



CITY OF WHEELER, OREGON

755 Nehalem Blvd, P.O. Box 177, Wheeler, OR 97147

Telephone: (503) 368-5767 / Fax: (503) 368-4273

Website: www.ci.wheeler.or.us / Email: citymanager@ci.wheeler.or.us

City Zoning Permit Application Packet

Please read this information and call City Hall at (503) 368-5767 if you have any questions.

Concurrent land use approvals may be required. An application for a Zoning Permit must be accompanied by required fees. You may request a pre-application conference with the City Manager, Public Works Supervisor or City Planner. The City will try to schedule a conference within 10 days of your request.

Submit City Zoning Permit Application approval to the Tillamook County Building Department when you apply for a Building Permit. Contact the Building Department at (503) 842-3408 if you have any questions.

Enclosures: (Additional forms may be required)

- City Zoning Permit Application Packet
- Fee Schedule
- Selected pages from the Wheeler Zoning Ordinance

City Zoning Permit Application Packet (submit approvals to the Tillamook County Building Department)

- City Zoning Permit Application Form
- City Floodplain Development Permit (required for all development in the Special Flood Hazard Area)
- City CCF (Clearing, Cutting, or Filling) Permit Application Form
- Stormwater Drainage Plan Application Form
- Right-of-Way Access Application Form
- Driveway Approach Construction Permit Application Form
- City Water Service Application Form (2 pages)
- Nehalem Bay Wastewater Agency Contact Information Form
- Nehalem Bay Regional Fire District Verification Form
- City of Wheeler Inspection Card Form

Selected pages from the Wheeler Zoning Ordinance: (Additional criteria apply).

- Section 1.070 Definitions. For building height calculation, see "mean lot elevation" and "grade"
- Section 11.020 Geologic Investigations
- Section 11.030 Survey Required
- Section 11.053 Clearing, Cutting, and Filling
- Section 11.070 Access
- Section 11.080 Clear Vision Areas.
- Section 11.090 Off-Street Parking and Loading Requirements
- Section 11.130 Accessory Uses
- Article 12 Exceptions to Zoning Rules lists allowed exceptions to the rules of the Wheeler Zoning Ordinance. Any other inconsistency with numerical standards requires approval of a variance.
- Article 18 Administrative Provisions explains the Zoning permit process.



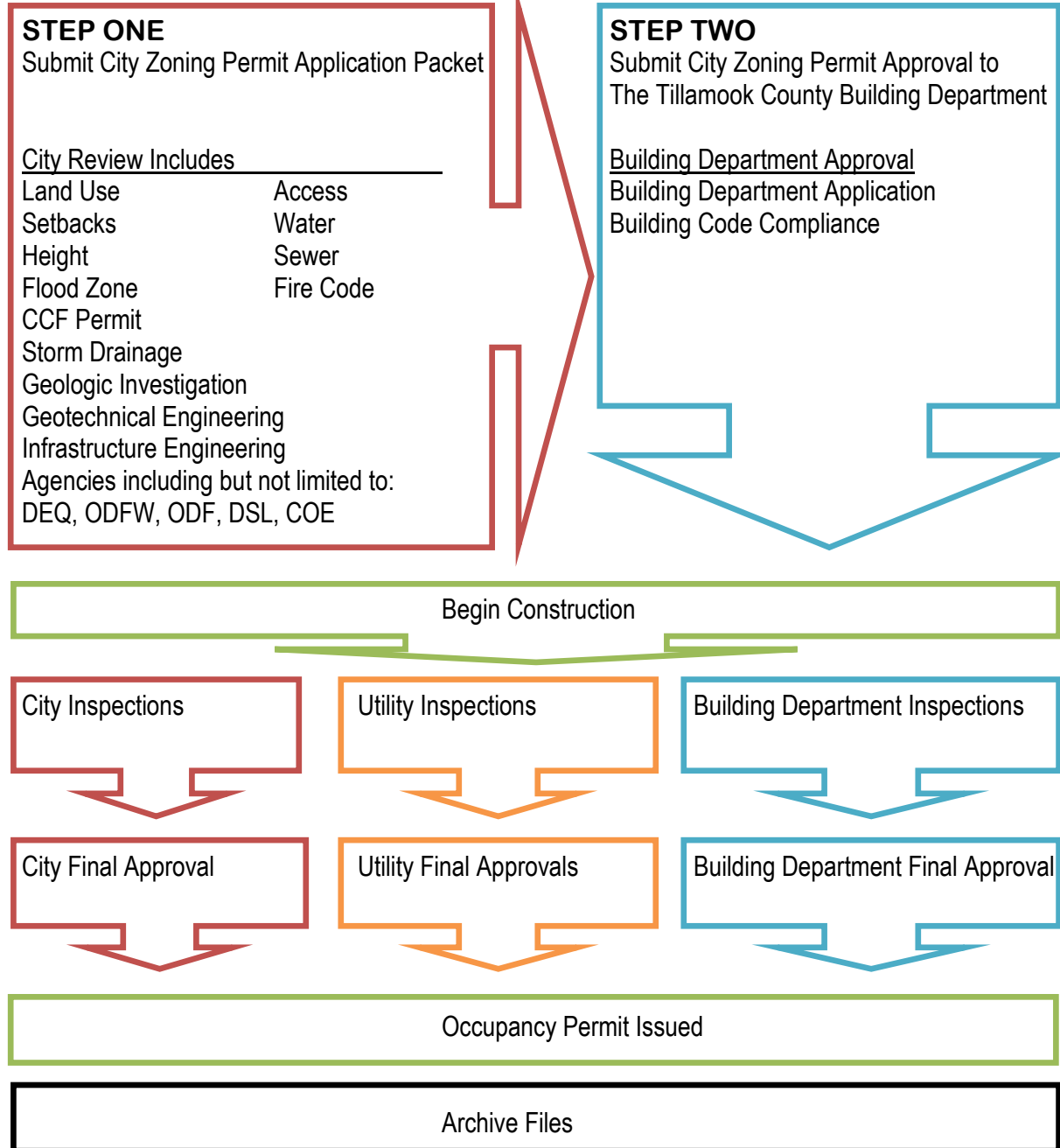
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City Zoning Permit Application Process Chart





