

**CITY OF UMATILLA  
CONDITIONAL USE PERMIT**

Pursuant to the provisions of Sections 10-12-1 through 10-12-5 of Umatilla Zoning Code, application is hereby made for a conditional use permit for the following described property:

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Name of Owner \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Property Description: Map No. \_\_\_\_\_ Tax Lot \_\_\_\_\_

**For metes and bounds description, please attach legal description.**

Street Address \_\_\_\_\_

Zoning District \_\_\_\_\_

Request to Allow: \_\_\_\_\_

**IMPORTANT!:** Oregon's Land Use Planning Laws and Title 10 of the Umatilla City Code require the Planning Commission to make "findings of fact" with regard to requests for conditional use permits. The findings provide justification to either approve or deny the application. Read the questions that follow and answer them as completely as you can; use additional sheets if necessary. Your responses will be used by the City to make findings and evaluate the merits of your request. The chances of a successful application depend upon the application. If you have any questions or desire assistance in completing this application, the planning staff is available to assist you. **HOWEVER, THE APPLICANT HAS THE BURDEN OF PROOF REGARDING ALL REQUESTS FOR A LAND USE ACTION.**

1. The proposal is in conformance with the comprehensive plan and zoning ordinance. \_\_\_\_\_

\_\_\_\_\_

2. The property is adequate in size and shape to accommodate the proposed use, together with all other zoning requirements and any additional conditions imposed by the Planning Commission. \_\_\_\_\_

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3. Public facilities are of adequate size and quality to serve the proposed use. \_\_\_\_\_

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4. The proposed use will prove reasonably compatible with surrounding properties. \_\_\_\_\_

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**Additional Information To Be Furnished by Applicant:**

1. Evidence that applicant is owner or purchaser of the property or has written permission from the owner to file the application.
2. Two copies of plans and specifications, drawn to scale, showing the actual shape and dimensions of the lot to be built upon; the sizes and locations on the lot of existing and proposed structures; the intended use of each structure, the number of families, if any to be accommodated thereon; the relationship of the property to the surrounding area, the location of any existing highways, streets, easements and public utilities;

**NOTE:** If the application is deemed incomplete, the City will notify the applicant of what information is missing within 30 days of receipt of the application and allow the applicant to submit the missing information. The application shall be deemed complete upon receipt of the missing information. If the applicant refuses to submit the missing information, the application shall be deemed complete on the 31st day after the governing body first received the application.

The Umatilla Planning Commission meets the 4th Thursday of the month. Umatilla City Council generally meets on the 1st and 3rd Tuesdays of each month. Because of public notice requirements, this application must be returned to City Hall no less than four weeks before the public hearing date. For further information, contact Umatilla City Hall, 300 6th St., PO Box 130, Umatilla, OR 97882 or telephone (503) 922-3226.

The above statements are true to the best of my belief and knowledge. The undersigned understands that the Planning Commission requests my attendance, or my representative, at any meeting(s) where this request is scheduled for consideration, that the Planning Commission retains the right to approve or deny this request, and that the Filing Fee is \$100.00 *plus the actual cost for mailing and publishing notices, recording documents and consulting fees of professionals used by the City to review the application.*

Signature: \_\_\_\_\_  
*Applicant*

Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_