



PO Box 490, Lowell OR 97452

DEVELOPMENT APPLICATION - TYPE I

Ministerial Decision - City Administrator or Designee

The following information must be fully completed in order to process your application. All Type I applications may be re-classified as a Type II procedure. If reclassified additional information may be required. Some types of applications also require supplemental information, as noted below. All decisions shall address approval criteria, including applicable requirements of any road authority. Applications missing required information may be deemed incomplete. Based on the criteria and facts contained within the record, an application deemed complete shall be: approved, approved with conditions, or denied. By signing the application below, applicant acknowledges that if the total cost to the City exceeds 125% of application fees collected, applicant will be required to reimburse the City in accordance with Ordinance 228. Thank you for your cooperation.

Site Address _____

Applicant's Name _____ Phone No _____

Applicant's Address _____ Email _____

Owner's Name _____ Phone No _____

Owner's Address _____ Email _____

APPLICATION FOR:

Check One Box:

Supplemental Info Req'd?

<input type="checkbox"/>	Pre-Application Consultation	No
<input type="checkbox"/>	Pre-Application Conference	Yes
<input type="checkbox"/>	Final Plat - Subdivision/Partition	Yes
<input type="checkbox"/>	Subdivision - Minor Modification	Yes
<input type="checkbox"/>	Partition - Minor Modification	Yes
<input type="checkbox"/>	PUD - Minor Modification	Yes
<input type="checkbox"/>	Permit - Flood Plain/ Hazard Area	Yes
<input type="checkbox"/>	Variance - Flood Plain/Hazard Area	Yes
<input type="checkbox"/>	Fence Permit	Yes
<input type="checkbox"/>	Sign Permit	Yes
<input type="checkbox"/>	Accessory Dwelling Unit	Yes
<input type="checkbox"/>	Cottage Cluster	Yes
<input type="checkbox"/>	Home Occupation (Type I)	Yes

****Ministerial decisions are final and cannot be appealed per Section 9.206 (3)**

Map Number _____

Tax Lot(s) _____

Total Area _____
(Indicate Sq Ft or Acres)

Current Zoning _____

Current Property Use _____

Proposed Property Use _____

Affected Roads & Jurisdiction - *(local, county, state, etc)*

I am the:

Owner - *(as filed with the Lane County Assessor)*

Owner's Authorized Representative*

**Requires authorization letter signed by Owner as an attachment to this document*

I understand that any false statement on this application or on any supplemental attachments may cause subsequent approval to be null and void

Applicant's Signature

Date

FOR OFFICIAL USE ONLY

STAFF REVIEW	File Number	_____
Date Received	Received By	_____
<input type="checkbox"/> Fee Paid	Amount: _____	Receipt Date: _____
<input type="checkbox"/> All Requirements Attached	<input type="checkbox"/> Application deemed Complete	Date: _____
<input type="checkbox"/> Owner's Signature or Letter of Authorization	<input type="checkbox"/> City Council Hearing	Date: _____
<input type="checkbox"/> Additional Information Required <i>(complete next section)</i>	<input type="checkbox"/> Planning Commission Hearing	Date: _____

ADDITIONAL INFORMATION REQUIRED *List Additional Information Needed to Deem the Application Complete*

<input type="checkbox"/> Notice Mailed to Applicant Requesting Additional Information	Notice Mailed Date: _____
<i>If requested information is not provided within 30 days of the request date, the application will be considered null and void on the 31st day following the request for additional information unless an extension has been granted, per section 9.203 (h).</i>	
<input type="checkbox"/> Extension of Time to provide Information Granted	Extension Due Date: _____
<input type="checkbox"/> Additional Information Received	Information Rec'd Date: _____

NEIGHBORHOOD NOTICES

<input type="checkbox"/> Neighborhood Notices Required	Notices Mailed Date: _____
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DEVELOPMENT PERMIT APPROVAL	Approval Entity: Planning Commission	Date: _____
<i>Planning Commission & City Council</i>		
<i>Signatures on Decision Document</i>	City Council	Date: _____
Type I & II Approvals:		
_____	_____	
<i>Authorizing Signature</i>	<i>Date</i>	
<i>Approval of this application, after all applicable conditions have been met, constitutes a development Permit in accordance with Lowell Development Code Section 9.203, Application Procedure.</i>		