



City of Merrill Recorder's Office

P.O. Box 487
301 East Second St
Merrill, Oregon 97633
Phone: 541-798-5808
Fax: (541) 798-0145
cityofmerrill@centurytel.net

Flood Zone: YES
 NO

If Yes, contact a surveyor to meet FEMA Guidelines:

- Flood Elevation Certificate
- Letter of Map Amendment (LOMA)

General Review Application

Application processed through the City Planning Department

Circle all that apply

TYPE 1A						
Lot Line Adjustment: \$50	Non-Conforming Use: \$50	Subdivision Final Plat: \$25 per lot	Addition/Alteration/Replacement: \$50	Demolition: \$50	Construction: \$50	
Other, Please Describe:					Fee:	
TYPE 1B						
Code Interpretation: \$250 plus consulting fees		Modification to approval (minor): 50% of original permit fees, plus actual consulting fees		Land Partition: \$250 plus consulting fees (3 or less parcels 12 months from time of approval) *		
Other, Please Describe:					Fee:	
TYPE II						
Conditional Use Permit: \$1,000 plus consulting fees	Major Home Occupation Permit: \$50	Modification to approval:(major) 50% of original permit fee, plus actual consulting fees	Land Use District Map Change: \$1,000 plus consulting fees (no plan amendment required)	Subdivision Preliminary Plan: \$1,000 plus actual consulting fees (4 or more lots 12 months from time of final approval)	Site Design Review: \$1,000 plus actual consulting fees	Annexation: \$1,000 plus actual consulting fees
Other, Please Describe:					Fee:	
TYPE III						
Comprehensive Plan Amendment: \$1,000 plus actual consulting fees		Land Use District Map Change/ Zone Change: \$1,000 plus actual consulting fees (plan amendment required)		Variance: \$1,000 plus consulting fees		
Other, Please Describe:				Fee:		
* Land Partition is 3 or less parcels 12 months from time of final approval. An applicant may not reapply for the next consecutive 12 months, otherwise the project becomes a Subdivision Preliminary Plan.						

APPLICANT INFORMATION

Landowner Name: _____ Daytime Phone: _____

Mailing Address: _____

Applicant Name: _____ Daytime Phone: _____

Mailing Address: _____

Agent (e.g. Architect, Engineer, Surveyor): _____

Mailing Address: _____ Daytime Phone: _____

SUBJECT SITE INFORMATION

Property Address: _____

Map & Tax Lot Number(s): _____

Subdivision, Lot & Block: _____

Current Zoning: _____ Total size of Parcel(s): _____

Describe current uses, existing structures, other improvements and vegetation on the property:

Existing easements and/or deed restrictions- Purpose and Description:

Volume & Page #: _____

PROJECT INFORMATION

- Briefly describe the project & proposed use:

TRAFFIC STATEMENT

- Describe the amount of traffic the proposal will generate & its impact on local streets and traffic conditions:

ENVIRONMENTAL IMPACTS

- Describe any noise potentially generated by the proposed use (including during construction):

- Describe pollution emissions that will be generated by the proposed use:

- Describe the impact of the proposal on adjacent scenic views, historical resources or other environmental resources:

CONSTRUCTION IMPACTS

- If excavation or fill is planned, explain the purpose, location and amount of each:

- If tree removal is planned, explain the purpose of removal and the location and number of trees to be removed:

ECONOMIC IMPACTS

- New Business or Expansion:

- New Employment Positions:

- Estimated Valuation:

- Estimated Revenue:

PLEASE NOTE

- If driveways are planned as part of your proposal, please note the type, width and location of each on the site plan.
- If sidewalks are planned, show the width and location on the site plan.
- If storm water is planned, show the main lines and service lines or on-site detention/retention on the site plan.
- All contractors/subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS701.
- Every approved application shall expire and become void if work authorized is not started, is suspended or is abandoned for a period of a year or more.

REQUIRED:

- Map showing setbacks.
- COPY OF APPROVED PERMITS FROM KLAMATH COUNTY MUST BE RETURNED TO CITY OFFICES BEFORE WORK CAN COMMENCE.
- Once approved by Planning Commission and City Council applicant must contact the Public Works Department in order to obtain proof utilities have been properly shut off.
- Applicant must provide proof of proper disposal of demolition receipts every 30 days to the City Recorder’s Office until demolition has ended. City Recorder shall cease all demolition if disposal receipts have not been submitted.

Signature of Owner/Agent_____ Date:_____

PUBLIC WORKS USE ONLY
REQUIRED DEMOLITION CONDITIONS OF APPROVAL

BEFORE DEMOLITION CAN COMMENCE:

Public Works has inspected demolition address and confirmed shut off of utilities:

Utilities have been shut off/capped off/temporary shut off. (Circle one)

Public Works Director shall cease all demolition if applicant starts demolition prior to notification.

Additional Requirements: _____

Demolition Start Date: _____ **OR** **N/A**
(Authorized Personnel)

Signature: _____ **Date:** _____
(Authorized Personnel)

OFFICE USE ONLY

Date Received: _____ Received By: _____

File # : _____ Date Application Complete: _____

Date of Pre-App Meeting: _____ Hearing Date: _____

Notice of Proposal: _____ Notice of Adoption: _____
(Type II or Type III)

Pre-Application Decision: Approved with Conditions Approved Denied N/A

Planning Commissioner Signature: _____ Date: _____

Planning Final Decision: Approved with Conditions Approved Denied N/A

Planning Commissioner Signature: _____ Date: _____

City Council Decision: Approved with Conditions Approved Denied N/A

Mayor Signature: _____ Date: _____

Additional Required Conditions: _____

Approval Stamp: