



Community Development Department
PO Box 2460 16345 Sixth Street
La Pine, Oregon 97739
Phone: (541) 536-1432 Fax: (541) 536-1462
Email: info@lapineoregon.gov

Conditional Use Application

PLEASE NOTE: INCOMPLETE APPLICATIONS *WILL NOT BE ACCEPTED*

Fee: See Current Fee Schedule

File Number #

PROPERTY OWNER AND APPLICANT INFORMATION

Applicant Name _____ Phone _____ Fax _____

Address _____ City _____ State _____ Zip Code _____

Email _____

Property Owner _____ Phone _____ Fax _____

Address _____ City _____ State _____ Zip Code _____

Email _____

PROPERTY DESCRIPTION

Property Location (address, intersection of cross street, general area) _____

Legal Description – T-15 R-13 Section _____ Tax Lot(s) _____

Present Zoning _____ Total Land Area _____ (Square Ft.) _____ (Acres)

Present Land Use _____



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PROJECT DESCRIPTION

Describe Project (explain in detail your proposal i.e. operating characteristics, hours of operation, loading times, etc.): _____

PROFESSIONAL SERVICES

Architect/Designer/Engineer _____ Phone _____ Fax _____

Address _____ City _____ State _____ Zip Code _____

Email _____

FOR OFFICE USE ONLY

Date Received: _____

Rec'd By: _____

Fee Paid: _____

Receipt #: _____



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SUBMITTAL REQUIREMENTS

REQUIRED ITEMS TO BE SUBMITTED FOR CONDITIONAL USE PERMIT REVIEW.

Note: additional information may be required depending on the actual project.

- Application. The application must be completed and signed by the property owner and include information requested on the application form.
- Title report or subdivision guarantee, including legal description of property.
- Fee Paid
- Site plan, 7 copies, which must be folded individually, or in sets to 8 ½" X 11" in size, 1 reduced copy of site plan (8 ½ x 11 or 11x17)
- Burden of Proof - written statement addressing applicable conditional use criteria, and the proposed use including hours of operation, number of employees, anticipated traffic generation and so forth.
- Electronic Copy of the Site Plan and Burden of Proof on a CD.

Other information may be required depending on the individual project request.

Burden of Proof Statement Criteria. Conditional use decisions are reviewed based in part on three criteria that the applicant must address, as follows:

1. The proposed use will be consistent with the Comprehensive Plan, the zoning ordinances and other applicable ordinances and standards of the City.
2. The location, size, design, and operating characteristics of the proposed use will have minimal adverse impact on the livability, value, or approximate development of abutting properties



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and the surrounding area.

3. The proposed use will not exceed operational capacity of City infrastructure including sewage system, water system or the transportation system.
4. That the proposed use will not conflict with, diminish, or substantially adversely affect the character and nature of the established neighborhood in which it is located.

By signing this application, the undersigned certifies that he / she has read and understands the submittal requirements stated above. Please note: submission of false or misleading information could lead to the denial of this application request.

Owner: _____ Date: _____

Signature

Applicant: _____ Date: _____

Signature

Please note: additional information may be required by the Planning Division prior to the application being deemed complete. Additional information may include a Fire Flow Analysis prepared by a professional engineer, and a drainage plan, also prepared by a professional engineer.