



LAND USE REQUEST APPLICATION REVIEW PROCESS

Umatilla County Department of Community Development Planning Division

LAND USE REQUEST APPLICATION

Return Application
Materials to:

**Department of Community
Development – Planning Division**
216 SE 4th ST, Room 104
Pendleton, OR 97801
Planning@umatillacounty.gov

Voice: (541) 278-6252
Fax: (541) 278-5480
www.umatillacounty.gov

Revision Date: November 6, 2023
Please obtain the most current version of
this application and other supplemental
applications before submitting.

1. Pre-Application Meeting:

The applicant(s) will meet with the Planning Department staff to review the proposed development/request. Applicable information will be discussed in relation to the proposal. The applicant(s) will then submit all applicable materials to the Planning Department at their convenience.

2. Determination of Completeness

The Planning Department staff will review applicable regulations in regards to the type of application. Once the application is determined to be complete the 120 or 150-day clock will begin, which is the maximum amount of time the County has, by law, to process the application.

3. Administrative Review

Planning staff reviews applications that fall within the administrative review process. A public notice is sent to the surrounding property owners and affected public agencies. The public notice includes a description of the request and the analysis (preliminary findings) of how the request conforms to the standards set forth in the Umatilla County Development Code. The Planning Director approves administrative decisions. Applications processed through administrative review may be directed to a public hearing at the discretion of the Planning Director, or by the request of a notified property owner or public agency. Decisions made at a public hearing are made by the Planning Commission.

4. Consideration by Planning Commission

Public notices are sent to the adjacent property owners for comments of an application that will be heard before the County Planning Commission. The application will then go before the Umatilla County Planning Commission in an Open Record Public Hearing. Public comment is received and a decision is rendered on the application or a recommendation is made to the Board of Commissioners depending upon the type of application being processed.

5. Consideration by the Board of Commissioners

The Board of Commissioners hears legislative type of applications (amendments) or appeals. Public hearings are held with testimony being taken for the application or appeal. The Board of Commissioners makes a final decision.

6. Provision for Appeals

An appeal is provided for if the applicant/person with standing desires to challenge a decision of the decision-making body (Planning Director, Planning Commission or Board of Commissioners). After a decision is made by any of the decision-making bodies the appeal must be filed within 15 days of the decision. Failure to appeal the decision during that timeframe specified precludes any further appeal on the matter.

Contact Information for Agencies and Offices

State Offices

Department of Environmental Quality, DEQ
Pendleton Office, On-Site Program, 541-276-4063

Department of Fish and Wildlife, ODFW
Pendleton Office, 541-276-2344

Department of Forestry, ODF
Pendleton Office, 541-276-3491

Department of Geology and Mineral Industries, DOGAMI, Albany office, 541-967-2039

Division of State Lands, DSL
Bend Office, 541-388-6112

Office of Energy
Salem Office, 503-373-1034

Oregon Department of Transportation, ODOT
Pendleton Office, 541-276-1241
La Grande Office, 541-963-1574

Oregon Water Resource Department, OWRD (Watermaster) Pendleton office, 541-278-5456

State Building Codes
Pendleton Office, 541-276-7814

State Historic Preservation Office, SHPO
Salem Office, 503-378-4068

County Offices

County Assessor, 541-278-6219

County Surveyor, 541-278-5460

County Public Works, 541-278-5424

County Records, 541-278-6236

County Tax Office, 541-278-6213

County Environmental Health, 541-278-5432

County GIS, 541-278-6232

Fire Districts/Departments

East Umatilla County Fire District
541-566-2311

Echo Fire District
Merle Gehrke, 541-376-8118 or 541-376-8550

Meacham Volunteer Fire Department
Rollin Reynolds, 541-983-2588

Milton-Freewater Rural Fire Department
Rick Saager, 541-938-7146 or 541-938-7222

Pendleton Fire District; Lower McKay, McKay Creek, Rieth & Riverside, 541-276-1442

Pilot Rock Fire District
Brian Hemphill, 541-443-5121

Umatilla County Fire District #1
(Formerly Hermiston Rural Fire District, and Stanfield Rural Fire District)
541-567-8822

Umatilla Rural Fire District
541-922-3718

Irrigation Districts

Hermiston Irrigation District
541-567-3024

Hudson Bay Improvement District (also serving the Walla Walla River)
Jon Brough, 541-520-2856

Stanfield Irrigation District
Ray Kopacz, 541-449-3272

West Extension Irrigation
Bev Bridgewater, 541-922-3814

Westland Irrigation District
Mike Wick, 541-667-2030

Umatilla County Department of Community Development

Land Use Request Application

This application must be submitted to the Umatilla County Department of Community Development, 216 SE 4th ST, Pendleton, OR 97801, (541) 278-6252, and must be accompanied by a non-refundable application fee. Acceptance of the application and fee does not guarantee approval or a Determination of Completeness.

PLEASE COMPLETE THIS APPLICATION PRINTING CLEARLY WITH A BLACK INK PEN

Section 1: Type of Application(s) to Submit

Complete the applicable Supplemental Application that corresponds with the application you are submitting.

Amendment: ☐ Comprehensive Plan Text/Map, ☐ Zoning Text/Map

Conditional Use ☐ (briefly describe) _____

Land Division ☐ Type I, ☐ Type II, ☐ Type III, ☐ Type IV

Land Use Decision ☐ Farm Dwelling, ☐ Non-Farm Dwelling, ☐ Lot of Record Dwelling

(OTHER LUD, briefly describe) _____

Pre-Application ☐ Dwellings on resource land (specify) _____

Variance ☐ Lot Size, ☐ Setbacks, ☐ Other (specify) _____

Section 2: Contact Information

Name of Applicant: _____

Address: _____

City, State, Zip: _____

Telephone Number & Email _____

Address: _____

The APPLICANT is the ...

☐ Legal Owner, ☐ Contract Purchaser, ☐ Agent, ☐ Realtor

Name of Current Property Owner(s): _____

If Property Owner is not the applicant. _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Date of Pre-Application Meeting _____

with a Planner: _____

A pre-application is required prior to submitting any land use request application. If a pre-application meeting has not occurred, you must request to meet with a planner.

Section 3: Property Information

Complete for all land use request applications.

1. Location of Property (Provide directions you would give someone to get to the property):

2. Account Number(s) of Property:

Account # _____

Account # _____

3. Map Number(s) of Property:

Township _____ **Range** _____ **Section** _____ **Tax Lot** _____

Township _____ **Range** _____ **Section** _____ **Tax Lot** _____

Use separate sheet of paper for ENTIRE Legal Description and mark it "Exhibit A".

4. Has the Property or dwelling received a Rural Address? If so, what is it?

☐ Yes _____

☐ No _____

5. Current size of the Property:

Note: A "TRACT OF LAND" is contiguous property within the same ownership. A Tract is viewed differently at times in terms of land use.

Acres _____

Acres _____

6. Current Zoning Designation:

There are some 22 zoning designations in Umatilla County.

☐ EFU

☐ GF

☐ Other Zone _____

7. Comprehensive Plan Designation:

A Comprehensive Plan Designation is different than a Zoning Designation in that it distinguishes land that should be developed for various uses, where zoning actually specifies the uses. There can be multiple zoning designations within a Comprehensive Plan Designation.

☐ Agri-business

☐ Commercial

☐ Grazing/Forest

☐ Industrial

☐ Multi-Use

☐ North/South Agriculture

☐ Orchard District

☐ Rural Residential

☐ Special Agriculture

☐ West County Irrigation District

8. Buildings on the Property:

9. Current Use of the Property. If the use is farming, explain the types of crops grown.

10. Surrounding Uses of the Property. If the use is farming, explain the type of crops grown.

11. Does the Property reside in a Floodplain?
If so, a Floodplain Development Permit
will need to be completed prior to
construction.

- ☐ No, the Property is not in a floodplain.
☐ Yes, the Property is in a floodplain:

Zone _____

Community Number _____

Panel Number _____

12. If the Property is in a Floodplain, then is
it also located in a wetland as listed on
the National Wetlands Inventory maps?

- ☐ Yes, provide documentation.
☐ No, the Property is not in a wetlands

13. How is ACCESS provided to the
Property? (i.e. provide name of road that
directly serves the Property.) What type
of surface does the roadway have?

Name of Road or Lane

☐ Paved, ☐ Gravel, ☐ Dirt

14. Will the Property need an Access Permit
onto a County Road or State Highway?
If so contact the County Public Works
Department, 541-278-5424, or ODOT,
541-276-1241.

- ☐ Yes, if so please contact the proper authority and
provide that documentation
☐ No, one already exists (provide a copy)

15. EASEMENTS: Are there any easements
on the Property that provide the MAIN
ACCESS for the Property OR adjacent
properties? Are there any other
easements on the property? Attach
easement documentation.

Attach easement documentation:

- ☐ Access easements exist
☐ Utility line easements exist
☐ Irrigation easements exist
☐ Other easements exist: _____
☐ No, other easements exist.

16. Which Rural Fire District/Department
covers your Property with fire
protection?

Fire Services:

- ☐ East Umatilla
☐ Echo Rural
☐ Pendleton FD
☐ Pilot Rock FD
☐ Umatilla Rural
☐ Umatilla Dist. #1

Private Companies:

- ☐ Meacham
☐ Milton-Freewater
(subscriber)
☐ Tribal

☐ Not in a RFD

☐ Other, _____

17. Is the Property within an Irrigation
District? If the property is served by an
Irrigation District, a confirmation letter
from that office discussing any concerns
of the proposed development must be
submitted with this application.

Irrigation District:

- ☐ Hermiston
☐ Stanfield
☐ West Extension
☐ Westland

☐ Hudson Bay or
Walla Walla River
Irrigation

☐ Not in an ID

☐ Other, _____

18. Describe the soils on the Property by listing the map name and land capability. Visit <http://websoilsurvey.nrcs.usda.gov> or contact NRCS at (541) 278-8049.

Map Unit	Description	Class

19. What type of water use(s) exist on the Property? If there are none currently, will there be water uses developed in the future?

- ☐ No current water uses exist
☐ Water Uses to be developed:

☐ Yes, there are water uses

☐ Domestic Well

☐ Irrigation Well

☐ Stock Well

Other: _____

20. Are there Water Rights on the Property? If there are Water Rights, the water permit, certificate and/or other documentation from the Oregon Water Resources Department shall be included with this application.

- ☐ No current water rights exist
☐ Will apply for Water Rights
☐ Yes, there are water rights, please provide documentation (permit #, etc.)

☐ Surface Water Right(s),

☐ Ground Water Right(s),

21. Will the water rights require a change of use? Explain.

☐ No, the proposed use does not require a change with OWRD

☐ Yes, the proposed use does require a change with OWRD

22. What are the water needs of the proposed development? Provide an explanation that shows how the determination was obtained that shows daily usage of water for the development.

Expected Water Usage:

- ☐ Exempt Domestic Well (<15,000 gal daily)
☐ Exempt Commercial Well (<5,000 gal daily)
☐ Water Right required, estimated number of gallons to be used daily: _____ gallons
☐ No water is necessary for the development

23. What is the source of your water supply for the proposed development? Please explain your response on a separate sheet of paper.

Water Source:

- ☐ Surface Water, explanation attached
☐ Alluvial Groundwater, explanation attached
☐ Basalt Groundwater, explanation attached
☐ No water is necessary for the development

24. Who is the provider of the utilities for the
Property?

Water ☐ well, or _____

Sewer ☐ septic, or _____

Telephone _____

Electrical _____

Garbage Disposal _____

25. Provide a description of your proposal (*attach a description if necessary*):

Section 4: Required Application Materials

26. These materials are to be submitted with the application: The proceeding page is to be used as a base for the site plan. This drawing DOES NOT take the place of any maps required to be submitted by a Licensed Surveyor. This site plan will show what is or will be on the property. Additional material may be requested.

