ZONING PERMIT APPLICATION

City of Sumpter, Baker County, Oregon

Failure to follow instructions will delay—or even prevent—approval of permit. See page 3.

Applicant's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number(s): ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Structure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dimensions: Width \_\_\_\_\_\_\_ Length \_\_\_\_\_\_\_ Height \_\_\_\_\_\_\_ (total constructed height)

The applicant/property owner must comply with the land use as outlined on the Zoning approval, and also pay attention to all other adopted City ordinances that may apply.  Your next steps will be to contact the **Baker Building Department** to determine if structural/electrical/mechanical/plumbing permits may also be required.  You can reach them at 541-524-2054, or [permits@bakercity.gov](mailto:permits@bakercity.gov).

Application fee is **$40.00** and permit is valid for one year from date of approval. If project does not begin within one year of issuance of permit, a new application may be required.

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| For Office and Planning Commission Use Only:  Permit Number:  Amount Paid:  Method of Payment:  Received By:  Date:  Zone of Property:  Corner \_\_\_\_\_\_ or Center Lot Square Footage of Lot:  Square Footage of Existing: Square Footage of Proposed: Proposed Total Coverage of Structures: Structure(s)  Property  Water Service on Property: yes / no Sewer Service on Property: yes / no Sewer Easement Met: yes / no  Approved by City Recorder:  Date:  Planning Commission approved /denied  Planning Commission Signature: Date:  If Appealed to Council: approved / denied  Council Signature:  Date: |

Once Planning Commission has made a determination on the zoning permit application, applicant(s) will be notified whether the application is approved, denied, or needs more information submitted in order to make a determination on permit approval.

If zoning permit is denied, and you believe the decision was in error, present—in person or in writing—evidence that you feel supports the overturn of the zoning permit denial. If Planning Commission upholds the denial, appeal is to present project to City Council for approval. This may involve a public hearing, which is likely to require thirty days’ notice.

If zoning permit is approved, City staff will forward a copy (or copies) of the approved zoning permit application to Baker County and other appropriate agencies. The owner of the property for which the zoning permit is issued is then responsible for working with those agencies.

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| For Office Use Only:  Check list of agencies to which copies of approved zoning permit application have been sent.  Baker City Building Department  Dept of Geology & Minerals  Division of State Lands [ ] N/A  Dept of Environmental Quality  Human Resources & Health Div.  Other: |

Instructions:

Failure to follow instructions is likely to delay—or even prevent—approval of permit.

1. Fill out blanks on Zoning Permit Application completely (five blank lines):
   * Usually, the applicant's name is the name of the owner(s) of the property on which the structure for which the application is being filed is being built.

 Mailing address and phone number(s) are required for contacting applicant in case of questions or concerns.

* + In the address of the property in Sumpter for which the application is being filed, please include N, S, E, and/or W descriptions.
  + Common proposed structures include, but are not limited to, fences, sheds, garages, single family dwellings, decks, and addition to house of a room or rooms.

1. Attach the following (at least three attachments):
   * Tax map showing your Sumpter property and the lots surrounding it. This allows

Planning Commission to see whether your lot is a corner lot. Setbacks for corner lots are different than for center-of-the-block lots. The tax map also assists in knowing in which building zone your property lies.

* + Plot plan should be somewhat to scale with the following indicated:  arrow indicating North

O property lines and lengths, noting any corner pins found  location and labels for all existing and proposed structures with measurements of foundation lengths of structures and structure foundation distances from lot lines  locations and labels for roadways, driveways, easements, and waterways

C] sewer/septic tank and lines locations  distances between all included features from above lists  Payment.

 If property is in a flood plain, elevation certificates are required.

Notes:

 Lot coverage is generally limited to 40% coverage by structures to enhance natural appearance of community, allow for better water retention on property rather than in street, and to provide more adequate storage of snow.

 Setbacks are fifteen feet (15') from property lines next to streets (exceptions for garages and carports), ten feet (10') from the back property line, and five feet (5') from non-street side property lines.

 City sewer easement requires five feet (5') free of structures on either side of centerline of sewer lines and five feet (5') free of structures from all outer edges of sewer tank.

 Some lenders will not finance a purchase of property that does not have permits on record.

Applicant is responsible for making sure you have all appropriate permits from Baker City Building Department and State agencies.

If you are making changes only to the interior of an existing structure, a zoning permit application is probably not needed; however, you may still need a permit from Baker City Building Department.

