

THE PROCESS

An application for a conditional use permit may be reviewed administratively by the Planning staff or be referred to the Hearings Body for a public hearing.

A final decision concerning your application will be in writing and mailed to all parties to the application. The decision is final unless a written notice of appeal is filed within twelve (12) days following the date of mailing of the decision.

NOTE: Other fees and permits may be required as part of a conditional use permit. Please be sure to check with the Building Safety and Environmental Health Divisions for additional information.

This information is intended to answer some of the general questions concerning a conditional use application. If you require further assistance, please call the Planning Division office at (541) 388-6575 or come by our office in the County Administration Building located at 117 NW Lafayette. The office is open from 8:00am to 5:00pm Monday through Friday except Wednesdays when we open at 9:00am.



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CONDITIONAL USE PERMIT

FACTS TO KNOW:

- ◇ **Definition:** A conditional use is a use or activity that may be allowed in a zoning district only upon showing that such use or activity can or will comply with all criteria and standards as outlined in the zoning ordinance and comprehensive plan.
- ◇ An application for a conditional use permit may be reviewed administratively by the Planning staff or be referred to a public hearing.
- ◇ Generally, a conditional use permit can be processed within the following time frames:
 - Administrative review - about 6-8 weeks.
 - Public hearing - about 12-16 weeks.
 - Both types of decisions require a 12-day appeal period following issuance of a written decision.
- ◇ Notice of an application for a conditional use permit is sent to owners of property within a specific distance, a land use sign is posted on the subject property and, if a hearing is scheduled, notice is published in a local newspaper.
- ◇ A conditional use permit is generally valid for a period of two (2) years after the date of approval. Permits may be extended under certain circumstances.

APPLICANT'S RESPONSIBILITIES

It is a good idea to discuss your proposal with a member of the Planning Division staff prior to submitting your application. The planner can assist you with the application requirements and review your proposal.

The applicant must submit the following:

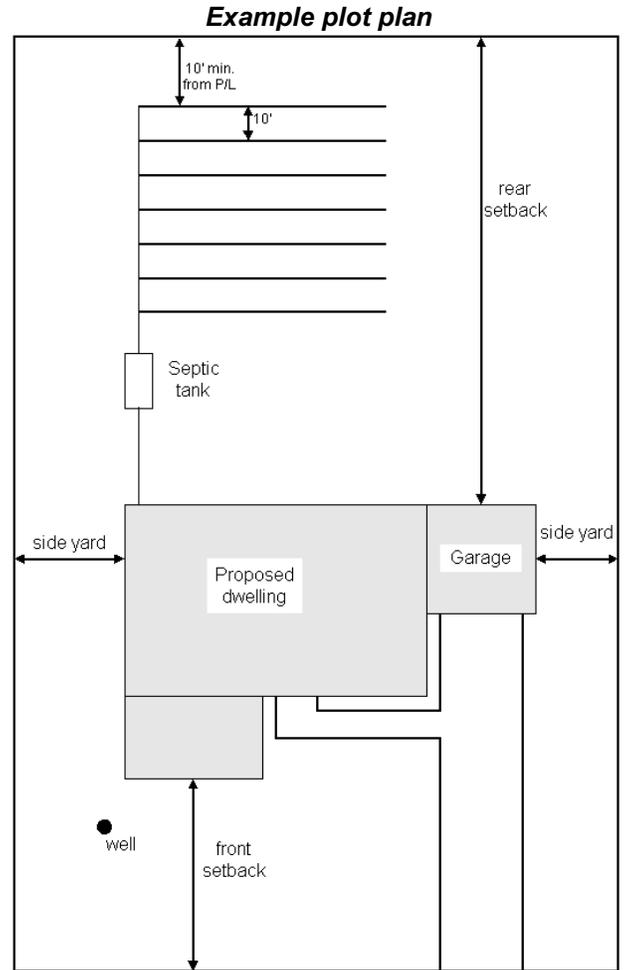
- ✓ A complete application form, with the property owner's original signature;
- ✓ A copy of the deed showing the current owners;
- ✓ A plot plan (see below);
- ✓ A detailed explanation of the use and how the applicable standards and criteria are satisfied; and
- ✓ The correct filing fee.

PLOT PLAN DRAWING

The following list outlines the information to be included on your plot plan in order for the Planning Division to fully and accurately evaluate the proposal. The plan must include the following information:

- ✓ Property description: Township, Range, Section and Tax Lot number, or subdivision name, lot and block.
- ✓ Property dimensions, North arrow, scale of drawing.
- ✓ All roads (existing and proposed).
- ✓ Driveways (existing and proposed).
- ✓ Location of all existing and proposed structures on the property.
- ✓ Distance from all existing and proposed structures to property lines (setbacks).
- ✓ Location of water source.
- ✓ Location of septic tank, drainfield and replacement area (see example).
- ✓ Location of major features such as rivers, streams, canals, irrigation ditches, and/or rock ledges/outcrops.
- ✓ Any additional information required by the Planning Division.

NOTE: Plot Plan must be drawn to scale if the parcel is one (1) acre or less.



Scale 1"=N'

NOTE: This drawing has been reduced. Plot plan drawings should be at least 8 1/2" x 11" in size.