

## LAND USE REQUEST APPLICATION REVIEW PROCESS

### Umatilla County Department of Land Use Planning

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## LAND USE REQUEST APPLICATION

Return Application  
Materials To:

**Department of Land  
Use Planning**  
216 SE 4<sup>th</sup> ST, Room 104  
Pendleton, OR 97801

Voice: (541) 278-6252  
Fax: (541) 278-5480  
[www.umatillacounty.net](http://www.umatillacounty.net)

*Revision Date: November 7, 2012*  
Please obtain the most current version of  
this application and other supplemental  
applications before submitting.

#### 1. **Pre-Application Meeting:**

The applicant(s) will meet with the Planning Department staff to review the proposed development/request. Applicable information will be discussed in relation to the proposal. The applicant(s) will then submit all applicable materials to the Planning Department at their convenience.

#### 2. **Determination of Completeness**

The Planning Department staff will review applicable regulations in regards to the type of application. Once the application is determined to be complete the 120 or 150 day clock will begin, which is the maximum amount of time the County has, by law, to process the application.

#### 3. **Administrative Review**

Planning staff reviews applications that fall within the administrative review process. A public notice is sent to the surrounding property owners and affected public agencies. The public notice includes a description of the request and the analysis (preliminary findings) of how the request conforms to the standards set forth in the Umatilla County Development Code. The Planning Director approves administrative decisions. Applications processed through administrative review may be directed to a public hearing at the discretion of the Planning Director, or by the request of a notified property owner or public agency. Decisions made at a public hearing are made by the Planning Commission.

#### 4. **Consideration by Planning Commission**

Public notices are sent to the adjacent property owners for comments of an application that will be heard before the County Planning Commission. The application will then go before the Umatilla County Planning Commission in an Open Record Public Hearing. Public comment is received and a decision is rendered on the application or a recommendation is made to the Board of Commissioners depending upon the type of application being processed.

#### 5. **Consideration by the Board of Commissioners**

The Board of Commissioners hears legislative type of applications (amendments) or appeals. Public hearings are held with testimony being taken for the application or appeal. The Board of Commissioners makes a final decision.

#### 6. **Provision for Appeals**

An appeal is provided for if the applicant/person with standing desires to challenge a decision of the decision-making body (Planning Director, Planning Commission or Board of Commissioners). After a decision is made by any of the decision making bodies the appeal must be filed within 15 days of the decision. Failure to appeal the decision during that timeframe specified precludes any further appeal on the matter.

# Contact Information for Agencies and Offices

## *State Offices*

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**Department of Environmental Quality, DEQ**  
Pendleton Office, On-Site Program, 541-276-4063

**Department of Fish and Wildlife, ODFW**  
Pendleton Office, 541-276-2344

**Department of Forestry, ODF**  
Pendleton Office, 541-276-3491

**Department of Geology and Mineral Industries,  
DOGAMI, Albany office, 541-967-2039**

**Division of State Lands, DSL**  
Bend Office, 541-388-6112

**Office of Energy**  
Salem Office, 503-373-1034

**Oregon Department of Transportation, ODOT**  
Pendleton Office, 541-276-1241  
La Grande Office, 541-963-1574

**Oregon Water Resource Department, OWRD  
(Watermaster) Pendleton office, 541-278-5456**

**State Building Codes**  
Pendleton Office, 541-276-7814

**State Historic Preservation Office, SHPO**  
Salem Office, 503-378-4068

## *County Offices*

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**County Assessor, 541-278-6219**

**County Surveyor, 541-278-5460**

**County Public Works, 541-278-5424**

**County Records, 541-278-6236**

**County Tax Office, 541-278-6213**

## *Fire Districts/Departments*

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**East Umatilla County Fire District**  
Don Jackson, 541-566-2311 or 541-566-3210

**Echo Fire District**  
Merle Gehrke, 541-376-8118 or 541-376-8550

**Helix Fire District**  
Michelle Tolley, 541-457-2911

**Hermiston Fire & Emergency Services**  
Pat Hart, 541-567-8822

**Meacham Volunteer Fire Department**  
Rollin Reynolds, 541-983-2588

**Milton-Freewater Rural Fire Department**  
Rick Saager, 541-938-7146 or 541-938-7222

**Pendleton Fire District; Lower McKay, McKay Creek,  
Rieth & Riverside, Tyler Nokes, Fire Chief**  
541-276-1442

**Pilot Rock Fire District**  
Brian Hemphill, 541-443-5121

**Stanfield Rural Fire District**  
Jim Whelan, 541-449-1123

**Umatilla Rural Fire District**  
Mike Roxbury, 541-922-3718

## *Irrigation Districts*

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**Hermiston Irrigation District**  
Chuck Wilcox, 541-567-3024

