



For Office Use Only
RECORD No. 217 _____ - _____ **PLNG**

**Crook County Community Development
Planning Division**
300 NE 3rd Street, Room 12, Prineville Oregon 97754
541-447-3211
plan@co.crook.or.us
www.co.crook.or.us

SITE PLAN REVIEW – REPLACEMENT DWELLING & ACCESSORY STRUCTURE
(Forest)

PROPERTY OWNER

Last Name: _____ First Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Day-time phone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____
Email: _____

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 _____
Size of property: _____ Acres Zoning: _____
Physical address: _____
Subdivision name, if applicable: _____

FLOOD ZONE

Is the property located within a Flood Zone? Yes _____ No _____
If yes, submit a "Special Flood Hazard Area Development Permit".

Dwelling:

Is this dwelling **Existing** or **Proposed**? (Circle one)

Is this dwelling a **Site Built Dwelling** or **Manufactured Home**? (Circle one)

What is the square footage?:

Dwelling/habitable: 1st floor _____ sq. ft. and 2nd floor _____ sq. ft.

Attached garage: 1st floor _____ sq. ft. and 2nd floor _____ sq. ft.

Number of stories: _____ Height: _____ (to the peak)

If the dwelling is a **Manufactured Dwelling** please complete the following:

Make: _____ Model: _____ Year: _____

Accessory Structure #1

Is this structure **Existing** or **Proposed**? (Circle one)

Building Use: _____

Size: 1st floor _____ sq. ft. and 2nd floor _____ sq. ft.

Height: _____ ft. to eave Number of stories: _____

Personal use: Yes _____ No _____ Commercial Use: Yes _____ No _____

Is this structure a **cargo container**? Yes _____ No _____

Is this an addition to an existing accessory structure: Yes _____ No _____

If yes, what is the existing accessory structure size: _____ sq. ft.

If you answer yes to any of the below, a floor plan of the structure will be required with submittal. Will there be:

Bedrooms? Yes _____ No _____

Plumbing? Yes _____ No _____

Electrical? Yes _____ No _____

Mechanical? Yes _____ No _____

Accessory Structure #2

Is this structure **Existing** or **Proposed**? (Circle one)

Building Use: _____

Size: 1st floor _____ sq. ft. and 2nd floor _____ sq. ft.

Height: _____ ft. to eave Number of stories: _____

Personal use: Yes _____ No _____ Commercial Use: Yes _____ No _____

Is this structure a **cargo container**? Yes _____ No _____

Is this an addition to an existing accessory structure: Yes _____ No _____

If yes, what is the existing accessory structure size: _____ sq. ft.

If you answer yes to any of the below, a floor plan of the structure will be required with submittal. Will there be:

Bedrooms? Yes _____ No _____

Plumbing? Yes _____ No _____

Electrical? Yes _____ No _____

Mechanical? Yes _____ No _____

If there are more than 2 structures, please attach an additional page.

REPLACEMENT DWELLING:

If replacing an existing dwelling, please answer the following:

Is the existing dwelling a **Site Built** or a **Manufactured dwelling**? (Circle one)

What year was the dwelling lawfully established on the property?

Year: _____ Planning Approval No. _____ Date of Approval: _____

Will the structure be demolished on-site? Yes _____ No _____ When: _____ (Date)

(To ensure the safety for all, a Demo Permit is required to ensure septic, water & electricity are capped)

If removing a manufactured dwelling, please complete the following:

Year: _____ Make: _____ Model: _____

If moving the dwelling to another lot/parcel within Crook County, what is the:

Address: _____

Township _____ Range _____ Section _____ Tax lot _____

If moving the dwelling out of Crook County, where will it be re-located: (Address)

If the existing residence is a Manufactured Dwelling, as required by Chapter 18.132 of The Crook County Code, the Manufactured Dwelling must be removed from the property within 30 days of receiving a final inspection on the replacement dwelling.

ACCESS / ROADS

Is there existing access to the property? Yes _____ No _____

The access is from what kind of road: County _____ Public _____ Private _____ State (ODOT) _____

*Provide recorded easement or ODOT approval

Road Approach Permit Number: _____

If there isn't an existing permit, a grandfather road approach will be required for County or Public.

