



UNION COUNTY Planning Department

Inga Williams
Planning Director

1001 4th Street, Suite C La Grande, OR 97850 • Phone (541) 963-1014 • www.unioncountyor.gov
IWilliams@Union-County.org • LJohnston@Union-County.org • PHall@Union-County.org

RESIDENTIAL/COMMERCIAL/INDUSTRIAL LAND USE APPLICATION

Please complete & return this form with ATTACHMENTS

- ☐ Conditional Use
☐ Variance
☐ Administrative Use
☐ Other: _____

CONTACT INFORMATION

Applicant(s) Name(s)	
Phone Number	
Email Address	
Mailing Address	

The APPLICANT is a ... ☐ Legal Owner/Legal Representative* ☐ Contract Purchaser ☐ Agent
*provide proof

If the applicant is not the legal owner, submit the attached Property Owner Certification.

PROPERTY IDENTIFICATION

Include additional property information as an attachment if more than two properties.

Township	Range	Section	Tax Lot	Zoning Designation	Acreage	Addressed* Yes or No

*Provide address _____

PROPOSED USE INFORMATION

Identify the specific use that you are submitting this application for and cite the Union County Zoning, Partition and Subdivision Ordinance (UCZPSO) section for reference. <https://unioncountyor.gov/planning/>

CURRENT USE OF PROPERTY – also identify any structures

NARRATIVE & EVIDENCE in support of your request.

All uses require justification for approval. Staff will provide you with the code requirements you need to respond to. ***It is the applicant's responsibility to provide evidence in support of the request.*** Staff will review the information, research, and conclude that it does or does not meet the requirements of the code, or may meet the requirements with conditions.

ADDITIONAL REQUIRED ATTACHMENTS

- 1) Vicinity map showing the subject property and surrounding roads and adjacent properties.
- 2) Site Plan, see attached example.
- 3) Narrative and evidence statements that address UCZPSO standards.

CERTIFICATION

all applicants must sign

I/We, the undersigned, swear that this application, including the information and justifications submitted, is true and correct to the best of my/our knowledge and belief. I/We understand that this land use action may result in a change to the property valuation. I/We acknowledge that the property owners must abide by all conditions of approval and all applicable state statutes, federal regulations, and Union County regulations in order to get final approval and be able to begin the use.

Name	Name
Signature	Signature
Date	Date
Name	Name
Signature	Signature
Date	Date

For Planning Department Purposes Only

Date of Submittal _____ Date Considered Complete _____

Payment Receipt Number _____

Application Number _____

Property Owner Certification
all owners must sign

The below identified persons are the ☐ legal property owner(s) ☐ legal representative
of the property that is the subject of this application and the applicant permission to apply for this proposed
use.

<hr/>		<hr/>	
Name		Name	
<hr/>		<hr/>	
Signature	Date	Signature	Date
<hr/>		<hr/>	
<hr/>		<hr/>	
Name		Name	
<hr/>		<hr/>	
Signature	Date	Signature	Date
<hr/>		<hr/>	

If legal representative, identify your legal right to sign for the property owner. Attach documentation showing your legal right.



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Site Plan Example

The following information and elements must be on your site plan. Multiple pages may be used. Please verify that your site plan contains each of the following elements listed below.

General Information

1. Owner's name, address and phone number
2. Assessor's map and tax lot number
3. North arrow
4. Accurate shape and dimensions of parcel or development site. Draw the property lines in a solid black line
5. Lengths of all property lines
6. Any adjacent public or private roads, all easements and/or driveway locations – including road names
7. All natural features on the entire property, which may include but are not limited to creeks, rivers, ponds, lakes, wetlands, ravines, and slopes.
8. Driveway location and parking areas – including the distance from at least one property line to the intersection of the driveway and the road (apron area)

Existing Structure(s)

1. Clearly label all existing structures on the property and indicate if these structures will remain or be removed. Existing Structures include: all commercial and non-commercial buildings, dwellings, shops, garages, barns, porches, barns, equine facilities, sheds, propane tanks, pump houses, etc.
2. Show distances to all property lines. If you have a large property you may want to submit a insert map.
3. Location of existing water source (ie. well, lake, pond, etc.) and distance from property lines and development.
4. Location of existing sewage facility (ie. tank, lines, replacement area, etc.) and distance from property lines and development.
5. Show the distances from all Natural Features to the existing development.

Proposed Structure(s)

1. Location of proposed structure showing distances to property lines and natural features. These proposed structures can be shown by dashed lines. Indicate dimensions of structures.
2. Distance of proposed development from roadways, water sources and sewage facilities.
3. Location of the proposed structure from existing development.
4. Direction and location of all slopes.
5. Location and dimension of all proposed water sources and sewage facilities.

John Doe (541)555-1111
12345 Hawk Hill Lane
23-13-26-000

Sample Plot Plan

1" = 40'

