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CITY OF HALSEY

Conditional Use Permit

File Number: _____

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.

Signature: _____ Date: _____

PROPERTY INFORMATION

Situs Address: _____ Nearest Cross Street: _____

Assessor Map & Tax Lot Number(s): _____

Current Zoning: _____

Total Area (sq ft): _____ Lot Dimensions: _____

Current Property Use: _____

Existing Structures: _____

PROPOSED USE

Reason for requesting the conditional use: _____

Proposed Use: _____

PROPERTY OWNER SIGNATURES & CONTACT INFORMATION

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

REQUIRED SUBMITTALS

- Complete, signed Application
- \$1,000 deposit
- Site Analysis Map (see Halsey Development Code Section 4.2.5.B)
- Proposed Site Plan (HDC Section 4.2.5.B)
- Architectural drawings of all structures
- Landscape Plan (HDC Section 4.2.5.B)
- Preliminary grading plan (if development will result in grading—cut or fill—of 1,000 cubic yards or greater)
- Narrative addressing compliance with the approval criteria in HDC Section 4.4.4
- Drawings of all proposed signs
- Copies of all existing and proposed restrictions or covenants

**Multi-
ple applications can be processed under the same review with the same deposit. You can apply for a variance and a partition at the same time and submit a single \$1000 deposit. The deposit is drawn on for costs incurred in processing the application, including but not limited to: professional fees for the City Planner, Engineer, Attorney, Publications, Recording, and administrative fees. The City shall return any monies left over in the deposit within 60 days of finalizing the land use action. If there is money owed the City, the developer/person(s) requesting the land use action shall pay the City immediately upon receipt of a bill and prior to receiving any City services. Failure to pay fees as prescribed may result in building permits or other development permits being withheld.**

OFFICE USE ONLY

PROCESS SUMMARY/TIMELINE

Date Received: _____ Payment Received: _____

Received by: _____ Receipt No.: _____

Application Reviewed for completeness: _____ Date: _____

Additional materials requested: _____

Application Complete on: _____

City Planner Review Complete: _____

Notifications Mailed on: _____ By: _____

Planning Commission Met: _____ 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: _____

APPROVAL PROCESS

1. An application for a new conditional use shall be processed as a Type III procedure (HDC Chapter 4.1.5)
2. Modifications to approved or existing conditional uses are processed in accordance with HDC Chapter 4.5.
3. A conditional use permit cannot grant variances to regulations otherwise prescribed by the Halsey Development Code. A Variance application may be filed and processed at the same time as a Conditional Use Permit, and both applications may be reviewed at the same Planning Commission meeting.

APPROVAL CRITERIA

1. The site size, location, topography and access are adequate for the needs of the proposed use, considering the scale of the proposed building(s), parking, traffic, noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility, safety, and aesthetic considerations
2. The negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other Code standards, or other reasonable conditions of approval
3. All required public facilities have adequate capacity to serve the proposal
4. The criteria for Site Design Approval (HDC Chapter 4.2.6) shall be met.

CONDITIONS OF APPROVAL

The City may impose conditions that are found necessary to ensure that the use is compatible with other uses in the vicinity, and that any negative impact of the proposed use on the surrounding uses and public facilities is minimized. Possible conditions include, but are not limited to:

1. Limiting the hours, days, place and/or manner of operation
2. Requiring site or architectural design features which minimize environmental impacts such as noise, vibration, exhaust/emissions, light, glare, erosion, odor and/or dust
3. Requiring larger setback areas
4. Limiting the building height, size or lot coverage and/or location on the site
5. Designating the size, number, location and/or design of vehicle access points or parking areas
6. Requiring street right-of-way to be dedicated and street(s), sidewalks, curbs, planting strips or pathways to be improved
7. Requiring landscaping, screening, drainage, water quality facilities, and/or improvement of parking and loading areas
8. Limiting the number, size, location, height and/or lighting of signs
9. Limiting the intensity of setting standards for the location and design of outdoor lighting
10. Requiring berms, screening or landscaping and the establishment of standards for their installation and maintenance
11. Requiring and designating the size, height, location and/or materials for fences
12. Requiring the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas, drainage areas, historic resources, or cultural resources
13. Requiring the dedication of sufficient land to the public and/or construction of a pedestrian/bicycle pathways in accordance with the adopted plans and HDC Chapter 3.1

This information is only a summary. For additional information or clarification, please refer to the Halsey Development Code, or request clarification from city staff.