



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

400 Main Street Cottage Grove, OR 97424

TYPE I PERMIT APPLICATION

To: City of Cottage Grove Community Development Department

A. Applicant

1. Name: _____ Phone No.: _____
2. Mailing Address: _____
3. Status: Owner Agent

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

B. Owner (if not applicant)

4. Owner's Name: _____ Phone No.: _____
5. Owner's Mailing Address: _____

C. Location of Property

6. Address/Location: _____
7. Map & Tax Lot Number (*attach legal description if necessary*): _____

8. Present Use: _____
9. Proposed Use: _____

D. Request for Consideration

10. Type of Land Use Application applying for: _____

Options:

Access Permits, Flood Plain Development, Hillside Development, Home Occupations (meeting Section 2.2.200), Land Use Reviews, Sign Permits, Subdivision Final Plat Review, Variances (Class A), Minor modifications to approvals

11. Is this application filed in association with other land use permit applications?
 Yes No

12. Reasons for Application: _____

E. Required Information

- Narrative Statement: This application must be filed with one copy of a narrative statement that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making. This may be deferred if plans are adequate to show compliance with criteria.

Note: Additional information may be required under the specific application requirements for each approval, e.g., Chapters 4.2 (Land Use Review), 4.3 (Land Divisions), 4.6 (Modifications), 4.8 (Code Interpretations), 4.9 (Miscellaneous Permits), and 5.2 (Non-Conforming Uses and Development).

- Plans: Three (3) sets of plans. Content of plan sets will vary with application type. Refer to submittal requirements for specific application type.
- Non-refundable application fee.

G. 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 Cottage Grove, 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 150 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)

	Owner:	Agent:
Signature:	_____	_____
Name:	_____	_____
Date:	_____	_____

Office Use Only

Date Application Received: _____ Initials: _____
 Date Application Complete: _____ Initials: _____
 Applicant Notified of Completeness: _____
 Fee Paid: _____ Receipt No. _____ Initials: _____