**Hudson Bay Improvement District (also serving the  
Walla Walla River**  
Jon Brough, 541-520-2856

**Stanfield Irrigation District**  
Ray Kopacz, 541-449-3272

**West Extension Irrigation**  
Bev Bridgewater, 541-922-3814

**Westland Irrigation District**  
Mike Wick, 541-667-2030

**- For Office Use Only -**

**Application Fee (non-refundable):**

The acceptance of the fee does not mean the application is determined to be complete at this time.

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Assigned Application #: \_\_\_\_\_

## Umatilla County Department of Land Use Planning Land Use Request Application

This application must be submitted to the Umatilla County Department of Land Use Planning, 216 SE 4<sup>th</sup> ST, Pendleton, OR 97801, (541) 278-6252, and must be accompanied by a non-refundable application fee. Acceptance of the application and fee does not guarantee approval or a Determination of Completeness.

**PLEASE COMPLETE THIS APPLICATION PRINTING CLEARLY WITH A BLACK INK PEN**

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### Section 1: Type of Application(s) to Submit

Complete the applicable Supplemental Application that corresponds with the application you are submitting.

**Amendment:**  Comprehensive Plan Text/Map,  Zoning Text/Map

**Conditional Use**  (*briefly describe*) \_\_\_\_\_

**Land Division**  Type I,  Type II,  Type III,  Type IV

**Land Use Decision**  Farm Dwelling,  Non-Farm Dwelling,  Lot of Record Dwelling

(*OTHER LUD, briefly describe*) \_\_\_\_\_

**Pre-Application**  Dwellings on resource land (*specify*) \_\_\_\_\_

**Variance**  Lot Size,  Setbacks,  Other (*specify*) \_\_\_\_\_

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### Section 2: Contact Information

**Name of Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number & Email \_\_\_\_\_

Address: \_\_\_\_\_

The APPLICANT is the ...

Legal Owner,  Contract Purchaser,  Agent,  Realtor

**Name of Current Property Owner(s):** \_\_\_\_\_

If Property Owner is not the applicant. \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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## Section 3: Property Information

Complete for all land use request applications.

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1. Location of Property (Provide directions you would give someone to get to the property):

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2. Account Number(s) of Property:

Account # \_\_\_\_\_

Account # \_\_\_\_\_

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3. Map Number(s) of Property:

**Township** \_\_\_\_\_ **Range** \_\_\_\_\_ **Section** \_\_\_\_\_ **Tax Lot** \_\_\_\_\_

**Township** \_\_\_\_\_ **Range** \_\_\_\_\_ **Section** \_\_\_\_\_ **Tax Lot** \_\_\_\_\_

Use separate sheet of paper for ENTIRE Legal Description and mark it "Exhibit A".

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4. Has the Property or dwelling received a Rural Address? If so, what is it?

Yes

No

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5. Current size of the Property:

Note: A "TRACT OF LAND" is contiguous property within the same ownership. A Tract is viewed differently at times in terms of land use.

Acres \_\_\_\_\_

Acres \_\_\_\_\_

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6. Current Zoning Designation:

There are some 22 zoning designations in Umatilla County.

EFU

GF

Other Zone \_\_\_\_\_

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7. Comprehensive Plan Designation:

A Comprehensive Plan Designation is different than a Zoning Designation in that it distinguishes land that should be developed for various uses, where zoning actually specifies the uses. There can be multiple zoning designations within a Comprehensive Plan Designation.

Agri-business

Commercial

Grazing/Forest

Industrial

Multi-Use

North/South Agriculture

Orchard District

Rural Residential

Special Agriculture

West County Irrigation District

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8. Buildings on the Property:

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9. Current Use of the Property. If the use is farming, explain the types of crops grown.

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10. Surrounding Uses of the Property. If the use is farming, explain the type of crops grown.

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11. Does the Property reside in a Floodplain?  
 If so, a Floodplain Development Permit will need to be completed prior to construction.

No, the Property is not in a floodplain.  
 Yes, the Property is in a floodplain:

Zone \_\_\_\_\_  
 Community Number \_\_\_\_\_  
 Panel Number \_\_\_\_\_

12. If the Property is in a Floodplain then is it also located in a wetland as listed on the National Wetlands Inventory maps?