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City of Wheeler Zoning Permit Application Instructions

Mapped information shall be to scale with a north arrow. Additional criteria apply.

- 1. Submit Fees and Complete Application Forms:** Submit a complete zoning permit application form and required fees. All property owner(s) shall sign applications or provide notarized written approval.

For excavation and fill, submit a Clearing, Cutting and Filling Permit Application. Complete Access and Driveway, City Water Service, Clearing Cutting or Filling Permit applications. Obtain written authorization from the Nehalem Bay Wastewater Agency and the Nehalem Bay Regional Fire District. Check the Flood Insurance Rate Map. If the property is located in the Special Flood Hazard Area submit a Floodplain Development Permit.
- 2. Submit a Survey with the Elevation of Corners monuments:** Submit a recorded survey by a professional land surveyor that identifies the property lines and the elevation of the corner monuments.
- 3. Submit a Geologic Hazard Report / Soils Engineering Report / Environmental Report:** Submit a geologic site investigation report written, signed and stamped by a qualified professional(s). Zoning permits that disturb the soils or work in wetlands, waterways or estuaries require these reports.
- 4. Submit Site Plan:** Submit a site plan drawn to measurable scale, provide a north arrow. The dimensions of the site plan shall be consistent with the lot survey. Provide the setback of the exterior boundaries of all structures, excavation, fill, stockpiles, storm water drainage and erosion control measures, and driveways to each property line. Provide cross-section and narrative with a Clearing, Cutting and Filling Permit Application for all fill and excavation.
- 5. Submit Building Elevations:** Submit construction plans showing front, right, left, and rear elevations. Identify the mean lot elevation on each elevation. Make sure that the building height measured from mean lot elevation is within the allowed building height of the zone. Identify roof and foundation drains.
- 6. Identify Access or Construct Access:** Provide either a driveway approach application to build a driveway from an existing improved street or a right of way application to construct a new or improve an existing substandard street. Construction in the public right-of-way requires a geologic site investigation report and engineering.
- 7. Verify presence of Utilities or Construct Utilities:** Obtain water service approval. Obtain sewer service approval. Install lines and service connections as required. Install improvements to the storm water drainage system consistent with the city storm water master plan. Construction in the public right-of-way requires a geologic site investigation report and engineering.
- 8. Obtain Fire Code Compliance Certification Letter:** Obtain written authorization from the Nehalem Bay Regional Fire District Ensure that identifies that a working fire hydrant is located within 250 feet of the property and that access is fire code compliant. Construct infrastructure if necessary. Construction in the public right-of-way requires a geologic site investigation report and engineering.



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Interpretation of Required Information

Interpretation of required information is the responsibility of the City and depends on the type of information required. A conference with City Staff may be requested by the applicant to discuss required information and applicable provisions of the Zoning Ordinance or Comprehensive plan. The City shall endeavor to schedule such conference to be within 10 days after the request of the applicant.

Information Required

- a. Site Plan: A site plan showing the dimensions of the site, and the dimension and location of existing and proposed structures, signage, retaining walls, driveways, culverts, parking areas, storage areas, soil stockpiles, landscaping areas, trails, walkways, wetlands, streams and other natural features, decks, patios, and impervious surfaces with square footages indicated on the plan. Parking areas and access shall meet the criteria of Section 11.090. The site plan shall be consistent with Section 11.090 Off-Street Parking and Loading Requirements, for commercial and industrial development Section 11.050 Design Review and along the shoreline Section 11.110 Shoreland and Estuarine Standards. Design Review applications shall identify mature landscaping to be retained, landscaping plantings, ground cover and materials.
- b. Tentative Plat: A map showing property boundaries, lot area in acres or square feet, proposed lot lines, lot dimensions, existing and proposed right-of-ways, street dimensions, easements, feasible building sites on each lot, north point, scale and date, and the information required by the Wheeler Subdivision Ordinance, the name of owner or authorized person, and the engineer or surveyor preparing the map(s).
- c. Clearing, Cutting and Filling Permit: Identify all areas of excavation and fill, soil stockpiles, and all erosion control measures. Wheeler Zoning Ordinance Section 11.053 Clearing, Cutting and Filling requires a permit when fill or excavation (a) alters the general contour of the lot, (b) is within an area where slopes exceed 29%, (c) will alter corner elevations or (d) is within a wetland or drainage way.
- d. Drainage Plan: Identify existing and proposed culverts and storm water drainage systems. Systems shall carry runoff to drainage systems and shall be designed and maintained to avoid the flooding of adjacent and down slope properties.
- e. Utility Plan: The location of existing and proposed utilities, including streets, water and sewer, fire hydrants, storm drains, and electricity and communications lines. Engineered plans are required for the improvement of any utility within a public right of way.
- f. Structures: Submit building construction plans and elevations. Identify the elevation of the foundation, mean lot elevation or in a flood zone base flood elevation and the elevation of the peak of the roof. Design Review applications shall identify the colors and materials of all structures.



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- g. Natural Features: Identify wetlands, waterways, or areas within a mapped flood zone.
- h. Open Space: Location and square footages of open space, including common open space, open areas, setbacks where applicable, buffers, screens, recreation facilities, adjacent City parks, or required landscaped areas.
- i. Survey: Prior to the issuance of any building permit for new construction which expands the dimensions of a structure and may encroach into setbacks or other building limitations, the City will require a boundary survey of the property. The survey shall be drawn by a licensed professional surveyor that identifies easements, the location and elevation of corner monuments, and the elevation of the grade at each proposed structure.
- j. Certificate of Elevation: All new construction and substantial renovation in the 100 year floodplain shall require a Certificate of Elevation by a registered surveyor.
- k. Title Report: A preliminary title report, identifying all ownerships and any taxes or assessments as a lien against the property
- l. Ownerships: Ownerships of the property or proposed development, adjacent property owners, homeowners association by laws, ownership arrangement of common open space, private streets, and any covenants or deed restrictions.
- m. Geologic / Engineering / Environmental Reports: A site specific investigation by a qualified professional engineering geologist or qualified professional soils engineer licensed in the State of Oregon shall be submitted prior to the issuance of any building permit where ground disturbing activities are proposed and shall be made available to the city prior to scheduling of public hearings where required. The proposed use will only be permitted if a feasible engineering solution to eliminate each potential building hazard to the site or surrounding property is proposed.
- n. Phasing: Provide a written statement describing the phasing or construction of lots or units, including the placement of utilities, the development of open space, the construction of structures, and the construction of streets.
- o. Performance Bond: A personal bond, surety bond, or cash bond assuring the completion of improvements, and covering the cost of engineering, inspection, repair of City streets or other public property damaged during construction of a development.
- p. Proposed Findings of Fact: Reasons to support a land use application that addresses the applicable criteria.
- q. Final Plat: A legal survey by a registered surveyor or engineer showing all corners, monuments, computations of all distances, coordinates, street centerlines, tract boundaries, lot and block lines



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and numbers, easements, dedications, certifications and other information as may be required by the Planning Commission in the course of the approval of the tentative plat.

- r. Agency Approvals: Any required approvals from coordinating agencies including but not limited to the Oregon Department of Environmental Quality, Oregon Department of State Lands, US Army Corps of Engineers, Oregon Department of Fish and Wildlife, US Fish and Wildlife Service, National Marine Fisheries Service, the State Historic Preservation Office, the Department of Land Conservation and Development, the Environmental Protection Agency, Oregon Department of Forestry, Oregon Department of Economic Development, the Regional Fire Protection District, the Nehalem Bay Wastewater Agency, and the Oregon Department of Transportation.



