



Land Use Review & Pre-Build

FOR ALL APPLICATIONS w/o PARCEL RECONFIGURATION
342 S MAIN STREET, PO BOX 529
UNION, OR 97883
541-562-5197, ADMIN@CITYOFUNION.COM

PERMIT #:

DATE FILED:

INITIAL FEE \$:

Applicants & Property Owner/s (REQUIRED if different)	Name	_____	Name	_____
	Address	_____	Address	_____
	Phone	_____	Phone	_____
	Email	_____	Email	_____
Property	Address	_____	Min. Setbacks	N _____ S _____ E _____ W _____
	Zone	_____	Ref. #	_____
	Map #	_____	Tax Lot #	_____
	Lot Size	_____	City Services	Water _____ Sewer _____
	Flood Zone elevation certificate?	_____	Property in the Historic District?	_____

Structure Type/Proposed Use:

The applicant/owner understands and agrees:

- ☐ They assume all legal and financial responsibilities for establishing and clearly marking the location of all necessary property lines as determined necessary by the City for the proposed development;
- ☐ Building setbacks shall be measured from an established property line, not from the street, curb, sidewalk, or other improvement that is not based on a recorded survey;
- ☐ Any approvals associated with this request may be revoked if found in conflict with information represented in this application or other applicable laws;
- ☐ The approval of this request does not grant any right or privilege to erect any structure or use any premises described for any purposes or in any manner prohibited by City of Union code or regulation;
- ☐ City officials shall enter the subject property to gather information pertinent to this request and inspect activity in conjunction with the development project; and
- ☐ I/We, the undersigned, swear under penalty of perjury that the above responses are complete, accurate, made truthfully and to the best of my/our knowledge.

Applicant/s	_____	_____	_____	_____
	Signature	Date	Signature	Date
Owner/s (ALL ARE REQUIRED)	_____	_____	_____	_____
	Signature	Date	Signature	Date

CITY USE ONLY

☐ Meets Criteria ☐ Does Not Meet Criteria

Conditions:

City Official:

_____	_____	_____	_____
Signature	Date	Permit Duration	Expires

The information described below is required at the time of application submission. Application processing does not begin until the application is determined to be complete. **An incomplete application will postpone the decision or may result in denial of the request.**

Application Checklist (attach additional pages as necessary)

Plot Plan	☐ The applicant's entire property and the surrounding properties to a distance sufficient to determine the location of the development in the city, and the relationship between the proposed development site and adjacent properties and development. ☐ North arrow (compass rose) ☐ Property boundaries, dimensions, and setbacks ☐ Existing structures and proposed structures with dimensions ☐ Services and utility locations (sewer, water, power) [add source to get info] ☐ Roads and property access ☐ Easements and right-of-ways ☐ Topography (2-ft contour intervals for slopes of less than 10% and five-foot intervals for steeper slopes) ☐ All creeks, streams, ponds, springs, and other drainage ways (see FEMA Flood Map Service Center https://msc.fema.gov/portal/home AND Oregon Wetlands Mapper https://maps.dsl.state.or.us/swi/)
Floor Plans	☐ Building elevations with height and width dimensions (See use zone of §156.02) ☐ Building floor plans with dimensions and use of rooms ☐ Roof material (must be non-reflective) ☐ Note whether the structure will be hooked into city water and/or sewer
Proposal Narrative (Not for Pre-Build)	With all land use applications, the “burden of proof” is on the applicant. It is important that you clearly describe the nature of the request (who, what, when, where, and why as applicable). You must fully explain how your proposal complies with all of the applicable criteria within city ordinances on a point-by-point basis in order for this application to be deemed complete. A planner will provide the ordinances that pertain to your specific requests. ☐ I have attached a letter showing compliance with the applicable approval criteria

PROPOSED SITE PLAN
REQUIREMENTS & EXAMPLE
§ 156.184 APPLICATION SUBMISSION REQUIREMENTS

REQUIRED	WHERE APPLICABLE
☐ North arrow (compass rose)	☐ Easements and right-of-ways
☐ Scale	☐ Topography (2-ft contour intervals for slopes of less than 10% and five-foot intervals for steeper slopes)
☐ Property boundaries, dimensions, and setbacks	☐ All creeks, streams, ponds, springs, and other drainage ways (see FEMA Flood Map Service Center https://msc.fema.gov/portal/home AND Oregon Wetlands Mapper https://maps.dsl.state.or.us/swi/)
☐ Existing structures and proposed structures with dimensions	
☐ Roads and property access	
☐ Services and utility locations (sewer, water, power)	

