



UNION COUNTY Planning Department

Inga Williams
Planning Director

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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.
025	30E	10D	506	A-4	4.27	4019

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/>

Short-term rental of our daylight basement apartment only.

CURRENT USE OF PROPERTY – also identify any structures

Residence

REQUIRED ATTACHMENTS

1) Narrative & Supporting Evidence

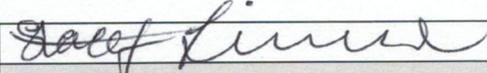
Applicants are responsible for submitting all necessary evidence to support their request. Each proposed use must comply with the requirements outlined in the Union County Zoning, Partition, and Subdivision Ordinance (UCZPSO) and must be clearly justified. Provide thorough, detailed responses for each 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	
Tracey Livermore	1-20-26		
Printed Name	Date	Printed Name	Date

Signature		Signature	
Printed Name	Date	Printed Name	Date

For Planning Department Purposes Only

Date of Submittal 1/20/26 Date Considered Complete _____
 Payment Receipt Number # 328747
 Application Number 2026-0001

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.

Stacy Livermore
Name

Richard Livermore
Name

Stacy Livermore
Signature

Date

Richard Livermore
Signature

Date

Name

Name

Signature

Date

Signature

Date

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

Inga Williams

Planning Director

Union County Planning Department

January 15, 2026

Ms Williams and members of the Planning Commission

This narrative is to describe our property in which we wish to get permission to have a short-term rental in the daylight basement with separate entrance.

Our home is located at 63698 Owsley Canyon Road, La Grande, OR 97850. Our home is 3099 square feet and was built in 2000. The daylight basement was originally used as a single-family home and was built in 1995, and the new home was built on top of that basement structure. Our property consists of four acres, at the end of a private driveway. We have a large concrete apron across the front of the house on which guests may park and still leave plenty of room for us to park in one of three large gravel areas. All are completely off-street.

The daylight basement has its own ground-floor entrance and consists of a living area, kitchenette, bedroom, and full bathroom. The total square feet of the basement apartment are 788 feet, 24 by 24 feet. The apartment is far less than the required 50% of our total square footage.

We are proud to offer this cozy, knotty-pine cottage-like apartment for rent to visitors to Union County. We are only one-half mile from the Owsley Canyon MERA trailhead, and another popular short-term rental, "The Owl's Nest." Hikers, mountain bikers, horseback riders, snow enthusiasts, birders and other outdoor recreationists will find easy access to our beautiful Mount Emily as well as other local destinations. Thank you for your consideration of this permit. Please do not hesitate to contact us with any questions you might have.