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City of Wheeler Zoning Permit

Zoning Permit # _____

Flood Permit # _____ City CCF # _____ City Land Use # _____ County # _____

Legally Recorded Property Owner(s) _____ Phone _____

Mailing Address _____ City _____ State _____ ZIP _____

CONTRACTOR / INSTALLER

Building Contractor _____ CCB # _____ Phone _____

Manuf. Home Installer _____ MDI # _____ Phone _____

[] Mail permit to: _____

LOCATION INFORMATION

Physical Address _____ Recorded Survey # _____

Township _____ Range _____ Section _____ Tax lot(s) _____

Legal Description _____ Distance from Bay: _____ Feet

Zone(s) _____ Lot Dimensions: _____ Lot Area: _____ square feet / acres

FIRM Panel #: _____ Date: _____ Flood Zone: _____ Special Flood Hazard Area (SFHA) Yes No

PROPOSED USE

[] Single family [] Duplex [] Multifamily

[] Manufactured dwelling placement

[] Addition _____

[] Accessory structure _____

[] Replacement _____

[] Alteration _____

[] Public / Commercial / Industrial

[] Demolition / Move

SIZE OF STRUCTURE

Dimensions _____

Height (from mean lot elevation) _____

Stories _____

of dwelling units _____

Bedrooms _____ Bathrooms _____

Living area SF _____

Deck SF _____

Garage SF _____

Unfinished SF _____

SETBACKS

Front yard _____

Rear yard _____

Right side _____

Left side _____

River/Estuary/Creek _____

Adjacent Zones _____

Distance from Wetlands _____

Distance from Flood Zone _____

ROAD ACCESS

[] State highway _____

[] City street _____

[] County road _____

[] Private road / easement _____

WASTE DISPOSAL

[] Sewer District Permit # _____

[] Septic tank / Drain field Permit # _____

MANUFACTURED DWELLING

Make / Model _____

Year _____ New Used

Floodplain Development Permit Required? Yes No

Hazard Reports & Engineering Required? Yes No

This is an application for City Zoning Approval. Submit City Zoning Permit Approval to the Tillamook County Building Department with a Building Permit application. Separate State of Oregon permits are required for construction, electrical, plumbing, and mechanical work. The Property Owner is responsible for obtaining these additional permits prior to work being done. This application, if approved, includes only the work described above and/or plans and specifications bearing the same permit number. The granting of this permit does not presume to give authority to violate or cancel the provisions of any Federal, State, County, or Local laws regulating construction or the performance of construction. All property owners shall sign to authorize this permit.

Property Owner(s): _____ Date: _____



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THIS PERMIT APPLICATION DOES NOT ASSURE PERMIT APPROVAL.

Such approval can only be given after staff review determines compliance with all applicable legal requirements. By signing this application, the property owner confirms understanding of responsibility as permit applicant to request and receive all required inspections pertaining to this permit, if approved, as outlined in Oregon Administrative Rule (OAR) Chapter 918. All or a portion of this property may be located within an identified wetland. If the site is a jurisdictional wetland the property owner must obtain any necessary State or Federal permits before beginning the project. The property owner further understands that building permits issued by an inspection jurisdiction under provisions of these rules shall expire and become null and void if the work authorized by the permit is not started within 180 days from the date of the issuance or if work is suspended for a period of 180 days after the work is started. In order to avoid permit expiration, or additional fees the property owner can request an inspection showing construction progress at intervals not exceeding 180 days, or the property owner can request in writing an extension within 180 days of issuance or previous inspection. The written request must show justifiable cause, and will be granted depending on circumstances. If the permit expires prior to completion and requires further inspections, the property owner understands that a new permit and permit process will be required. By signing this application, the property owner verifies an understanding of the above information and agrees to comply with all applicable codes and ordinances governing planning, sanitation, and construction, and agrees to meet any and all of the conditions listed below. The property owner further certifies that the information provided is complete and accurate, and may be relied upon by the City of Wheeler and Tillamook County in the processing of this application. The property owner accepts responsibility for any inaccuracies in the information provided and for the consequences thereof. Prior to construction or placement, it is advisable that the property owner check their deed for any restrictions that may apply. The property owner understands that fees are not refundable and that additional fees may be charged if deposit fees are exceeded in review of this application.

PROPERTY OWNER SIGNATURE: _____ **DATE** _____

***** **FOR OFFICE USE ONLY** *****

Flood Permit # _____ City CCF # _____ City Land Use # _____ County # _____

ZONING PERMIT # _____ APPROVED BY _____ DATE _____

Nehalem Bay _____

Wastewater Agency _____

Fire Department: _____

Public Works: _____

City Planner: _____

City Manager: _____

Conditions of Approval Letter Attached (Date: _____)

Conditions of approval shall be met to the satisfaction of the City prior to City approval for final occupancy

CITY OF WHEELER INSPECTION CARD

Inspections are required by the City of Wheeler for Erosion Control, Construction Access, Setbacks, Stormwater Drainage, Final Driveway Construction, Floodplain Development Post Construction Elevation Certificate, and Geologic Site Investigation Site Certification. As a Condition of Approval, complete the City Inspection Card by requesting the required City signature for each required inspection by calling the City for each required inspection.



