



**SUPPLEMENTAL APPLICATION  
CONDITIONAL USE  
APPLICANT INFORMATION**

Name \_\_\_\_\_ Date \_\_\_\_\_

**WHAT IS A CONDITIONAL USE PERMIT?**

The Estacada Development Code specifically identifies certain types of land uses that may be allowed in each zoning district. A Conditional Use is a type of land use that may only be allowed after a review to evaluate the potential impacts of the use and to determine if the use is appropriate and compatible in the area.

**WHAT IS NEEDED FOR APPROVAL?**

All conditional use permits are discretionary and MAY be permitted after evaluation according to criteria in the Estacada Development Code. The Planning Commission must make written findings to support their decision. The applicant is responsible for providing evidence to support the conditional use request, according to the criteria in Section 16.88 of the Estacada Development Code.

**WHAT ARE CHANCES FOR APPROVAL?**

Staff cannot predetermine the decision on this or any application. A decision of approval or denial will only be made after the complete application is processed. This includes review of citizen and agency comments. The decision is based on criteria appropriate to this application as listed in the code. In order to address the necessary criteria, the information requested in this supplemental application should be as thorough and complete as possible.

**APPLICATION PROCESS**

Conditional use permits are subject to the public hearing process and public notice. Public comments received from property owners, agencies and other interested parties may affect the decision on the application. Special conditions may be attached to any approval. All Conditional Use applications are reviewed at a public hearing before the Estacada Planning Commission. The Planning Commission's decision may be appealed to the Estacada City Council, and to the State Land Use Board of Appeals (LUBA).

**STAFF WILL ATTACH THE FOLLOWING PERTINENT INFORMATION:**

\_\_\_\_\_ Land Use Application \_\_\_\_\_ City Code 16.88

\_\_\_\_\_ Sample Plot Plan \_\_\_\_\_ Underlying Zone

**HOW LONG WILL IT TAKE TO GET A FINAL DECISION ON AN APPLICATION?**

Approximately 60 days for applications scheduled before the Planning Commission, or 90 days if appealed to the City Council.

**COMPLETE APPLICATIONS REQUIRE THE FOLLOWING:**

- 1. Land Use Application – Information on applicant and land involved in application.

2. Supplemental Application – Information requested on this form. Please be as complete and thorough as possible. Use additional sheets as necessary.
3. Application Fee.
4. Vicinity Map drawn to scale, showing uses and locations of improvements on adjacent properties and any other information required by the underlying zone.
5. Plot Plan drawn to scale on 8.5” x 11” or 8.5” x 14” paper, showing the property and your proposal. See sample plot plan.
6. Building Profile of proposed new or remodeled structures as appropriate.
7. Additional Information
  - A. Number of people (employees, students, congregation, clients, etc.) associated with the proposed use.
  
  - B. Days and hours of operation.
  
  - C. Buildings, vehicles, equipment, and materials associated with the proposed use.

**JUSTIFICATION CRITERIA:** See relevant code sections for specific requirements. Then answer the following questions:

- A. Underlying Zone – Where is the proposed use listed as a Conditional Use in the underlying zoning district?
  
  
  
  
  
  
  
  
  
  
- B. Site Characteristics – Why are the characteristics of the site suitable for the proposed use considering size, shape, location, topography, existence of improvements and natural features?

