



# City of Merrill Recorder's Office

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Merrill, Oregon 97633  
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## General Review Application

### APPLICATION TYPE

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                           |   |
| TYPE 1B   |                                     |  |  |   |   |   |
| Code Interpretation - \$250 + consulting fee          |                                     | Modification to approval (minor) - 50% of original permit fee                                |  |   | Land Partition - \$250 (3 or less parcels)    |   |
| TYPE II   |                                     |  |  |   |   |   |
| Conditional Use Permit - \$250 + consulting fee       | Major Home Occupation Permit - \$50 | Modification to approval (major) - 50% of original permit fee + consulting expenses          | Land Use District Map Change (no plan amendment required) - \$1,000 + consulting fee | Subdivision Preliminary Plan - (4 or more parcels) - \$1,000 + consulting fee | Site Design Review - \$1,000 + consulting fee | Annexation - \$1,000 plus actual consulting fee/s |
| TYPE III  |                                     |  |  |   |   |   |
| Comprehensive Plan Amendment \$1,000 + consulting fee |                                     | Land Use District Map Change/ Zone Change (plan amendment required) \$1,000 + consulting fee |  |   | Variance- \$1,000 + consulting fee            |   |
| OTHER, PLEASE DESCRIBE:                               |                                     |  |  |   |   |   |

### 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:

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

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**CONSTRUCTION IMPACTS**

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

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

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**ECONOMIC IMPACTS**

- New Business or Expansion:

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- New Employment Positions:

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- Estimated Valuation:

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- Estimated Revenue:

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**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: \_\_\_\_\_

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

File #: \_\_\_\_\_ Date Application Complete: \_\_\_\_\_

Date of Pre-App Meeting: \_\_\_\_\_ Hearing Date (Type II or Type III): \_\_\_\_\_

Notice of Proposal: \_\_\_\_\_ Notice of Adoption: \_\_\_\_\_

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

Planning Commissioner Signature \_\_\_\_\_ Date: \_\_\_\_\_

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Planning Final Decision Approved with Conditions  Approved  Denied  N/A

Planning Commissioner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Mayor Signature \_\_\_\_\_ Date: \_\_\_\_\_

**PUBLIC WORKS USE ONLY**

**REQUIRED DEMOLITION CONDITIONS OF APPROVAL:**

- Demolition start date: \_\_\_\_\_  
*(To be filled out by Public Works only)*

**BEFORE DEMOLITION CAN COMMENCE:**

- Applicant must provide proof utilities have been terminated.
- Public Works has inspected demolition address and confirmed shut off of utilities. Public Works Director shall cease all demolition if applicant starts demolition prior to signature.
- Utilities have been shut off/capped off/temporary shut off. (Circle one)
- Utilities have not been shut off/capped off/temporary shut off and may not begin demolition.

**Additional**

**Requirements:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Public Works**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please provide a copy of this page to City Recorder's Office once signed by Public Works.**