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City of Wheeler Zoning Permit Application Checklist

For City Use; include and scan information into each Zoning Permit Application file

City Zoning Permit Application # _____ Application Review by: _____
(Print Name, Title)

Date Received		Date Complete	not required
_____	City Zoning Permit Application Form	_____	_____
_____	Property Survey	_____	_____
_____	Elevations	_____	_____
_____	Site Plan	_____	_____
_____	Special Flood Hazard Area: Floodplain Development Permit	_____	_____
_____	Special Flood Hazard Area: Flood Elevation Certificate	_____	_____
_____	Geologic or Geotechnical Engineering Report	_____	_____
_____	Geologic or Geotechnical Professional Plan Review	_____	_____
_____	Construction Permit Notice Form	_____	_____
_____	Property Owner's Information Notice Form	_____	_____
_____	Contractors Statement Form	_____	_____
_____	City Clearing, Cutting, or Filling Permit Application Form	_____	_____
_____	Stormwater Drainage Plan	_____	_____
_____	Right-of-Way Access Application Form	_____	_____
_____	Driveway Approach Construction Permit Application Form	_____	_____
_____	City Water Service Application Form (2 pages)	_____	_____
_____	Nehalem Bay Wastewater Agency Contact Information Form	_____	_____
_____	Nehalem Bay Regional Fire District Verification Form	_____	_____
_____	City Inspection Card Form (Yellow 8.5 x 11 Card)	_____	_____
_____	Plan Review Fees: \$ _____	_____	_____
_____	System Development Charges: \$ _____	_____	_____
_____	Plan Review Fees required for review: \$ _____	_____	_____



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City of Wheeler Zoning Permit Application Instructions for Staff

1. **Date** each piece of application documentation with the date you receive it.
2. **Scan** all application information into an electronic application archive file
3. **Complete** all portions of application review within 30 days.
4. **Require** all information from the checklist **or** document the item on the checklist as n/a not applicable.
5. **Review** all information for consistency with the zoning ordinance (use; height; setbacks; lot size; clearing, cutting and filling) and utility standard requirements (streets; access; water; sewer; stormwater drainage).
4. **Notify** the applicant in writing by day 30 of all incomplete documentation.
5. **Issue** a decision within 120 days from the date the application is deemed complete; the 120 days includes the resolution of all local appeals (Planning Commission and City Council).
6. **Void** the application on day 180 unless an extension is requested. Notify the applicant.
7. Only 245 days of extension can be requested.
8. After the 180th day of the application being incomplete, any new criteria apply.
9. If the application submits a statement in writing that no more information will be provided, deem the application complete and start the 120 day clock.



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CITY OF WHEELER INSPECTION CARD FOR CITY REQUIRED INSPECTIONS

INSPECTION REQUEST PHONE NUMBERS: City Hall (503) 368-5767 / Public Works Cell (503) 812-9214

1. **EROSION CONTROL**: Call for inspection prior to excavation for site development. The City shall inspect erosion and sedimentation control measures and stormwater management. The property owner shall continuously ensure adequate stormwater management. Additional measures may be required by the City at any time.

Inspector (Print, Signature)

Date Approved

2. **CONSTRUCTION ACCESS**: Call for inspection prior to excavation for site development. The City shall inspect the installation of the driveway construction access including any required culvert to ensure that it is installed consistent with approved plans.

Inspector (Print, Signature)

Date Approved

3. **SETBACKS**: Call for inspection prior to pouring the foundation. The City shall inspect the setbacks. The property owner shall make certain that corner monuments are clearly visible and shall clearly identify all property lines and setbacks. Where a setback is proposed to be within one foot of the minimum setback required, the City may require verification of the setback(s) by a qualified professional at the cost of the property owner.

Inspector (Print, Signature)

Date Approved

4. **STORMWATER DRAINAGE**: Call for inspection prior to backfill of drainage lines. The City shall inspect the stormwater drainage to ensure that it is installed consistent with approved plans.

Inspector (Print, Signature)

Date Approved

5. **FINAL DRIVEWAY INSPECTION**: Call for inspection within one year of permit issue. The City shall inspect the final driveway connection to the street.

Inspector (Print, Signature)

Date Approved

6. **POST CONSTRUCTION FLOOD ELEVATION CERTIFICATE**: In the Special Flood Hazard Area a post construction flood elevation certificate is required.

Inspector (Print, Signature)

Date Approved

7. **GEOLOGIST / CIVIL ENGINEER SITE CERTIFICATION**: When a geologic site investigation report is required, written, signed, site certification by the professional(s) of record is required.

