

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,

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. 2nd 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
- Building Permit Application
- 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.