



# Benton County

## COMMUNITY DEVELOPMENT DEPARTMENT

Office: Kalapuya Building  
4500 SW Research Way  
Corvallis, OR 97333  
(541) 766-6819  
www.co.benton.or.us/cd

### APPLICATION SITE DEVELOPMENT PLAN

File #

Fee: \$   
(SEE CURRENT FEE SCHEDULE)

**ALL SECTIONS MUST BE COMPLETED. ATTACH ADDITIONAL SHEETS IF NECESSARY.  
REVIEW WILL BEGIN ONLY WHEN THE APPLICATION IS DETERMINED TO BE COMPLETE**

#### I. Property Owner(s) Information

Name(s): \_\_\_\_\_ Phone #1: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

#### II. Applicant Information

Name(s): \_\_\_\_\_ Phone #1: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Other individuals to be notified of this application: Name, Address, City & Zip, or Email

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

#### III. Property Information

Site Address: \_\_\_\_\_

Assessor's Map & Tax Lot Number: T \_\_\_\_\_ S, R \_\_\_\_\_ W, Section(s) \_\_\_\_\_, Tax Lot(s) \_\_\_\_\_

Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_ Fire District: \_\_\_\_\_

Water Supplied By: \_\_\_\_\_ Sewage Disposal Type: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

Current use(s) of the property: \_\_\_\_\_

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

#### IV. Request Summary (Example: "New 50 foot by 150 foot warehouse in the Rural Industrial zone.")

\_\_\_\_\_

**V. Attached Documentation:** With all land use applications, the “burden of proof” is on the applicant. It is important that you provide **ALL** the information listed on the following pages at the time you submit your application. The processing of your application does not begin until the application is determined to be complete.

On a separate sheet of paper, please describe how you will meet the following criteria that are appropriate for your zoning designation. As the applicant, you must demonstrate that the review criteria have been met. Your answers will be used to evaluate this request. It is to your benefit to be thorough and to provide as much additional information in support of the application as possible.

1. Describe the nature of the operation and the specific use of the proposed building.
2. Prepare a site development plan which shows existing and proposed locations of buildings, access, parking, loading, landscaping, drainage, water supply, sewage disposal, public utilities, and exterior lighting.
3. In what rural fire protection district is the subject property located? If it is located outside a rural fire protection district, explain how you will contract for fire protection.

**Special Requirements: Site Development Plans will be evaluated for compliance with all applicable Siting Standards for the subject zone in addition to applicable provisions of Chapter 99 – General Development Standards. Please review these standards prior to preparation of your Site Development Plan.**

**Attachments**

1. A copy of deed(s) covering the subject property and contiguous property, in the same ownership.
2. A copy of the easement granting access to any proposed parcel that does not have frontage on a public road.
3. If the applicant for this request is not the property owner, then authorization from the owner must be submitted with the application.
4. A copy of all permits, licenses, and authorizations from other government agencies pertaining to the proposed use, including highway access, water and sewer connections, state or federal discharge permits.

**Signature(s)**

<p>Assessed Property Value Notice</p> <p>This action or any future related action(s), if approved, may result in a change to my property valuation, and therefore the tax amount I pay annually. I will contact the Assessor’s Office at 541-766-6855 to discuss and understand potential property tax impacts.</p> <p style="text-align: center;"><input type="checkbox"/> <b><i>I understand</i></b></p>
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I hereby certify that I am the legal owners(s) or contract purchaser of the above noted property; that the information contained herein is accurate to the best of my knowledge; and that the proposed use would not violate any deed restrictions attached to the property.

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

\_\_\_\_\_  
Co-Applicant or Property Owner Signature \_\_\_\_\_  
Date

*For Office Use Only*  
Date Application Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ By: \_\_\_\_\_

File Number Assigned: \_\_\_\_\_ Planner Assigned: \_\_\_\_\_