FIRE PROTECTION

Describe how Fire Protection will be provided to the property. If the subject property is located outside of the Crook County Fire Protection District, indicate how protection is provided, including water source and fire prevention methods. (Use Separate paper if necessary)

ON-SITE SEPTIC – WASTEWATER:

Soil/Site Evaluation Crook County File #: _____

Existing System Permit #: _____

DOMESTIC WATER

Water will be supplied by:

_____ An existing or proposed individual well

_____ 4 to 14 dwellings on one well State regulated system

_____ Shared well (Number of dwellings _____)

_____ Other: Please explain _____

_____ Community Water System: Name _____

Community Water System Authorization

Print Name: _____ Daytime phone: _____

Authorization Signature: _____ Date: _____

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: _____

CHECK LIST OF REQUIREMENTS

- Signed application form
- Supplemental Information & Burden of Proof addressing attached criteria
- Copy of the current owners Warranty Deed
- Signed Authorization Form; if applicable
- Detailed "Plot Plan/Site Plan" of the subject property
- Special Flood Hazard Area Development Permit; if applicable

NOTICE TO ALL APPLICANTS

IMPORTANT NOTICE: The Crook County Planning Department is required to review all applications for accuracy and to determine whether the staff and/or the Planning Commission have the information needed to make a decision. The County has 30 days to determine whether the application is complete. Within that 30-day period, the Planning Department will request additional information, if necessary. A decision on your application will be postponed until the information is received. Please make sure your application is complete.

The burden of proof lies with the applicant.

SIGNATURES

I agree to meet the standards governing the laws as outlined in the State of Oregon's OAR, ORS, Crook County Code, and Crook County – Prineville Comprehensive Plan. I 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: _____

Please address the following.

18.28.015 Use standards.

(4) Alteration, restoration or replacement of a lawfully established dwelling, where subsection (4)(a) or (b) of this section apply:

(a) Alteration or restoration of a lawfully established dwelling that:

(i) Has intact exterior walls and roof structures;

(ii) Has indoor plumbing consisting of a kitchen sink, toilet and bathing facilities connected to a sanitary waste disposal system;

(iii) Has interior wiring for interior lights; and

(iv) Has a heating system.

(b) In the case of replacement, is removed, demolished or converted to an allowable nonresidential use within three months of the completion of the replacement dwelling.

(15) For single-family dwellings, the landowner shall sign and record in the deed records for the county a document binding the landowner, and the landowner's successors in interest, prohibiting them from pursuing a claim for relief or cause of action alleging injury from farming or forest practices for which no action or claim is allowed under ORS [30.936](#) or [30.937](#).

(17) Wildlife Policy Applicability. All new dwellings on existing parcels within the deer and elk winter ranges must meet the residential density limitations found in Wildlife Policy 2 of the Crook County comprehensive plan. Compliance with the residential density limitations may be demonstrated by calculating a one-mile radius (or 2,000-acre) study area. An applicant may use a different study area size or shape to demonstrate compliance with Wildlife Policy 2, provided the methodology and size of the study area are explained and are found to be consistent with the purpose of Crook County comprehensive plan Wildlife Policy 2. (Ord. 326 § 4 (Att. A), 2021; Ord. 309 § 3 (Exh. C), 2019)

18.28.025 Siting standards for dwellings and structures in forest zones.

The following siting criteria or their equivalent shall apply to all new dwellings and structures in forest zones. These criteria are designed to make such uses compatible with forest operations, to minimize wildfire hazards and risks and to conserve values found on forest lands. A governing body shall consider the criteria in this section together with the requirements of CCC [18.28.030](#) to identify the building site:

(1) Dwellings and structures shall be sited on the parcel so that:

(a) They have the least impact on nearby or adjoining forest or agricultural lands;

(b) The siting ensures that adverse impacts on forest operations and accepted farming practices on the tract will be minimized;

(c) The amount of forest lands used to site access roads, service corridors, the dwelling and structures is minimized; and

(d) The risks associated with wildfire are minimized.

(2) Siting criteria satisfying subsection (1) of this section may include setbacks from adjoining properties, clustering near or among existing structures, siting close to existing roads and siting on that portion of the parcel least suited for growing trees.

