

COLUMBIA COUNTY  
LAND DEVELOPMENT SERVICES

COURTHOUSE  
230 STRAND  
ST. HELENS, OREGON 97051  
(503) 397-1501

General Application

File No. \_\_\_\_\_

**GENERAL LAND USE PERMIT APPLICATION**

**TYPE OF PERMIT:** \_\_\_\_\_ Zone Change                       Temporary Permit  
                                 \_\_\_\_\_ Site Design Review                      \_\_\_\_\_ Resource Management Plan

**APPLICATION PER CCZO, SECTION:** \_\_\_\_\_

Other: \_\_\_\_\_

**APPLICANT:** Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone No.: Office \_\_\_\_\_ Home \_\_\_\_\_

Are you the \_\_\_\_\_ property owner? \_\_\_\_\_ owner's agent?

**PROPERTY OWNER:** \_\_\_\_\_ same as above, OR:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**RELATIONSHIP OF PROPERTY OWNER AND APPLICANT:** \_\_\_\_\_

**PROPERTY ADDRESS** (if assigned): \_\_\_\_\_

\_\_\_\_\_

**TAX ACCOUNT NO.:** \_\_\_\_\_ Acres: \_\_\_\_\_ Zoning: \_\_\_\_\_

\_\_\_\_\_ Acres: \_\_\_\_\_ Zoning: \_\_\_\_\_

\_\_\_\_\_ Acres: \_\_\_\_\_ Zoning: \_\_\_\_\_

**PRESENT USES:** (farm, forest, bush, residential, etc.)

Use: \_\_\_\_\_ Approx. Acres \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total acres (must agree with above): \_\_\_\_\_

**PROPOSED USES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WATER SUPPLY:** \_\_\_\_\_ Private well. Is the well installed? \_\_\_\_ Yes \_\_\_\_ No  
\_\_\_\_\_ Community system. Name \_\_\_\_\_

**METHOD OF SEWAGE DISPOSAL:** \_\_\_\_\_ Community Sewer. Name \_\_\_\_\_  
\_\_\_\_\_ Not applicable.  
\_\_\_\_\_ Septic System.

If Septic, does the subject property already have a system? \_\_\_\_ Yes \_\_\_\_ No  
If no, is the property approved for a Septic System? \_\_\_\_ Yes \_\_\_\_ No

**CONTIGUOUS PROPERTY:** List all other properties you own which have boundary lines touching this property:

<u>Tax Account No.</u>	<u>Acres</u>	<u>Co-owners (if any)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**CERTIFICATION:**

I hereby certify that all of the above statements, and all other documents submitted, are accurate and true to the best of my knowledge and belief.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Property Owner Signature if different than Applicant: \_\_\_\_\_

NOTE: Please attach an accurate and detailed plot plan, including property lines, existing and proposed structures, location of septic tank and drainfield, farm - forest areas, large natural features (cliffs, streams, etc.).

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Planning Department Use Only

Date Rec'd. \_\_\_\_\_ Hearing Date: \_\_\_\_\_  
Or: Administrative \_\_\_\_\_

Receipt No. \_\_\_\_\_

Zoning: \_\_\_\_\_ Staff Member: \_\_\_\_\_

[ ] Dr. statement on file (§1505.3 "Care of a Relative" only)

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**PERMIT PROCEDURE**

Once your land use action for a temporary permit is approved, you then need to obtain the following permits:

1. An Authorization approval to connect to the existing septic system.
2. Siting permit through the Building section of this Department.
3. Road access and Fire District approval are required to obtain your siting permit.

## 1505 TEMPORARY PERMITS:

- .1 Use Not Allowed in District: The Planning Commission may allow a temporary permit for a period not to exceed 1 year, for a use not otherwise allowed in the zoning district. The temporary permit may be allowed only after a hearing conducted pursuant to Section 1603 and provided that the applicant provides evidence substantiating the following, unless otherwise provided for in this Ordinance:
  - A. There is no reasonable alternative to the temporary use;
  - B. The permit will be necessary for a limited time or will allow an occasional use, such as housing for seasonal farm labor;
  - C. The temporary use does not involve the erection of a substantial structure or require any other permanent commitment of the land;
  - D. The temporary use will not be detrimental to the area or to adjacent properties; and,
  - E. The temporary use will comply with the Comprehensive Plan.
  
- .2 Temporary Residence While Building: The Director may approve a temporary permit for a period not to exceed 1 year for the use of an existing house, a mobile home or trailer house as a residence, while a permanent dwelling is being constructed on the subject property, provided the applicant submits evidence substantiating the following, unless otherwise provided for in this Ordinance:
  - A. A building permit for a permanent residence on the subject property has been acquired;
  - B. Within 30 days of the issuance of the occupancy permit, the previous house or mobile home shall be removed or made to conform with zoning and building regulations; and
  - C. Failure to maintain a valid building permit will result in immediate revocation of any permit granted pursuant to the provisions of subsection 1505.2.
  
- .3 Care of a Relative: The Director may approve a temporary permit according to the procedure stated in subsection 1601, for a period not to exceed 1 year, for the use of a mobile home or trailer house as a residence for the care of a relative who requires special attention because of age or poor health, provided the applicant provides evidence of the following, unless otherwise provided for in this Ordinance:
  - A. There exists a need for special attention (a doctor's statement establishing this need is appropriate and suggested evidence); and

- B. The temporary living unit can be connected to the existing subsurface sewage system serving the primary dwelling on the property.

.4 Emergency Shelter: The Director may approve a temporary permit for the use of a mobile home or trailer house for emergency shelter needed as a result of destruction or substantial damage to a residence or business due to fire or other natural disaster. The emergency permit may be granted for an initial period not to exceed 60 days provided the applicant submits a written statement:

- A. Indicating the nature and extent of the damage or destruction incurred; and
- B. Agreeing to make application for the appropriate permit(s) within the 60 day period.

Emergency permits shall automatically be extended to the date of the final decision on the permit application(s). Failure to make application for the appropriate permit(s) within the 60 days period will result in immediate revocation of the emergency permit.

.5 Conditions of Approval: The Director may subject approvals granted pursuant to subsection 1505.4 to such conditions as will safeguard the public health, safety, convenience, and general welfare. Such conditions may include, but are not limited to:

- A. Landscaping of the mobile home site;
- B. County approval of a subsurface sewage disposal system;
- C. Placement of manufactured skirting in those areas around the mobile home which are not developed with a foundation;
- D. Removal of the mobile home when the need for which a temporary permit was granted ceases.

1505 .6 Storage of Structures or Equipment: The Director may approve a temporary permit according to the procedure stated in subsection 1601, and for a period not to exceed 6 months, for the storage of structures, including mobile homes, or equipment, provided the applicant submits evidence substantiating the following, unless otherwise provided for in this Ordinance:

- A. There is no reasonable alternative to the storage of the structure or equipment;
- B. The temporary use does not require any permanent commitment of the land; and
- C. The temporary storage site shall meet all required setbacks of the district for primary structures.

- .7 Renewal of a Temporary Permit: The Director may renew a temporary permit, for a period not to exceed 1 year, except as provided in Section 1505.6, according to the procedure stated in section 1601, provided the applicant provides evidence substantiating the following, unless otherwise provided for in this ordinance:
- A. The circumstances under which the original permit was granted remain substantially similar;
  - B. The use will not be detrimental to the area or to adjacent properties; and
  - C. The use will comply with the Comprehensive Plan.