

**FOR OFFICE USE ONLY**

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

Floodplain # \_\_\_\_\_

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

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

Outright    CU type 1    Cu type 2



**City of Prineville**

**Site Plan New Construction**

**Single family, Duplex, Addition, Accessory, ADUs**

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

**PROPERTY OWNER AND APPLICANT INFORMATION**

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**EXISTING PROPERTY DESCRIPTION**

Property address: \_\_\_\_\_

Map # - Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_

Lot size \_\_\_\_\_ (Sq. Ft.)      % Vacant?

1st Story \_\_\_\_\_ Sq. Ft.    2nd Story \_\_\_\_\_ Sq. Ft.    Garage \_\_\_\_\_ Sq. Ft.

Accessory Structures \_\_\_\_\_ Sq. Ft.      Height: \_\_\_\_\_ Ft.

Existing lot coverage: \_\_\_\_\_ Sq. Ft. *(total footprint of all existing structures)*

**PROJECT DESCRIPTION**

Single family    Duplex    Addition    Accessory Structure    Other

1st Story \_\_\_\_\_ Sq. Ft.    2<sup>nd</sup> Story \_\_\_\_\_ Sq. Ft.   Garage \_\_\_\_\_ Sq. Ft.

Accessory Structures \_\_\_\_\_ Sq. Ft.      Height: \_\_\_\_\_ Ft.

Final Lot Coverage: \_\_\_\_\_ Sq. Ft. *(Total footprint of all existing and new structures)*

Describe Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## PROFESSIONAL SERVICES

Builder/Agent: \_\_\_\_\_ Phone \_\_\_\_\_ / \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email \_\_\_\_\_

Architect/Designer/Engineer: \_\_\_\_\_ Phone \_\_\_\_\_ / \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email \_\_\_\_\_

### TO COMPLETE THIS APPLICATION, PLEASE SUBMIT THE FOLLOWING:

- Complete Application : must be signed by the property owner and the applicant
- Application Fee
- Flood Elevation Certificate(If applicable)
- ODOT access permits (If applicable)
- Site Plan - an application showing legal ownership, location, intent and design of a project. A professional or novice sketch of the project must include but is not limited to:
  - Position on the lot
  - Dimensions
  - Setbacks
  - Access
  - Utilities
  - Lot Coverage
  - Parking
  - Landscaping

**By signing this application, the undersigned certifies that he/she has read and understands the submittal requirements stated above. Please note: if the applicant makes a misstatement of fact on the application regarding ownership, authority to submit the application, acreage, or any other fact material relied upon in making a decision the Community Development Director may upon notice to the applicant and subject to an applicant's right to a hearing declare the application void.**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**Please note: additional information may be required by the Planning Department prior to the application being deemed complete.**