(3) The applicant shall provide evidence to the governing body that the domestic water supply is from a source authorized in accordance with the water resource department's administrative rules for the appropriation of ground water or surface water. For the purposes of this section, "evidence of a domestic water supply" means:

(a) Verification from a water purveyor that the use described in the application will be served by the purveyor under the purveyor's rights to appropriate water;

(b) A water use permit issued by the water resources department for the use described in the application; or

(c) Verification from the water resources department that a water use permit is not required for the use described in the application. If the proposed water supply is from a well and is exempt from permitting requirements under ORS [537.545](#), the applicant shall submit the well constructor's report to the county upon completion of the well.

(4) As a condition of approval, if road access to the dwelling is by a road owned and maintained by a private party or by the Oregon Department of Forestry, the U.S. Bureau of Land Management, or the U.S. Forest Service, then the applicant shall provide proof of a long-term road access use permit or agreement. The road use permit may require the applicant to agree to accept responsibility for road maintenance.

(5) Approval of a dwelling shall be subject to the following requirements:

(a) Approval of a dwelling requires the owner of the tract to plant a sufficient number of trees on the tract to demonstrate that the tract is reasonably expected to meet Department of Forestry stocking requirements at the time specified in Department of Forestry administrative rules;

(b) The planning department shall notify the county assessor of the above condition at the time the dwelling is approved;

(c) Stocking Survey Report.

(i) If the lot or parcel is more than 30 acres, the property owner shall submit a stocking survey report to the county assessor and the assessor will verify that the minimum stocking requirements have been met by the time required by Department of Forestry rules;

(ii) Upon notification by the assessor the Department of Forestry will determine whether the tract meets minimum stocking requirements of the Forest Practices Act. If that department determines that the tract does not meet those requirements, that department will notify the owner and the assessor that the land is not being managed as forest land. The assessor will then remove the forest land designation pursuant to ORS [321.359](#) and impose the additional tax; and

(d) The county governing body or its designate shall require as a condition of approval of a single-family dwelling under ORS [215.213](#), [215.383](#) or [215.284](#) or otherwise in a farm or forest zone, that the landowner for the dwelling sign and record in the deed records for the county a document binding the landowner, and the landowner's successors in interest, prohibiting them from pursuing a claim for relief or cause of action alleging injury from farming or forest practices for which no action or claim is allowed under ORS [30.936](#) or [30.937](#). (Ord. 309 § 3 (Exh. C), 2019)

18.28.030 Fire-siting standards for dwellings and structures.

The following fire-siting standards or their equivalent shall apply to all new dwellings or structures in a forest zone:

(1) The dwelling shall be located upon a parcel within a fire protection district or shall be provided with residential fire protection by contract. If the dwelling is not within a fire protection district, the applicant shall provide evidence that the applicant has asked to be included within the nearest such district. If the governing body determines that inclusion within a fire protection district or contracting for residential fire protection is impracticable, the governing body may provide an alternative means for protecting the dwelling from fire hazards that shall comply with the following:

(a) The means selected may include a fire sprinkling system, on-site equipment and water storage or other methods that are reasonable, given the site conditions;

(b) If a water supply is required for fire protection, it shall be a swimming pool, pond, lake, or similar body of water that at all times contains at least 4,000 gallons or a stream that has a continuous year-round flow of at least one cubic foot per second;

(c) The applicant shall provide verification from the water resources department that any permits or registrations required for water diversion or storage have been obtained or that permits or registrations are not required for the use; and

(d) Road access shall be provided to within 15 feet of the water's edge for firefighting pumping units. The road access shall accommodate the turnaround of firefighting equipment during the fire season. Permanent signs shall be posted along the access route to indicate the location of the emergency water source.

(2) Road access to the dwelling shall meet road design standards described in OAR [660-006-0040](#).

(3) The owners of the dwellings and structures shall maintain a defensible space on their property consistent with the Crook County fire ready standards in the Crook County fire ready booklet.

(4) The dwelling shall have a fire-resistant roof, subject to the Oregon Specialty Structural Code.

(5) The dwelling shall not be sited on a slope of greater than 40 percent.

