



## LAND USE APPLICATION CONDITIONAL USE PERMIT

File Number: \_\_\_\_\_ Fee: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Complete: \_\_\_\_\_

**Applicant or Legal Owner:** Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Legal Owner** (if different from applicant): Name(s) \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### **Property Description:**

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_ Tax Lot(s): \_\_\_\_\_

Zoning Designation: \_\_\_\_\_ Subdivision or Partition Plat: \_\_\_\_\_

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

General Location: \_\_\_\_\_

The Boardman Development Code (BDC) authorizes certain uses, which due to the nature of their impacts on surrounding land uses and public facilities, require additional review and analysis. They are identified as Conditional Uses in the Land Use Districts found in Chapter 2 Land Use Districts with Chapter 4.4 Conditional Use Permits providing standards and procedures under which a conditional use may be permitted, enlarged, or altered if the site is appropriate and if other appropriate conditions of approval can be met.

**Proposed Conditional Use:** Description of the proposed use: \_\_\_\_\_

---

---

---

Existing Use of the Property: \_\_\_\_\_

### **Please provide the following information to the Planning Department:**

Address the requirements found in Chapter 4.4 Conditional Use Permits 4.4.300 Application Submission Requirements with both narrative and maps as appropriate. This is a short list of the requirements:

1. Existing site conditions;
2. A site plan showing current and proposed structures and improvements;
3. Grading and landscaping plans;
4. Architectural drawings of all structures;
5. Drawings of all signs; and
6. Narrative to document compliance with all applicable approval criteria in 4.4.400 Criteria, Standards, and Conditions of Approval. This also requires a review of the Site Design Review standards found in Section 4.2.600 with reference to Chapter 3 Design Standards. There may also be applicable development standards found in Chapter 2 Land Use Districts. Components of the Transportation System Plan may be applicable. If the proposal is in a Transportation Management Area, additional standards may be applicable.

The applicant is responsible for providing all of the information to show compliance with the standards for approval. If you are unsure of the standards required by the code, the Planning Department will be happy to provide them, but it is the applicant's duty to prove your proposal meets all of the applicable Development Code requirements. Your site plan and narrative should show or answer the above identified items with enough detail to be clear while also addressing specific issues about your particular request.

**Signatures:** I (we), the undersigned, acknowledge that I am familiar with the standards and limitations set forth by the Boardman Development Code and that additional information and materials may be required, as provided by the Development Code, Transportation System Plan and subplans, and the Comprehensive Plan. I propose to meet all standards set forth by the Boardman Development Code and any applicable State and Federal regulations. I (we) certify that the statements and information provided with this application are true and correct to the best of my (our) knowledge.

Signed: \_\_\_\_\_  
(Applicant) (Legal Owner)

Printed: \_\_\_\_\_  
(Applicant) (Legal Owner)

Date: \_\_\_\_\_

**If this application is not signed by the property owner a letter authorizing signature by the applicant must be attached.**

**City of Boardman Planning Department**  
**P.O. Box 229, Boardman, Oregon 97818**  
**541-481-9252**  
[www.cityofboardman.com](http://www.cityofboardman.com)