Inspector (Print, Signature)

Date Approved

A record copy of an inspection card shall be kept (1) on site and (2) on file in City Hall.

The inspector will sign and date both cards. Keep the site copy for your records.



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CLEARING, CUTTING, AND FILLING (CCF) PERMIT

CCF Permit # _____
(Year/xxx)

This Clearing, Cutting, and Filling Permit based upon Wheeler Zoning Ordinance Sec. 11.053 is required when any of the following is proposed: (a) An application for building permit with ground disturbing activities; (b) Alteration of lot elevations; (c) Excavation of existing soils or the placement of fill.

PROPERTY OWNER INFORMATION:

APPLICANT / CONTRACTOR:

Name: _____

Name: _____

Mail Address: _____

Mail Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____

Phone: _____

Cell Phone: _____

Cell Phone: _____

Email Address: _____

Email Address: _____

FAX: _____

FAX: _____

City Business License #: _____

CCB #: _____

PROPERTY DESCRIPTION:

Location / Address: _____

Legal Description: _____

Township: _____ Range: _____ Section(s): _____ Tax Lot(s): _____

Lot Area: _____ Zone(s): _____

RESPONSIBILITY

Whenever damage, erosion, or sedimentation of adjacent or downslope properties is caused by stripping vegetation, grading or other development, it shall be the responsibility of the property owner, person, corporation or other entity causing such sedimentation to remove it from all adjoining surfaces and drainage systems and repair damage to property prior to issuance of final approvals for the project. The property owner shall be responsible for repairing existing streets, public facilities, and surrounding properties damaged in the development of the property. City staff may make periodic inspections to ensure grading and erosion control measures are working effectively. The City shall have the right to require the developer to pay for additional measures to assure compliance with this ordinance.

PROPERTY OWNER'S SIGNATURE

DATE



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PROVIDE THE FOLLOWING REQUIRED INFORMATION:

When Received

- Site Plan: Identify property line locations, existing structures, proposed structures, roads, driveways, utilities, stormwater drainage facilities, easements, wetlands, watercourses, topographical features, trees with 6-inch or greater caliper or an outline of wooded areas, and trees proposed for removal.
- Grading and Erosion Control Plan: Estimate the depths and location of all excavations and fills. Identify the type and location of erosion control measures. Erosion control measures shall be installed prior to construction and shall be continuously maintained. Debris shall be removed from the property within 30 days of the completion of the associated activity unless an alternate timeline is approved with the permit application.
- Storm Water Drainage Plan: Identify roof drains, foundations drains, drainage swales, and culverts. Storm water systems shall be consistent with the Wheeler Storm Water Master Plan and designed to avoid sedimentation and flooding of adjacent and downslope properties.

THE FOLLOWING DOCUMENTATION MAY BE REQUIRED TO MEET APPLICABLE CRITERIA:

- Geologic Investigation Report: Submit a Geologic Investigation Report when any of the following is proposed: (a) An application for a building permit with ground disturbing activities; (b) Alteration of lot elevations more than those elevations which maintain proper drainage on the subject and adjacent properties, as well as maintaining non-hazardous conditions for development of the subject and surrounding properties; (c) Alteration of existing soils and the general contour of the lot outside the limits of maintaining stable surface and drainage conditions.
- Wetland Delineation Report and Concurrence and Agency Authorization:
For work in wetlands, submit authorization from the Division of State Lands and the US Army Corps of Engineers. Work will only be permitted where the City finds that the filling will not cause flooding of adjacent properties or public streets or drainage systems and that the drainage system is adequate to handle actual or projected storm run-off.

PERMIT APPROVAL

DATE

(Print Name, Sign Name, Print Title)

FINAL APPROVAL (Satisfactory completion of all applicable requirements)

DATE

(Print Name, Sign Name, Print Title)



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FLOODPLAIN DEVELOPMENT PERMIT

OFFICE USE (Year, #): # W- _____ - _____

A Floodplain Development Permit is required for all development in the Special Flood Hazard Area (SFHA) Zone A, AE, A1-A30, AH, or AO as identified on the FEMA Flood Insurance Rate Map. As property owner you are making application for a permit in a designated floodplain area and by signing this application you agree that all work shall be done in accordance with the requirements of the Wheeler Zoning Ordinance Article 9 Flood Hazard Overlay Zone and consistent with all other applicable City, State and Federal regulations. The work to be performed shall be described below and in appropriate attachments. This application does not create liability on the part of the City of Wheeler or any officer, or employee thereof for any flood damage that results from reliance on this application or any administrative decision made lawfully thereunder. These documents will be permanently retained by the City.