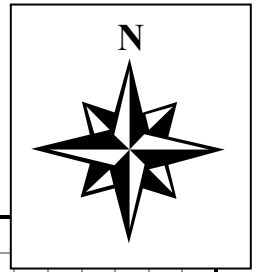
<input checked="" type="checkbox"/>	Materials to be submitted for ALL types of Applications:
<input type="checkbox"/>	a) Completed Application form.
<input type="checkbox"/>	b) Applicable Application fees.
<input type="checkbox"/>	c) Site Plan Marked Exhibit B (see next page) to include:
<input type="checkbox"/>	• Scale of drawing
<input type="checkbox"/>	• Site area showing <u>property boundaries</u> and dimensions
<input type="checkbox"/>	• Proposed and existing <u>structures</u> with dimensions to nearest Property lines
<input type="checkbox"/>	• Location of existing <u>wells</u>
<input type="checkbox"/>	• Location of existing <u>septic systems</u> (i.e. tanks, drain fields)
<input type="checkbox"/>	• Widths and names of <u>roads</u> adjacent to the site as well as existing roads, which provide direct access to the property.
<input type="checkbox"/>	• Existing <u>access points</u> (driveways, lanes, etc.)
<input type="checkbox"/>	• <u>Easements</u> and rights-of-ways
<input type="checkbox"/>	• Existing <u>utility lines</u> (above and below ground)
<input type="checkbox"/>	• Approximate location of any unusual <u>topographical</u> features.
<input type="checkbox"/>	• Major <u>geographic</u> features
<input type="checkbox"/>	• Location of all creeks, streams, ponds, springs and other drainage ways
<input type="checkbox"/>	d) <u>VICINITY MAP</u> – Assessor’s map of the Property.
<input type="checkbox"/>	e) <u>Property ASSESSOR’S REPORT</u> showing property details.
<input type="checkbox"/>	f) The <u>DEED(S)</u> of the Property in question.
<input type="checkbox"/>	g) OVERLAY MAP showing potential re-division of the parcels (if the parcels are large enough to be re-divided). Within the Hermiston Urban Growth Boundary, a formal “Shadow Plat” may be required.
<input type="checkbox"/>	h) SUPPLEMENTAL APPLICATION for the land use request will also be required to be submitted with this basic application form. <u>Submit a Supplemental Application if applying for any of the following:</u>
	- Amendment to Comprehensive Plan/Map or Zoning Text/Map
	- Conditional Use
	- Land Division
	- Land Use Decision
	- Variance



**Contact County
Assessor**

Exhibit B, “Site Plan”

Please include the details listed under item (c)
found in Section 4 (on preceding page)

A full-page sheet of white graph paper with a light gray grid. The grid consists of small squares. In the top right corner, there is a small rectangular tab cutout. Above this tab, centered horizontally relative to it, is a black arrow pointing downwards.

Section 5: Certification

(Please provide legible signatures.)

APPLICANT: I, the undersigned, swear under penalty of perjury that the above responses are made truthfully and to the best of my knowledge.

X

Signature of Applicant

Date

Printed Name of Applicant

PROPERTY OWNER(S): ALL property owners to this land use request are to sign, date and print their names verifying that the applicant is authorized to submit the specified land use request. If there are multiple parcels that are part of this land use request, please indicate which parcel you own. This page can be copied if there are more property owners than this space allows. Attach additional page if necessary.

Legal Owner(s) _____

Mailing Address _____ City, State, Zip _____

Parcel Map # _____

X

Signature of Legal Owner

X

Signature of Legal Owner

Date

Date

* * * * *

Legal Owner(s) _____

Mailing Address _____ City, State, Zip _____

Parcel Map # _____

X

Signature of Legal Owner

X

Signature of Legal Owner

Date

Date

ADDITIONAL PERSON(S) TO SEND NOTICE

Is there anyone else besides the property owner and adjacent property owners who would like to receive notice of this application during its' review period and notice of decision? (Realtor, Prospective Buyer, Attorney, etc.) Provide name and mailing address:

Name: _____ Address: _____