



File No: _____
Date Submitted by Applicant: _____
Date Deemed Complete: _____

TYPE I PERMIT APPLICATION

A. Applicant

1. Name: _____ Phone No.: _____
2. Mailing Address: _____
3. Email Address: _____
4. Status: Owner Applicant/Agent

Note: If applicant, you must have owner's consent and signature.

B. Owner (if not applicant)

5. Owner's Name: _____ Phone No.: _____
6. Owner's Mailing Address: _____
7. Email Address: _____

C. Location of Property

8. Address/Location: _____
9. Map & Tax Lot Number/R Number: _____
10. Present Use: _____
11. Proposed Use: _____

D. Request for Consideration

12. Type of Land Use Application applying for: _____

Options:

Excavation Permit for work in the public right-of-way, Building Permit, Sign Permit, Minor Land partition with services installed or available, Lot Line Adjustment, Changes in use where rezoning is not required, Temporary Permit for Emergency and Short Term Housing, Temporary Use Permits, Permit for Mobile Homes.

13. Is this application filed in association with other land use permit applications?

Yes No

12. Project Description: _____

E. Required Information

- A completed permit application form
- A statement of the nature of the development and the reasons therefor.
- All information required by the Standards Document.
- Proof that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has the consent of all partners in ownership of the affected property.
- Legal description of the property affected by the application.
- The application fee.
- A list of the property owners or other persons affected by the proposed development or use to receive notice of hearing.

F. Signature

I hereby request a Type I Permit on the above described real property, which is either owned by or under contract of sale to the applicant, and is located within the City of Drain, Oregon.

I hereby acknowledge that this application is not considered filed and complete until all of the required information has been submitted as determined by the Community Development Director and all required fees have been paid in full. Once the original application is submitted, Staff has 30 days to determine whether an application is complete. Within 30 days a letter will be mailed to you either deeming the application complete or requesting additional information. If additional information is requested you have 180 days to either: submit the missing information, submit some of the information and written notice that no other information will be provided, or submit a written notice that none of the missing information will be provided. Once your application is deemed complete, staff will have 120 days to complete the processing of your application. (ORS 227.178)

	Property Owner:	Applicant:
Signature:	_____	_____
Name:	_____	_____
Date:	_____	_____

Office Use Only

Public Works Acknowledgement: _____

Date Application Received: _____ Initials: _____

Date Application Complete: _____ Initials: _____

Applicant Notified of Completeness: _____

Fee Paid: _____ Receipt No. _____ Initials: _____