Sincerely,

Stacy and Richard Livermore

63698 Owsley Canyon Road

La Grande, OR 97850

Stacylivermore8@gmail.com

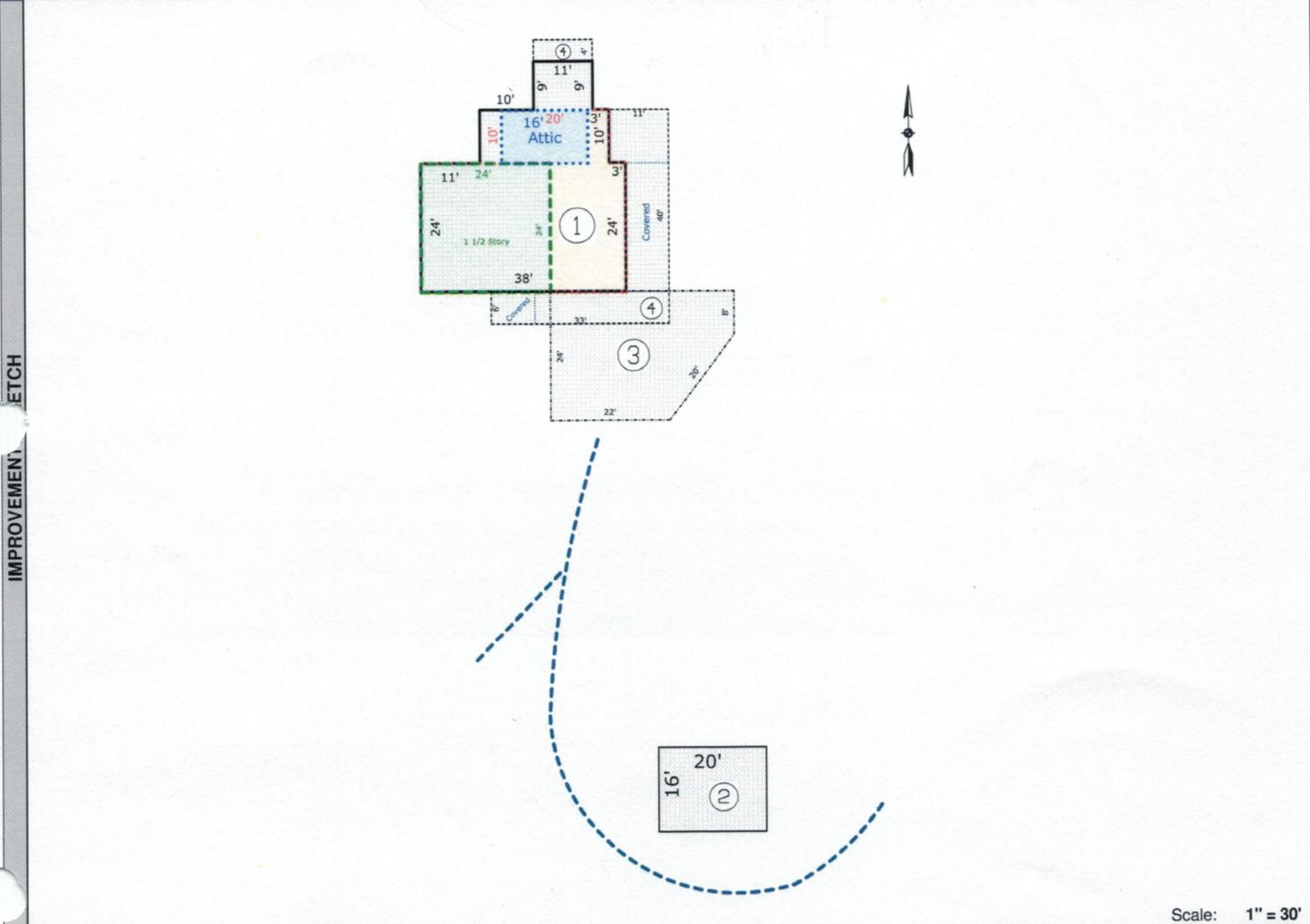
503-250-4931

SKETCH/AREA TABLE ADDENDUM

Reference No. 004819

Map No. 02S3818D-506

SUBJECT	Property Address 63698 Owsley Canyon Rd.
	City La Grande
	Year Built 1995
Appraiser Name CL	Inspection Date 3/2/20



Scale: 1" = 30'

AREA CALCULATIONS SUMMARY						Comment Table 1	
Code	Description	Factor	Net Size	Perimeter	Net Totals		
01	Main Floor	1.00	1251.00	162.0	1251.00		
01a	Basement	1.00	1112.00	144.0	1112.00		
01b	Attic	1.00	160.00	52.0	160.00		
01h	1 1/2 Story	1.00	576.00	96.0	576.00		
02	MPS	1.00	320.00	72.0	320.00		
03	Concrete	1.00	720.00	108.0	720.00		
04	Deck	1.00	500.00	152.0	544.00	Comment Table 2 Comment Table 3	
	Deck	1.00	44.00	30.0			
Net LIVABLE Area			(rounded w/ factors)		3099		
Net BUILDING Area			(rounded w/ factors)		320		