



UNION COUNTY Planning Department

Inga Williams
Planning Director

1001 4th Street, Suite C La Grande, OR 97850 • Phone (541) 963-1014 • www.unioncountyor.gov
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FARM/FOREST LAND USE APPLICATION

Please complete & return this form with attachments

- ☐ Conditional Use, other than those listed below ☐ Administrative Use
☐ Home Occupation ☐ Variance
☐ Farm Dwelling (new)
☐ Forest Dwelling (new)
☐ Alteration/Restoration/Replacement of lawful dwelling
☐ Other: _____

CONTACT INFORMATION

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

The APPLICANT is a ... ☐ Legal Owner ☐ Legal Representative¹ ☐ Contract Purchaser² ☐ Agent³

¹ attach proof that this person has the legal right to sign for the trust/LLC/corporation/etc.

² attach a copy of the contract.

³ attach the signed Agent Permission Certification, or your own version, allowing the agent to represent the owner.

PROPERTY IDENTIFICATION

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

Township	Range	Section	Tax Lot	Zoning Designation	Acreage	Tax Assessor's Ref. No.

Provide situs address (if available)

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

REQUIRED ATTACHMENTS

1) Narrative & Supporting Evidence

Applicants are responsible for submitting all necessary evidence to support their request. Each proposed use must comply with the requirements outlined in the Union County Zoning, Partition, and Subdivision Ordinance (UCZPSO) and must be clearly justified. Provide thorough, detailed responses for each relevant code section. Be sure to include documentation that supports any claims made. Staff will review the submitted materials and determine whether the request meets the applicable code requirements, does not meet them, or may meet them with specific conditions. Vague and unsupported statements may result in a denial based on insufficient evidence. Before submitting your application, consult with staff to ensure you are responding to all necessary code sections.

2) A vicinity map showing the subject property and surrounding roads and adjacent properties.

3) A site plan, see attached example.

4) A copy of the latest deed.

CERTIFICATION

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.

If the applicant is not an agent, then all owners, legal representatives, or contract purchasers must sign

Signature		Signature	
Printed Name	Date	Printed Name	Date

Signature		Signature	
Printed Name	Date	Printed Name	Date

For Planning Department Purposes Only

Date of Submittal _____ Date Considered Complete _____

Payment Receipt Number _____

Application Number _____

Agent Permission Certification

The below identified persons are the ☐ Legal Owners* ☐ Legal Representatives¹ ☐ Contract Purchasers² of the property that is the subject of this application and I/we give the applicant permission to submit this application and represent me/us during the review and approval process.

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

** All property owners must sign*

¹ attach proof that this person has the legal right to sign for the trust/LLC/corporation/etc.

² attach a copy of the contract.



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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'

