



RECORD No. 217-\_\_\_\_-\_\_\_\_\_PLNG

**Crook County Community Development  
Planning Division**  
300 NE 3<sup>rd</sup> Street, Room 12, Prineville Oregon 97754  
541-447-3211  
[plan@co.crook.or.us](mailto:plan@co.crook.or.us)  
[www.co.crook.or.us](http://www.co.crook.or.us)

**CONDITIONAL USE – COMMERCIAL ENERGY FACILITY**

NOTICE TO ALL APPLICANTS: The Crook County Community Development, Planning Division is required to review all applications for accuracy and to determine whether the staff and/or Planning Commission have the information needed to make a decision. Crook County Code (C.C.C.) allows 30 days to determine whether the application is complete. If the Planning Division determines that your application is incomplete, you will be requested in writing to provide the necessary missing information, and a decision on your application will be postponed until the information is received. State Law requires that information to support an application be available for public inspection at our office 20-days before a public hearing. Any information submitted after this date may require a postponement of the hearing date if necessary. Make sure your application is complete. The burden of proof lies with the applicant.

IMPORTANT: In addition to this form, a detailed explanation of the use and how the applicable standards and criteria are satisfied is required. Please refer to the Crook County Code, Title 18 for the applicable standards and criteria.

**PROPERTY OWNER**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Day Time Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_  
Size of property: \_\_\_\_\_ acres Zoning: \_\_\_\_\_  
Physical Address: \_\_\_\_\_

**AGENT/REPRESENTATIVE:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Day Time Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_

**PROPERTY LOCATION:**

Township \_\_\_\_\_ South, Range \_\_\_\_\_ East WM, Section \_\_\_\_\_ Tax Lot \_\_\_\_\_  
Township \_\_\_\_\_ South, Range \_\_\_\_\_ East WM, Section \_\_\_\_\_ Tax Lot \_\_\_\_\_  
Size of property: \_\_\_\_\_ acres Zoning: \_\_\_\_\_  
Physical address: \_\_\_\_\_  
Subdivision name, if applicable: \_\_\_\_\_

**REQUEST:** Detailed explanation of your proposal.

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**ACCESS / ROADS:**

Explain how you will access your property for the proposed structure:

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Will you ACCESS this property from an existing access? Yes \_\_\_\_ No \_\_\_\_

If yes, submit a copy of an "APPROVED" Road Approach Access.

If no, will the proposed access be from:

County\_\_\_\_ Public\_\_\_\_ \*Private\_\_\_\_ \*\*State \_\_\_\_ (check one only)

\* If private easement, provide legal recorded documentation.

\*\* If accessing from State Highway, an "approved" ODOT permit must be attached with this application: No Exceptions!

\*\*\* If accessing from a county maintained or public road, a road approach application is required.

**FLOOD ZONE**

Is the property located within a Flood Zone? Yes \_\_\_\_ No \_\_\_\_

If yes, a "Special Flood Hazard Area Development Permit" is required to be submitted at the same time.

**DOMESTIC WATER**

Water will be supplied by: (check only one)

\_\_\_\_\_ An existing individual well

\_\_\_\_\_ A proposed individual well

\_\_\_\_\_ 4 to 14 dwellings on one well State regulated system.

\_\_\_\_\_ Shared well (Number of dwellings\_\_\_\_)

If shared well, indicate the location of well and other property locations (Tax Map #), as well as a copy of a recorded "Shared Well Agreement." A "Shared Well" is 3 or less dwellings on one well un-regulated system.

\_\_\_\_\_ Other: Please explain \_\_\_\_\_

\_\_\_\_\_ Community Water System: Name \_\_\_\_\_

PWS# \_\_\_\_\_

Community Water System Authorization

Print Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(or) a signed authorized letter must be attached to this application. No exceptions.

**IRRIGATION WATER**

Does the property have irrigation water right? Yes \_\_\_\_\_ No \_\_\_\_\_

If the property has irrigation water rights, who is the supplier:

\_\_\_\_\_ Central Oregon Irrigation District - 541-548-6047

\_\_\_\_\_ Ochoco Irrigation District - 541-447-6449

\_\_\_\_\_ Water Resources Department - 541-306-6885

\_\_\_\_\_ People’s Irrigation District - 541-447-7797

\_\_\_\_\_ Other: \_\_\_\_\_

**Watermaster Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name Clearly: \_\_\_\_\_ Phone: \_\_\_\_\_

**Irrigation District Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name Clearly: \_\_\_\_\_ Phone: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WILDLIFE**

**ODF&W, Prineville Field Office, 2042 SE Paulina Hwy Phone: (541) 447-5111**

Is the subject property located within a “Winter Wildlife” overlay zone? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the subject property located within a “Sensitive Bird Habitat” zone? Yes \_\_\_\_\_ No \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ODF&W Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SUPPLEMENTAL INFORMATION**

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### **PROPERTY OWNERS SIGNATURES:**

By signing below, I/WE agree to meet the standards governing the laws as outlined in the State of Oregon's OAR, ORS, Crook County Code, and/or the Crook County Comprehensive Plan. I/We agree that all the information contained in this application is true to the best of my knowledge.

Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print name: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print name: \_\_\_\_\_

Agent/Representative Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print name: \_\_\_\_\_

## **CHECK LIST OF REQUIREMENTS**

- A completed application form with the appropriate signatures.
- A copy of the Tax Lot Card. (Available from the Crook County Community Development Department)
- A copy of the current owners Warranty Deed.
- A signed copy of a "Statement of Understanding"
- A signed Authorization Form; if applicable.
- A detailed "Plot Plan/Site Plan" of the subject property. (See below for detailed information)

- An approved Road Access Permit, if applicable, from the Community Development Department for County Maintained Roads and Public Roads, or the Oregon Department of Transportation for access from State Highways.
- A copy of the irrigation map for the area and historical water rights information on the subject property. (Available from the Irrigation District); if applicable.
- Special Flood Hazard Area Development Permit; if applicable
- Comments & signature from ODF&W
- Supplemental Information
- Submit the correct application fee.



**Crook County Community Development**

300 NE 3rd Street, Prineville, OR 97754

Phone: (541) 447-3211 Fax: (541) 416-2139

Email: bld@co.crook.or.us Website: www.co.crook.or.us

**AUTHORIZATION FORM**

Let it be known that \_\_\_\_\_  
(Print name clearly)

has been retained to act as my authorized agent to perform all acts for development on my property noted below. These acts include: Pre-application conference, filing applications, and/or other required documents relative to all permit applications in regards to this project.

Physical address of property: \_\_\_\_\_ and described in the records of  
CROOK COUNTY, Oregon as map/tax number: \_\_\_\_\_

The costs of the above actions, which are not satisfied by the agent, are the responsibility of the undersigned property owner.

**PROPERTY OWNER** (Please print clearly)

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

eMail: \_\_\_\_\_

Individual     Corporation     Limited Liability Corporation     Trust

**IMPORTANT NOTE:** If the property is owned by an entity, include the names of all the authorized signers.

If a Corporation: Provide the name of the President, or other authorized signor (s).

If a LLC: Provide the names of ALL members and managers.

If a Trust: Provide the name of the current Trustee (s).

**In addition,** if you are a corporation, you will need to include a copy of the bylaws, an operating agreement if you are an LLC, or Certificate of Trust if you are a trust that verifies authority to sign on behalf of the entity

