applicant for this request is not the property owner, then authorization from the owner must be submitted with the application.
5. A copy of all permits, licenses, and authorizations from other government agencies pertaining to the proposed use, including highway access, water and sewer connections, state or federal discharge permits.

VII. Proposed Use of Property

- 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.

- B. Please describe the general operating characteristics of the proposed use and the hours of operation.

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

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?

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

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.

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?

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?

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)?

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