(6) If the dwelling has a chimney or chimneys, each chimney shall have a spark arrester. (Ord. 321 § 4, 2020; Ord. 309 § 3 (Exh. C), 2019)



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: _____

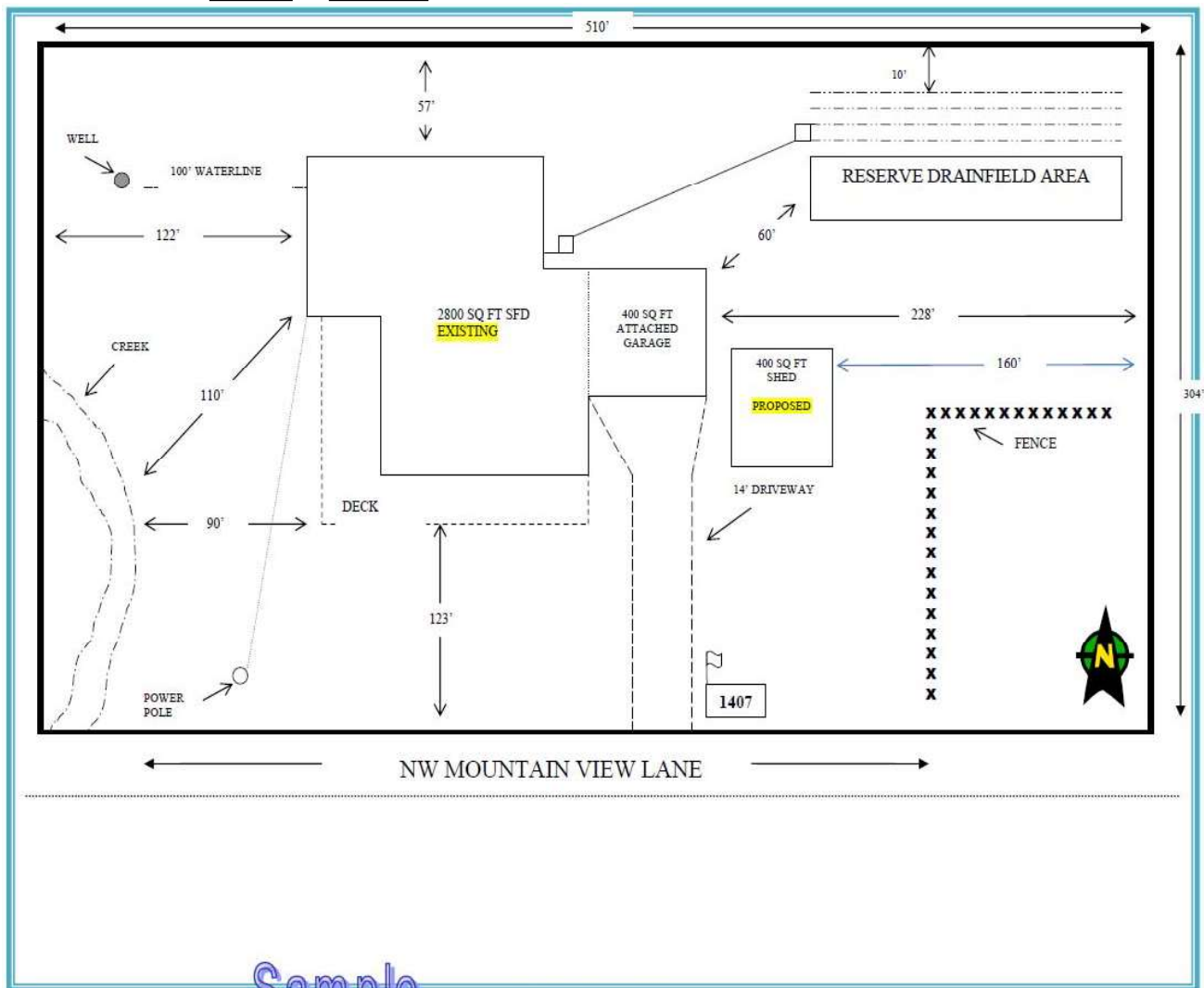
Phone: _____

eMail: _____

PLOT PLAN REQUIREMENTS

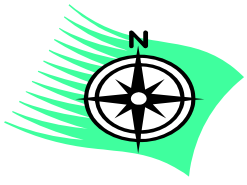
“PLOT PLAN” MUST BE DRAWN ON AT LEAST 8 ½ X 11 PAPER, BUT NO LARGER THAN 8 ½ X 14. A PARCEL THAT IS 2 ACRES OR LESS IN SIZE MUST BE DRAWN TO SCALE, AND ALL DIMENSIONS AND BOUNDARIES MUST BE SHOWN. A PARCEL THAT IS MORE THAN TWO ACRES IN SIZE DOES NOT HAVE TO BE DRAWN TO SCALE, HOWEVER, ALL DIMENSIONS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

