



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

400 Main Street Cottage Grove, OR 97424

TYPE IV PERMIT APPLICATION

To: City of Cottage Grove Planning Commission & City Council

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: Development Code Text Amendments, Comprehensive Plan Amendments, Comprehensive Plan Map Amendments (and concurrent Zone Changes), City-wide Zone Changes
11. Is this application filed in association with other land use permit applications?
 Yes No
12. Reasons for Application: _____

E. Required Information

- Pre-Application Conference. A pre-application conference is required for all Type IV applications initiated by a party other than the City of Cottage Grove. The requirements and procedures for a pre-application conference are described in Section 4.1.600.C.
- 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.
- Plans. Three (3) sets of plans, including one (1) set of plans in a reproducible form that is no larger than 11"x17" in size, addressing the appropriate criteria and standards in sufficient detail for review and decision (as applicable).
- Non-refundable application fee.

G. Signature

I hereby request a Type IV 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* you will be assigned a public hearing date before the Planning Commission and 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: _____