**APPROVED AGENT**

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

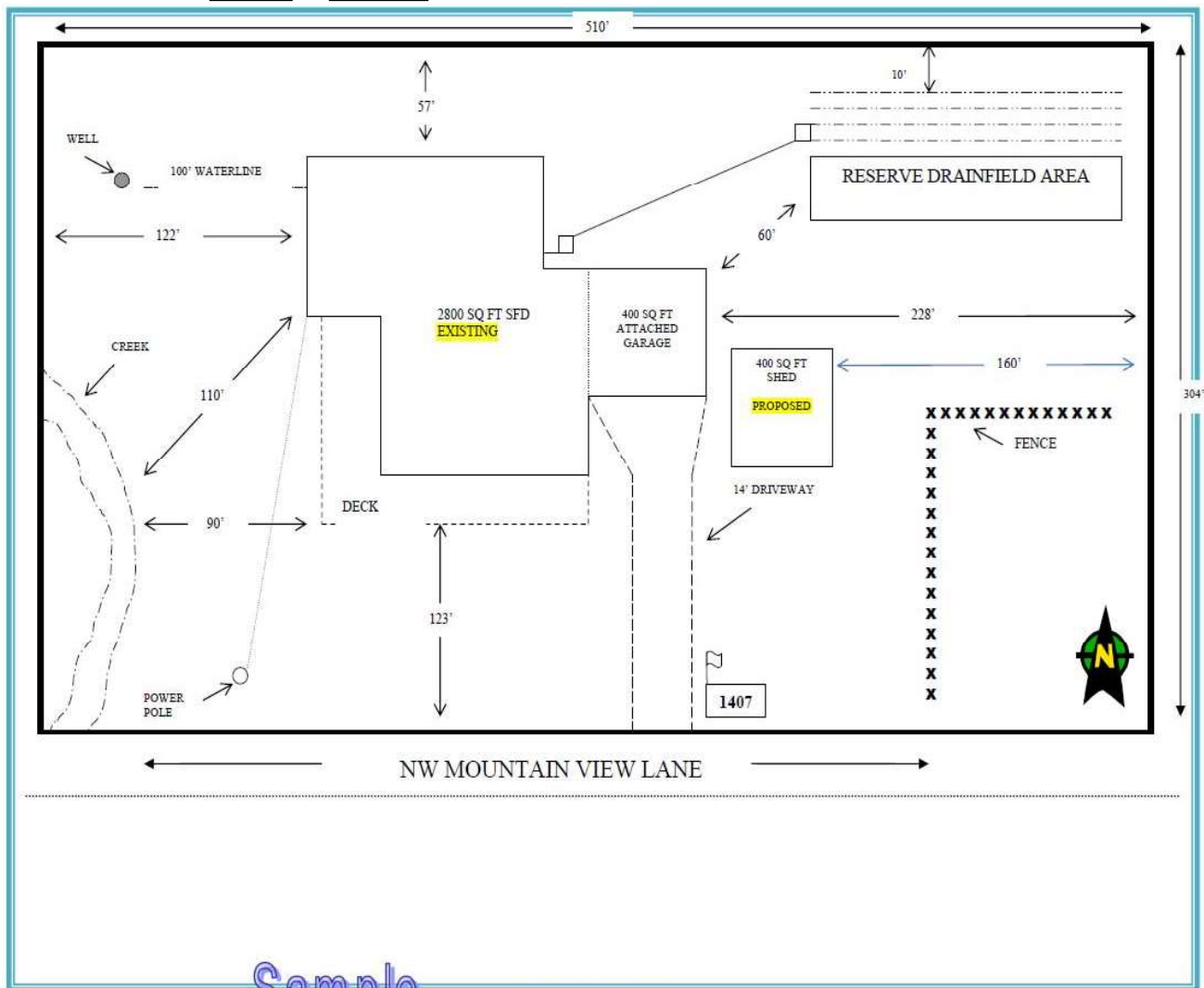
Phone: \_\_\_\_\_

eMail: \_\_\_\_\_

**PLOT PLAN REQUIREMENTS**

“PLOT PLAN” MUST BE DRAWN ON AT LEAST 8 ½ X 11 PAPER, BUT NO LARGER THAN 8 ½ X 14. A PARCEL THAT IS 2 ACRES OR LESS IN SIZE MUST BE DRAWN TO SCALE, AND ALL DIMENSIONS AND BOUNDARIES MUST BE SHOWN. A PARCEL THAT IS MORE THAN TWO ACRES IN SIZE DOES NOT HAVE TO BE DRAWN TO SCALE, HOWEVER, ALL DIMENSIONS AND BOUNDARIES MUST BE SHOWN AND ALL INFORMATION MUST BE ACCURATE. THE DETAILED “PLOT PLAN/SITE PLAN” MUST INCLUDE THE FOLLOWING:

- NORTH ARROW.
- DIMENSIONS AND BOUNDARIES OF THE PROPERTY.
- LOCATION & WIDTH OF ALL EASEMENTS OR RIGHT-OF WAYS.
- IF THE PARCEL OR LOT HAS IRRIGATION WATER RIGHT, INDICATE THE AREA OF THE WATER RIGHT WITH THE NUMBER OF IRRIGATED ACRES. IN ADDITION, SUBMIT A COPY OF A WATER RIGHT MAP FROM THE DISTRICT.
- NAMES AND LOCATIONS OF ALL ROADS ADJACENT TO THE PROPERTY.
- LOCATION OF WELL OR WATER SOURCE ON YOUR PROPERTY. IN ADDITION, INDICATE THE DISTANCE FROM WATER SOURCE TO NEAREST POINT OF SEPTIC SYSTEM DRAIN FIELD AND / OR REPLACEMENT DRAIN FIELD AREA.
- LOCATION OF DRIVEWAYS OR OTHER ROADS ON THE PROPERTY, EXISTING AND PROPOSED.
- DISTANCE (SETBACKS) FROM ALL STRUCTURES TO ALL PROPERTY LINES.
- LOCATION OF ALL MAJOR FEATURES (CANALS, IRRIGATION DITCHES, RIMROCK, ROCK LEDGES, ETC)
- INDICATE LOCATION OF ALL “EXISTING” AND “PROPOSED” STRUCTURES: DWELLINGS, GARAGE, SHOPS, LEAN-TO, BARN, ETC. INDICATE ON THE PLOT PLAN IF EXISTING OR PROPOSED WITH DIMENSION SIZE.



Sample

- NOT TO SCALE -



# SITE PLAN

A large grid of small squares occupying the majority of the page, intended for drawing a site plan.