

**SINGLE LOT LAND USE PERMIT APPLICATION**

Legally Recorded Property Owner: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Physical Address of Project: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Map: \_\_\_\_\_ Tax Lot: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Signature of the legal property owner and date of this application: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**TYPE OF LAND USE PROPOSED (check any of the following that apply.)**

☐ **New Construction/Manufactured Structure Placement/Change of Land Use:** This is any new residential, commercial, mixed use or industrial construction on any developed or undeveloped property within the City of Garibaldi. Check this box if the proposed development will change the current land use.

☐ **Structural Addition:** This is all construction that increases or decreases the square footage or height of an existing structure. This includes modifications such as awnings, canopies and other projections from a structure.

☐ **Remodel/Repair:** This includes dry-rot repair, structural repair, or structural alterations to a building that **do not** increase the square footage or height of the structure. This may also include alterations to electrical wiring, plumbing or mechanical devices that require building permits.

☐ **Accessory Structure Construction/Placement:** This includes any habitable or non-habitable structure on property within the City of Garibaldi. Accessory structures are additional structures on property that has been developed, and must serve as part of the primary land use.

☐ **Demolition:** This is for complete removal of any structure over 200 square feet in the City.

☐ **Sign:** This is any permanent sign erected with the City of Garibaldi. Complete application must include shape and dimension of sign face.

**EXISTING ZONING/LAND USE (City staff can assist you with zoning, flood plan and overlay zone information.)**Property Zoning: ☐ R-1 ☐ C-1 ☐ D-1 ☐ I-1 ☐ WD ☐ WD ☐ ED ☐ EC-1 ☐ EC-2 ☐ ENOverlay Zones: ☐ Hillside ☐ Sensitive Bird ☐ Vacation Rental Flood Zone: ☐ A0 ☐ A1 ☐ A2 ☐ B ☐ V2

Lot Dimensions: Front \_\_\_\_\_ Right \_\_\_\_\_ Left \_\_\_\_\_ Back \_\_\_\_\_ Total Lot Square Footage: \_\_\_\_\_

Square Footage of: Living Space \_\_\_\_\_ Number of: Living Units \_\_\_\_\_ Parking Spaces: On Street \_\_\_\_\_

Commercial Space \_\_\_\_\_ Commercial Units \_\_\_\_\_ Off Street (adjacent to lot) \_\_\_\_\_

Utility/Storage/Garage Space \_\_\_\_\_ ☐ This is a manufactured home placement. Built (date on HUD label): \_\_\_\_\_

Deck/Impervious Surface \_\_\_\_\_ Contractor: \_\_\_\_\_ CCB#: \_\_\_\_\_

**PROPOSED LAND USE (Describe proposed land use, improvements and structures. Identify commercial and residential uses by percent.)**

## APPROVALS / INSTRUCTIONS / PROCESS TIME AND FEES

**Approvals:** All applications for land use permits to the City of Garibaldi require approval. Approval of this application does not grant the applicant permission to violate any City, County, State or Federal law, code or regulation. Once the application has been approved the applicant must follow the requirements of the Tillamook County Building Official as well as the City of Garibaldi Planner, Public Works Director and Fire Chief. All documents attached to an approved land use permit will be numbered and any approval letters issued by city staff that specify any conditions or requirements of approval will be attached to the approved land use construction or structure placement. **The City of Garibaldi does not issue a structural building permit.** All structural building permits are submitted to the Tillamook County Community Development Department after the City of Garibaldi issues a land use permit. If you have any questions regarding building code or the building permit process contact the Tillamook County Community Development Department at 503-842-3408.

**Instructions:** This application must include a plot plan showing lot dimensions, setbacks between all structures, property lines, and all driveway accesses. Plot plans must be on paper no larger than 11" by 17" and must be reproducible on a grey scale copier. A survey of the property may also be required. Three complete sets of building plans for any proposed structure must be included with an application, and must show structural height from footprint grade, and total footprint square footage. Applications you can either mailed to Garibaldi City Hall, P.O. Box 708, Garibaldi, OR 97118, or submitted in person to 107 6<sup>th</sup> Street, Garibaldi. Fees will be calculated and charged after an application has been received and reviewed for completeness.

**Application Process:** Complete application for residential uses can take up to 20 days for review and approval. Most non-residential uses may require a pre-application meeting. The city will contact the applicant if more information is needed, or to schedule a pre-application meeting is necessary. Once an application has been determined to be complete, staff will contact the applicant and provide the fee amount due to the city and The expected time frame for approval. Administrative decisions can take up to 20 days, and planning commission action can take up to 90 days. The applicant can contact city staff at any time to discuss the process or to answer any questions.

### Planning/Zoning

Plan Review Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

☐ See attached City Planner/Planning Commission/City Council letter or report for requirements or conditions of approval.

### Public Works

Plan Review Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

This structure will require a \_\_\_\_\_ water service (meter) Driveway access is from \_\_\_\_\_

This structure will require a \_\_\_\_\_ sanitary sewer service Situs address will be \_\_\_\_\_

☐ See attached Public Works letter or report for requirements or conditions of approval.

### Fire Department

Plan Review Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

The proposed structure will be protected by the City of Garibaldi municipal water system and the City of Garibaldi Fire Department.

☐ There is a minimum of 250 gallons of water per minute for a four (4) hour duration available to this structure.

☐ There is or will be sufficient road access to this structure to allow for Fire Department emergency vehicles.

☐ See attached Fire Department letter or report for requirements or conditions of approval.

THIS APPLICATION HAS BEEN \_\_\_\_\_ WITH ATTACHMENTS \_\_\_\_\_ THROUGH \_\_\_\_\_