Yes, provide documentation.  
 No, the Property is not in a wetlands

13. How is ACCESS provided to the Property? (i.e. provide name of road that directly serves the Property.) What type of surface does the roadway have?

*Name of Road or Lane*  
 \_\_\_\_\_

Paved,  Gravel,  Dirt

14. Will the Property need an Access Permit onto a County Road or State Highway? If so contact the County Public Works Department, 541-278-5424, or ODOT, 541-276-1241.

Yes, if so please contact the proper authority and provide that documentation  
 No, one already exists (provide a copy)

15. EASEMENTS: Are there any easements on the Property that provide the MAIN ACCESS for the Property OR adjacent properties? Are there any other easements on the property? Attach easement documentation.

*Attach easement documentation:*

Access easements exist  
 Utility line easements exist  
 Irrigation easements exist  
 Other easements exist: \_\_\_\_\_  
 No, other easements exist.

16. Which Rural Fire District/Department covers your Property with fire protection?

<p><i>Fire Services:</i></p> <input type="checkbox"/> East Umatilla <input type="checkbox"/> Echo Rural <input type="checkbox"/> Helix Rural <input type="checkbox"/> Hermiston Rural <input type="checkbox"/> Pendleton FD <input type="checkbox"/> Pilot Rock FD <input type="checkbox"/> Stanfield Rural <input type="checkbox"/> Umatilla Rural	<p><i>Private Companies:</i></p> <input type="checkbox"/> Meacham <input type="checkbox"/> Milton-Freewater (subscriber) <input type="checkbox"/> Tribal  <input type="checkbox"/> Not in a RFD <input type="checkbox"/> Other, _____
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17. Is the Property within an Irrigation District? If the property is served by an Irrigation District, a confirmation letter from that office discussing any concerns of the proposed development must be submitted with this application.

<p><i>Irrigation District:</i></p> <input type="checkbox"/> Hermiston <input type="checkbox"/> Stanfield <input type="checkbox"/> West Extension <input type="checkbox"/> Westland	<input type="checkbox"/> Hudson Bay or Walla Walla River Irrigation  <input type="checkbox"/> Not in an ID <input type="checkbox"/> Other, _____
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18. Describe the soils on the Property by listing the map name and land capability. Visit <http://websoilsurvey.nrcs.usda.gov> or contact NRCS at (541) 278-8049.

Map Unit	Description	Class

19. What type of water use(s) exist on the Property? If there are none currently, will there be water uses developed in the future?

- No current water uses exist  
 Water Uses to be developed: \_\_\_\_\_

- Yes, there are water uses  
 Domestic Well  
 Irrigation Well  
 Stock Well  
 Other: \_\_\_\_\_

20. Are there Water Rights on the Property? If there are Water Rights, the water permit, certificate and/or other documentation from the Oregon Water Resources Department shall be included with this application.

- No current water rights exist  
 Will apply for Water Rights  
 Yes, there are water rights, please provide documentation (permit #, etc.)  
 Surface Water Right, # \_\_\_\_\_  
 Ground Water Right, # \_\_\_\_\_

21. What are the water needs of the proposed development? Provide an explanation that shows how the determination was obtained that shows daily usage of water for the development.

- Expected Water Usage:*
- Exempt Domestic Well (<15,000 gal daily)  
 Exempt Commercial Well (<5,000 gal daily)  
 Water Right required, estimated number of gallons to be used daily: \_\_\_\_\_ gallons  
 No water is necessary for the development

22. What is the source of your water supply for the proposed development? Please explain your response on a separate sheet of paper.

- Water Source:*
- Surface Water, explanation attached  
 Alluvial Groundwater, explanation attached  
 Basalt Groundwater, explanation attached  
 No water is necessary for the development

23. Who is the provider of the utilities for the Property?

Water  well, or \_\_\_\_\_  
 Sewer  septic, or \_\_\_\_\_

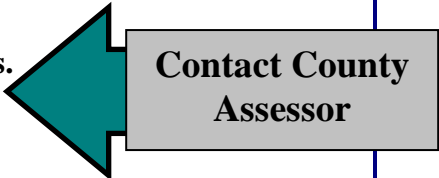
Telephone \_\_\_\_\_  
 Electrical \_\_\_\_\_  
 Garbage Disposal \_\_\_\_\_

24. Provide a description of your proposal (*attach a description if necessary*):

## Section 4: Required Application Materials

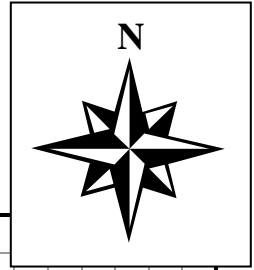
25. These materials are to be submitted with the application: The proceeding page is to be used as a base for the site plan. This drawing DOES NOT take the place of any maps required to be submitted by a Licensed Surveyor. This site plan will show what is or will be on the property. Additional material may be requested.

