



Zoning Clearance Permit Application

PLANNING DEPARTMENT

22451 Highway 62
Shady Cove, OR 97539
541.878.2225

Permit Number _____

Property Address _____

Assessor's Map and Tax Lot Number _____

Applicant Name _____ Phone _____

Email _____

Mailing Address _____

Property Owner (if different) _____ Consent attached: Yes No

Owners Address _____ Phone _____

Lot area (sq. feet) _____ Zoning _____

Setbacks on plan: Front _____ Rear _____ Side _____ Street Side _____

Description of proposed work _____

Structures area (sq. feet): Existing _____

Proposed _____

Access: City Street Private Street County Road State Highway Flood hazard area: Yes No

Create your Site Plan Map on a sheet of paper at least 8.5" x 11", and include the following:

- Scale and north arrow
- Property lines
- Dimensions and total area of the parcel
- Location, dimensions, heights, and square footage of structures (existing and proposed)
- Setbacks (from structures to property lines, utilities, and streams)
- Location of streets and driveway access (existing and proposed)
- Location of utilities (existing and proposed)
- Location, dimensions, and uses for all easements on and/or serving the parcel (existing and proposed)
- Location and height of fences and walls (existing and proposed)
- Location of streams and waterways
- Slopes greater than 5%
- Landscaping (existing and proposed)
- Name and address of all owners
- Name and address of engineer, surveyor, designer, or other contractor, if applicable

For all new construction, the City needs four (4) paper copies of site and building plans, and a digital copy (PDF).

Include for Commercial and Multi-Family development:

- Location and dimensions of off-street parking spaces and loading zones
- Locations and widths of vehicle circulation areas and points of entry and exit
- Pedestrian and bicycle circulation, including sidewalks, internal pathways, bike lanes, and trails
- Common areas, plazas, outdoor recreation spaces, and/or street furniture
- Natural resource areas, such as wetlands and protected wildlife habitats
- Location, type, and size of signs
- Location and height of outdoor lighting
- Location of mailboxes, trash storage areas, bus stops, or other facilities

Attach separately:

- Architectural drawings with elevations, dimensions, height, building materials, colors, & designer's name
- A preliminary grading plan, if applicable
- Other engineering or architectural data as may be required

Read and initial the following:

_____ I understand that I am responsible for ensuring that all contractors and subcontractors who perform tasks or deliver materials for this project are properly licensed to work in the City of Shady Cove, per Ordinance #96-07-597, and that a violation of this ordinance can cause the project to be halted or delayed until such time as there is compliance with this requirement. I understand that any property information that I or my contractors submit must be legal and accurate, and that nonlegal or inaccurate information may delay or cancel my project.

_____ I understand that I am responsible for the cost of any additional engineering or other contract work required by the City to complete review of this application.

_____ Issuance of a Zoning Clearance Permit does not guarantee issuance of a Building Permit. Building permits are issued by Jackson County Development Services. Supplemental permits are required by the City for signs, street access, for work in a floodplain or riparian area, and for work that encroaches on the public right-of-way. Other access or environmental permits may be required by county, state, or federal agencies.

_____ The City is authorized by the applicant to make all the required inspections; the City shall also have the authority to accept reports of inspections by approved agencies or individuals. Reports of such inspections shall be in writing. The City is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise.

_____ Sewer connections must be inspected and approved after the connection is complete and before the trench is backfilled. Inspections are performed by Rogue Valley Sewer, who can be reached at (541) 664-6300.

Applicant Signature _____ Date _____

Staff Use Only

Total Fees Due _____	Received by _____	Date _____	Receipt No. _____
System Development Charges:	<input type="checkbox"/> Storm Drainage \$1,500	<input type="checkbox"/> Transportation \$7,500	<input type="checkbox"/> Parks \$1,500
Total SDC's Due _____	Received by _____	Date _____	Receipt No. _____
Deemed Complete by _____	Date _____		