



LINN COUNTY PLANNING AND BUILDING DEPARTMENT  
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Room 114, Linn County Courthouse  
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Phone 541-967-3816, www.linncountyor.gov

**TYPE IB – MINISTERIAL APPLICATION**  
**Alteration, Restoration, or Replacement of a Lawfully Established Dwelling**  
**Application Fee: \$350.00**

This application is for a building or development project taking place in the Linn County jurisdiction.

Please fill out the application and submit to the Planning and Building Department office anytime Monday through Friday. Use ink or a printer to complete the application. Applications filled out in pencil cannot be accepted. If you have any questions, please call or stop by the Planning and Building Department and ask for a planner.

**Application Check List (for departmental use only)**

Date Received: \_\_\_\_\_ Receipt number \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Application accepted by: \_\_\_\_\_ Completeness reviewed by: \_\_\_\_\_

- \_\_\_\_ Legal Property
- \_\_\_\_ Lawfully Established Dwelling
- \_\_\_\_ Owner(s) signature
- \_\_\_\_ Applicant(s) signature
- \_\_\_\_ Complete Site Plan
- \_\_\_\_ Proposal is located within:
  - Zoning District \_\_\_\_\_ Plan designation \_\_\_\_\_
  - UGB (identify) \_\_\_\_\_ Planning area \_\_\_\_\_

**THIS FORM MUST BE FILLED OUT COMPLETELY, IN INK OR TYPED**

- I. Property Owner/Applicant Information
  - A. Applicant(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone number \_\_\_\_\_ Email \_\_\_\_\_
  - B. Property owner(s) \_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone number \_\_\_\_\_ Email \_\_\_\_\_

C. Applicant's representative (if any) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone number \_\_\_\_\_ Email \_\_\_\_\_

II. Property Information

A. Legal description of property: Township \_\_\_\_\_ Range \_\_\_\_\_ Section(s) \_\_\_\_\_  
Tax Lot(s) \_\_\_\_\_

B. Property size \_\_\_\_\_

C. Site Address (if any): \_\_\_\_\_

D. Zoning designation \_\_\_\_\_ Comp Plan designation \_\_\_\_\_

III. Decision Criteria (LCC 933.180(B))

A. Is the dwelling to be replaced currently on the property? \_\_\_\_\_ Yes \_\_\_\_\_ No

B. If the dwelling is no longer on the property, when was the dwelling removed? \_\_\_\_\_

**Attach documentation verifying that the dwelling was present and habitable until that date.**

C. What year was the dwelling established on the property? \_\_\_\_\_

D. Is the dwelling a frame-built home or a manufactured home? \_\_\_\_\_

E. Is the dwelling currently occupied? \_\_\_\_\_ Yes \_\_\_\_\_ No

F. Does the dwelling have intact exterior walls and roof structure? \_\_\_\_\_ Yes \_\_\_\_\_ No

G. Does the dwelling have indoor plumbing consisting of kitchen sink, toilet, and bathing facilities connected to a sanitary waste disposal system? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe the plumbing facilities: \_\_\_\_\_

H. Does the dwelling have interior wiring for interior lights? \_\_\_\_\_ Yes \_\_\_\_\_ No

I. Does the dwelling have a heating system? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe the heating system? \_\_\_\_\_

IV. Attachments

**YOU MUST SUBMIT THE FOLLOWING ATTACHMENTS WITH THIS APPLICATION**

Any documentation verifying that the dwelling was present and habitable within the last 12 months.

V. Owner/Applicant Certifications

**I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true and any approval granted based on this information may be revoked if it is found that such statements are false.**

**Owner/applicant signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner/applicant signature** \_\_\_\_\_ **Date** \_\_\_\_\_

VI. Verification of Ownership

**Only the owner of the property is authorized to complete this section.**

A. I hereby certify that this application does not violate any recorded codes, covenants or restrictions that are attached to the subject property.

B. I have the following legal interest in the property:

\_\_\_\_\_owner of record      \_\_\_\_\_land sales contract purchaser

\_\_\_\_\_holder of a recorded exclusive option to purchase

C. Property Owner Signature\_\_\_\_\_ Date\_\_\_\_\_

PLEASE NOTE: County ordinance does not allow an application to be reviewed unless the owner has first authorized it. The Assessor's office records are used to verify the ownership.

The Linn County Assessor's office records indicate that:

Township\_\_\_\_\_Range\_\_\_\_\_Section(s)\_\_\_\_\_Tax Lot(s)\_\_\_\_\_

is owned or is being purchased by:\_\_\_\_\_

If more than one owner is included, please list all other owners.

Other owners:

(1)\_\_\_\_\_

(2)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assessor or Planning Staff Signature

Date

## STANDARD SITE PLAN DRAWING

For a complete and accurate evaluation of your proposal, it is necessary to include sufficient information and detail on a site plan drawing. An example is provided as a guide to the preparation of your plan. The site plan you submit will constitute the formal development plan upon which your request is based.

You may submit separate plans to show details of particular aspects of your proposal, i.e. landscaping, off-street parking, topography and drainage plans.

Any public or semi-public use or activity will require written detail and description of such use, i.e. number of employees, hours of operation, unusual equipment or activities that may produce noise, odor, glare, vibration, etc., equipment storage areas, guard or watchman requirements, aerial hazards and road access needs.

This site plan requirement is in addition to any other requirements for zoning, building, sanitation or other governmental permits or standards compliance.

### SITE PLAN REQUIREMENTS:

- (1) The site plan must be submitted on paper no larger than 8½ inches by 14 inches and drawn to scale.
- (2) Indicate the scale (for example, 1" = 200') on the site plan.
- (3) Include a North arrow indicating the direction of North on the map.
- (4) Include the applicant's name and address in an information block at the bottom of the page.
- (5) Show the dimensions of the property. These may be taken from surveys, deeds and assessor's records.
- (6) Indicate the names of roads adjacent to the property.
- (7) Indicate the approximate distance and direction to nearest city or town.
- (8) Indicate the dimensions and distance from property lines to all structures, both existing and proposed, as well as fences, culverts, light standards and signs on the property and adjacent properties.
- (9) Indicate the location of existing and proposed access ways, parking and loading areas, approaches and barriers. The type of surfacing should be indicated.
- (10) Identify the location of significant land features, such as streams, creeks, drainage areas and slope.
- (11) Identify the location of existing and/or proposed septic tanks, repair areas and wells. If known, indicate any wells or septic systems on adjacent properties if they are within 10 feet of this property.
- (12) Indicate existing uses of land (cultivation, pasture, timber, etc.). Indicate types of crops, pasture, grass and timber species.