PROPERTY OWNER(S)

Legally Recorder Property Owner(s) _____ Phone _____
Mailing Address _____ City _____ State _____ ZIP _____
Property Owner Signature: _____ Date: _____

CONTRACTOR / INSTALLER

Building Contractor _____ CCB # _____ Phone _____
Manuf. Home Installer _____ MDI # _____ Phone _____
[] Mail permit to: _____

LOCATION INFORMATION

Physical Address _____ Recorded Survey # _____
Zone(s) _____; Lot Size: Dimensions, Area: _____ square feet / acres
Legal Description _____
Township _____ Range _____ Section _____ Tax lot(s) _____

A. DESCRIPTION OF WORK (Complete for all work)

- Describe the Proposed Development:
 New Building Manufactured Home Improvement to Existing Building Filling Other
- Size and Location of Proposed Development: Attach a Site Plan Drawn to Measurable Scale
- In what Special Flood Hazard Area Zone(s) is the proposed development located? _____
- Identify the FEMA Flood Insurance Rate Map Panel number and revision date.
Panel # _____ Date _____
- Will other local, State or Federal permits be obtained? Yes No
Type _____
- Is the proposed development in an identified floodway? Yes No
- If yes to #6, is a "No Rise Certification" with supporting data attached? Yes No



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B. Complete for New Structures and Building Site

1. Base Flood Elevation at the Site: _____ feet NGVD 29 NAVD 88
2. Required lowest flood elevation (including basement): _____ feet NGVD 29 NAVD 88
3. If the cost of the proposed construction equals or exceeds 50 percent of the market value of the structure, then the substantial improvement provisions shall apply.
4. Number of flood openings (vents) _____ and enclosed area _____ sq. feet below BFE.

C. Complete for Alterations, Additions, or Improvements to Existing Structures

1. What is the estimated market value of the existing structure? \$ _____
2. What is the cost of the proposed construction? \$ _____
3. If the cost of the proposed construction equals or exceeds 50 percent of the market value of the structure, then the substantial improvement provisions shall apply.

D. Complete for Non-Residential Floodproofed Construction:

1. Type of floodproofing method: _____
2. The required floodproofing elevation is: _____ feet NGVD 29 NAVD 88
3. Floodproofing certification by a registered engineer is attached: Yes No

E. Complete for Subdivisions or Planned Unit Development:

1. Will the subdivision or other development contain 50 lots or 5 acres? Yes No
2. If yes, does the plat or proposal clearly identify base flood elevations? Yes No
3. Are the 100 Year Floodplain and Floodway delineated on the site plan? Yes No

THIS SECTION FOR ADMINISTRATION USE ONLY

1. Permit Approved date Permit denied (Findings of Fact attached)
2. Elevation Certificate attached Yes No
3. As-Built lowest floor elevation: _____ feet NGVD 29 NAVD 88
4. Work Inspected by: _____ Date: _____
5. Local Administrator: _____ Date: _____

CONDITIONS OF APPROVAL

See attached report with conditions dated _____

1. When construction is complete, prior to occupancy, submit an as-built elevation certificate.



CITY OF WHEELER, OREGON

775 Nehalem Blvd, P.O. Box 177, Wheeler, OR 97147

Telephone: (503) 368-5767 / Fax: (503) 368-4273

Website: www.ci.wheeler.or.us / Email:

cityofwheeler@i.wheeler.or.us

LAND USE APPLICATION

Land Use Application # _____

Property Owner: _____ Phone: _____

Mailing Address: _____

Applicant: _____ Phone: _____

Mailing Address: _____

Email Contact: _____

Application Type(s): Check all that apply: * requires additional * information identified below

- | | |
|--|---|
| <input type="checkbox"/> Design Review (See: Section 11.050) | <input type="checkbox"/> Partition * |
| <input type="checkbox"/> Variance (See: Article 14) | <input type="checkbox"/> Subdivision * |
| <input type="checkbox"/> Conditional Use (See: Article 15) | <input type="checkbox"/> Planned Development * |
| <input type="checkbox"/> Zone Boundary Change from _____ to: _____ | <input type="checkbox"/> Cluster Development * |
| <input type="checkbox"/> Text Amendment (see attached verbiage) | <input type="checkbox"/> Consolidated Review Requested |
| <input type="checkbox"/> Miscellaneous Review: _____ | <input type="checkbox"/> Appeal of Decision # _____ |
| <input type="checkbox"/> Lot Line Adjustment * | <input type="checkbox"/> Floodplain Development Permit* |

PROPERTY DESCRIPTION:

Site Address: _____ Present Use: _____

Requested Use: _____

Land Use Zone: _____

Property Size: _____ square feet / acres

Access: _____

Wetlands; Flood Zone** _____ BFE: _____; Waterway: _____

Tax Map: Township: _____ Range _____ Section _____ Tax Lot(s) _____

Survey: Yes; Recorded: Yes #(s): _____

Legal Description: _____

(Subdivision Name, Block, Lot Number(s) / Partition and Lot Number(s) / Other Description)

Provide three copies of the following information as necessary to depict the proposed use:

Draw plans to scale and include a north arrow. Information not listed may be required. In a Special Flood Hazard Area, a Floodplain Development Permit is required.