<input checked="" type="checkbox"/>	<b>Materials to be submitted for ALL types of Applications:</b>
<input type="checkbox"/>	a) Completed Application form.
<input type="checkbox"/>	b) Applicable Application fees.
<input type="checkbox"/>	c) Site Plan Marked Exhibit B (see next page) to include:
<input type="checkbox"/>	• Scale of drawing
<input type="checkbox"/>	• Site area showing <u>property boundaries</u> and dimensions
<input type="checkbox"/>	• Proposed and existing <u>structures</u> with dimensions to nearest Property lines
<input type="checkbox"/>	• Location of existing <u>wells</u>
<input type="checkbox"/>	• Location of existing <u>septic systems</u> (i.e. tanks, drain fields)
<input type="checkbox"/>	• Widths and names of <u>roads</u> adjacent to the site as well as existing roads, which provide direct access to the property.
<input type="checkbox"/>	• Existing <u>access points</u> (driveways, lanes, etc.)
<input type="checkbox"/>	• <u>Easements</u> and rights-of-ways
<input type="checkbox"/>	• Existing <u>utility lines</u> (above and below ground)
<input type="checkbox"/>	• Approximate location of any unusual <u>topographical</u> features.
<input type="checkbox"/>	• Major <u>geographic</u> features
<input type="checkbox"/>	• Location of all creeks, streams, ponds, springs and other drainage ways
<input type="checkbox"/>	d) <b><u>VICINITY MAP</u></b> – Assessor’s map of the Property.
<input type="checkbox"/>	e) <b><u>Property ASSESSOR’S REPORT</u></b> showing property details.
<input type="checkbox"/>	f) <b><u>The DEED(S)</u></b> of the Property in question.
<input type="checkbox"/>	g) <b><u>Property TAX LOT CARD(S)</u></b> and description of property.
<input type="checkbox"/>	h) <b>OVERLAY MAP</b> showing potential re-division of the parcels (if the parcels are large enough to be re-divided). Within the Hermiston Urban Growth Boundary, a formal “Shadow Plat” may be required.
<input type="checkbox"/>	i) <b>SUPPLEMENTAL APPLICATION</b> for the land use request will also be required to be submitted with this basic application form. Submit a Supplemental Application if applying for any of the following:
	- Amendment to Comprehensive Plan/Map or Zoning Text/Map
	- Conditional Use
	- Land Division
	- Land Use Decision
	- Variance



## Exhibit B, "Site Plan"

Please include the details listed under item (c)  
found in Section 4 (on preceding page)



A large grid area for drawing the site plan, consisting of a 30x30 grid of small squares.



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## Section 5: Certification

Original signatures only, photocopies, faxes, etc. will not be accepted.

**APPLICANT:** I, the undersigned, swear under penalty of perjury that the above responses are made truthfully and to the best of my knowledge.

**X**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

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**PROPERTY OWNER(S):** ALL property owners to this land use request are to sign, date and print their names verifying that the applicant is authorized to submit the specified land use request. If there are multiple parcels that are part of this land use request, please indicate which parcel you own. This page can be copied if there are more property owners than this space allows. Attach additional page if necessary.

Legal Owner(s) \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Parcel Map # \_\_\_\_\_

**X**

**X**

\_\_\_\_\_  
*Signature of Legal Owner*

\_\_\_\_\_  
*Signature of Legal Owner*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\* \* \* \* \*

Legal Owner(s) \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Parcel Map # \_\_\_\_\_

**X**

**X**

\_\_\_\_\_  
*Signature of Legal Owner*

\_\_\_\_\_  
*Signature of Legal Owner*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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### ADDITIONAL PERSON(S) TO SEND NOTICE

Is there anyone else besides the property owner and adjacent property owners who would like to receive notice of this application during its' review period and notice of decision? (Realtor, Prospective Buyer, Attorney, etc.) Provide name and mailing address:

Name: \_\_\_\_\_

Address: \_\_\_\_\_