



**City of The Dalles**  
**Community Development Dept**  
313 Court Street  
The Dalles, OR 97058  
(541) 296-5481, ext. 1125  
www.thedalles.org

Application #: \_\_\_\_\_

Filing Fee: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Deemed Complete: \_\_\_\_\_

Ready to Issue: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Received: \_\_\_\_\_

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## Conditional Use Permit Application

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### Applicant

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

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

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### Legal Owner (if different than Applicant)

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

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

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

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### Property Information

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

Zone: \_\_\_\_\_

City Limits:      Yes      No

Geohazard Zone: \_\_\_\_\_

Map and Tax Lot: \_\_\_\_\_

Overlay: \_\_\_\_\_

Size of Development: \_\_\_\_\_

Flood Designation: \_\_\_\_\_

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### Project Information

New Construction

Expansion/Alteration

Change of Use

Amend Approved Plan

Current Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Briefly Explain the Project:

Proposed Building(s) Footprint Size (ft<sup>2</sup>): \_\_\_\_\_

Total Number of Parking Spaces Proposed: \_\_\_\_\_

Parking Lot Landscaping Proposed (ft<sup>2</sup>): \_\_\_\_\_

Total Landscaping Proposed (ft<sup>2</sup>): \_\_\_\_\_

Percentage of Irrigated Landscaping: \_\_\_\_\_

**Project Information (continued)**

**Economic Development Information**

☐ Proposed Project is in the Enterprise Zone

*(for questions regarding Enterprise Zones, please contact the Assistant to the City Manager's Office at (541) 296-5481, ext. 1150)*

Full Time Equivalent (FTE) jobs are currently provided: \_\_\_\_\_

FTE jobs are expected to be created by the proposed project: \_\_\_\_\_

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***In addition to the requirements of Article 3.010: Application Procedures, this application must be accompanied by the information required in Article 3.050 Site Plan Review, contained in Title 10 Land Use and Development of the City of The Dalles Municipal Code.***

***Upon submission of this application, please provide the following material:***

**Site Team / Pre-Application:**

Completed application  
Concept plan (PDF recommended)  
50% application fee

**Official Conditional Use Permit Review:**

Remainder of application fees  
Professional plans (PDF required)

***Following an approved Site Plan Review determination, plans with all necessary changes must be submitted to City Staff for final review. Please provide the following number of copies for review:***

1 – PDF of final plans  
1 – 11" x 17" set of final plans  
2 – Full size sets of construction detail plans

***Following final plan review, please provide the following number of copies:***

1 – PDF of final plans  
2 – 11" x 17" sets of final plans  
4 – Full size sets of construction detail plans

Signature of Applicant

Signature of Property Owner

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Date

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Date

## **INFORMATION REQUIRED WITH SITE PLANS**

There are 3 types of plan information which can be combined on the same plan or separated onto different plans and reviewed at different times through the approval process. The minimum plan requirements which must accompany a Conditional Use Permit Application are those specified in the Concept Site Plan below.

**1. Concept Site Plan. The concept site plan shall clearly indicate all of the following information applicable to the particular development proposal.**

- ☐ Project Name
- ☐ A separate vicinity map indicating location of the proposed development
- ☐ Scale – The scale shall be at least one inch equals 50 feet (1:50), unless a different scale is authorized by the Director
- ☐ North arrow
- ☐ Date
- ☐ Location and names of all existing streets and location of proposed streets within or on the boundary of the proposed development
- ☐ Lot layout with dimensions for all lot lines
- ☐ Location, dimensions, and height of all existing and proposed buildings, structures, fences, and gates
- ☐ Indicate which buildings, structures, and fences are to remain and which are to be removed
- ☐ Location and dimensions of all yards and setbacks from all property lines and distances between existing and proposed buildings
- ☐ Location and dimensions of all driveways and bicycle and vehicle parking areas
- ☐ Number of vehicle and bicycle parking spaces, parking lot layout, and internal traffic circulation pattern
- ☐ Size and location of existing and proposed curb openings (access from street to property), and distance to curb openings on adjacent property
- ☐ All points of entrance and exit for pedestrians, bicycles, and vehicles, including service vehicles
- ☐ Location and description of any slopes greater than 20%, and any proposed cut and fill activity
- ☐ General nature and location of all exterior lighting
- ☐ Outdoor storage and activities where permitted, and height and type of screening.
- ☐ Conceptual drainage and grading plan

- ☐ Location, size, height, materials and method of illumination of existing and proposed signs
- ☐ Location of existing utilities, easements, and rights of way
- ☐ Location of any significant natural features including, but not limited to, water courses, trees, rock outcroppings, ponds, drainage ways and wetlands
- ☐ Location, size, and use of any proposed underground activity (storage tanks, septic systems, heat transfer coils, etc.)
- ☐ Location of existing fire hydrants
- ☐ Location and dimension of all areas devoted to landscaping, and a general description of proposed planting and materials, (trees, rocks, shrubs, flowers, bark, etc.)
- ☐ Location of existing and proposed trash storage area(s) including enclosure construction design and access for pick up purposes
- ☐ Any additional information required by the Director to act on the application

*Detailed plans may be submitted after land use approval is granted; **however**, detailed plan approval will be required prior to City sign-off on building permit application forms.*

**2. Detailed Landscape Plans. Detailed landscape plans shall clearly indicate the following information:**

- ☐ Project Name
- ☐ Scale (the scale shall be at least one inch equals 50 feet (1:50) or larger)
- ☐ North arrow
- ☐ Date
- ☐ Location and initial sizes of plants and tree species, and other proposed landscape material
- ☐ Pipe location and size, point of connection, and water requirements of automatic sprinkler systems, and location and details of cross connection control device

**3. Detailed Construction/Design Plans. The detailed construction/design plans shall clearly indicate the following information:**

- ☐ All information required for the concept site plan
- ☐ Location of existing rights of way
- ☐ Location of existing streets, sidewalks, curbs, and utilities
- ☐ Location of existing and proposed street trees

- Parking lot striping and pavement cross sections
- Perimeter curb location and details
- Utility service types, sizes, locations and details (including hydrants, manholes, cleanouts, vaults, meters, inlets/catch basins, manholes, cleanouts, parking, drive pads, distance to drive pads on adjacent property, curb and sidewalk, retaining walls, and retaining wall drainages)
- Location and details of cross connection control devices
- Fence and gate locations and details
- Street and parking lot lighting locations and details
- Site drainage and grading plan and construction details sufficient to evaluate whether runoff generated from improvements is collected on site and disposed of in a manner which eliminates sheet flow of storm water onto sidewalks, public rights-of-way and abutting private property
- Erosion control plan and/or traffic control plan as required by the City Engineer. Where City street, curb, sidewalk or utility extensions are required, provide complete plan, profile, and construction detail drawings, including signs, striping and pavement markings, and specifications when required by the City Engineer, prepared and stamped by a licensed professional engineer for the proposed improvements within public rights-of-way
- City Engineer and all other required state and federal approvals for extensions