- | | | |
|---|---|---|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Erosion Control Plan | <input type="checkbox"/> Storm Water Drainage Plan |
| <input type="checkbox"/> Grading Plan | <input type="checkbox"/> Revegetation Plan | <input type="checkbox"/> Construction Elevations |
| <input type="checkbox"/> Utilities (Water/Sewer/Access) | <input type="checkbox"/> Civil Engineering | <input type="checkbox"/> Tentative Plat * |
| <input type="checkbox"/> Property Survey | <input type="checkbox"/> Agency Approvals* | <input type="checkbox"/> Final Plat * |
| <input type="checkbox"/> Lot Corner Elevations | <input type="checkbox"/> Title Report * | <input type="checkbox"/> Open Space * |
| <input type="checkbox"/> Geologic Site Investigation | <input type="checkbox"/> Phasing * | <input type="checkbox"/> Flood Elevation Certificate* |

Property Owner(s) Signature: _____ Date: _____



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For City Use:

LAND USE APPLICATION PROCESS PROCEDURE:

Application #'s: _____

Date Received:

_____ Application(s) submitted to the City (with fees: \$ _____)

_____ Application Review(s) Completed by: _____

_____ Application(s) Deemed Complete by: _____

_____ Notice Mailed (# of property owners: _____)

_____ Notice Published (receipt amount: \$ _____)

_____ Public Hearing(s) held: additional: _____

_____ Decision Date: Application Denied _____ / Approved _____

_____ Notice of Decision Mailed: Appeal Period Expiration Date: _____

_____ Appeal Received Yes No (If yes, see appeal application file)

ADDITIONAL LAWS MAY APPLY; ADDITIONAL PERMITS AND APPROVALS MAY BE REQUIRED

Additional applications may be required. Approvals from local, state, or federal agencies may be required. The instructions on this application shall not be construed to allow violation of other laws or ordinances. If this application is in conflict with a law or ordinance, the law or ordinance shall take precedence.

DECISION

The City shall take final action on an application within 120 days of the receipt of a complete application. Upon the request of the applicant, the 120 day period may be extended for a reasonable period of time. A decision is final at the expiration of the applicable appeal period.

APPEAL PROCESS

A decision of the Planning Commission may be appealed to the City Council by a participant to the first evidentiary public hearing by filing a notice of intent within 20 days of the date the final order is signed. A decision of the City Council may be appealed to the Land Use Board of Appeals by a participant to the first evidentiary public hearing by filing a notice of intent within 21 days of the date decision sought to be reviewed is final. The complete case including the final order shall be available for review at the City.



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Instructions Regarding an Application Decision

The Final Order and Notice of Decision and Exhibit A Findings of Fact are the final decision on a land use application unless an appeal is filed.

In the case of an Administrative Decision, fifteen (15) calendar days after the date the decision is signed, the decision is final unless an appeal has been filed. An Administrative Decision may be appealed to the City Planning Commission by filing a request in writing with the City following the procedures contained in the Final Bylaws for the Wheeler Oregon Planning Commission.

In the case of a Planning Commission Decision on a land use application, fifteen (15) calendar days after the date the Final Order and Notice of Decision and Exhibit A Findings of Fact are signed the decision is final **unless** an appeal has filed. A Planning Commission Decision may be appealed to the City Council by filing a request in writing with the City following the procedures contained in the Final Bylaws for the Wheeler Oregon Planning Commission.

In the case of a City Council Decision on a land use application, twenty-one (21) calendar days after the date the Final Order and Notice of Decision and Exhibit A Findings of Fact are signed the decision is final unless an appeal has been filed. A City Council Decision may be appealed to the Land Use Board of Appeals by filing a request in writing with the Land Use Board of Appeals following the procedures contained in Oregon Revised Statutes Chapter 227.

The Final Order and Notice of Decision is mailed to the applicant and to participants who provided their contact information during the hearing process within five business days of the date that it was signed at the address provided to the City by the applicant and participants.

The entire record of the decision process is available for review at City Hall during regular business hours. Documents are available for purchase at a reasonable cost determined by the City Council. The City may not be able to respond immediately to a public record request and will provide you with an anticipated date that the document or documents will be available.

Please contact City Hall during regular business hours if you have any questions. If City Staff are not available to answer your questions, please leave me a phone number so City Staff can give you a call as soon as they are available.

Thank you sincerely,

Wheeler City Manager, Wes Wootten