



**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)

**SITE PLAN REVIEW - Utility Facility**  
**(Exclusive Farm Use Zone – EFU-1, EFU-2, EFU-3)**

**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".

**EXPLAIN YOUR REQUEST**

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**ON-SITE SEPTIC – WASTEWATER:**

Soil/Site Evaluation Crook County File #: \_\_\_\_\_

Existing System Permit #: \_\_\_\_\_

**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.**

**WILDLIFE**

ODF&W, 2042 SE PAULINA HWY, PRINEVILLE, OR 97754    PHONE: (541) 447-5111    FAX: (541) 447-8065

1.) Is the subject property located within a Winter Wildlife overlay zone?

Yes \_\_\_\_\_ no \_\_\_\_\_

2.) If yes, please check the appropriate box(s):

- a. \_\_\_\_\_ Critical Deer Winter Range
- b. \_\_\_\_\_ General Deer Winter Range
- c. \_\_\_\_\_ Elk Winter Range
- d. \_\_\_\_\_ Antelope Winter Range

3.) Is the subject property located within a Sensitive Bird Habitat zone?

Yes \_\_\_\_\_ no \_\_\_\_\_

ODF&W COMMENTS:

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ODF&W SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SUPPLEMENTAL INFORMATION**

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.

The information requested in this application is the minimum information necessary. This application requests information that will assist crook county planners in evaluating whether your proposal meets these criteria. Failure to complete applicable portions of this application form may result in the county not accepting your

application or denying your application for failure to demonstrate that the criteria have been met. The county can assist you by providing such information from the Crook County Assessor, Crook County Clerk's, and the crook county GIS department. However, the burden of proof lies on you, the applicant, to demonstrate that the criteria have been met. In many cases, you may wish to provide information in addition to that requested to support your application.

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.

**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: \_\_\_\_\_

## **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 owner's warranty deed.
- A signed authorization form; if applicable.
- A detailed "plot plan/site plan" of the subject property. (See below for detailed information)
- A copy of an approved "site/soil evaluation"
- 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 ODFW
- 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: \_\_\_\_\_

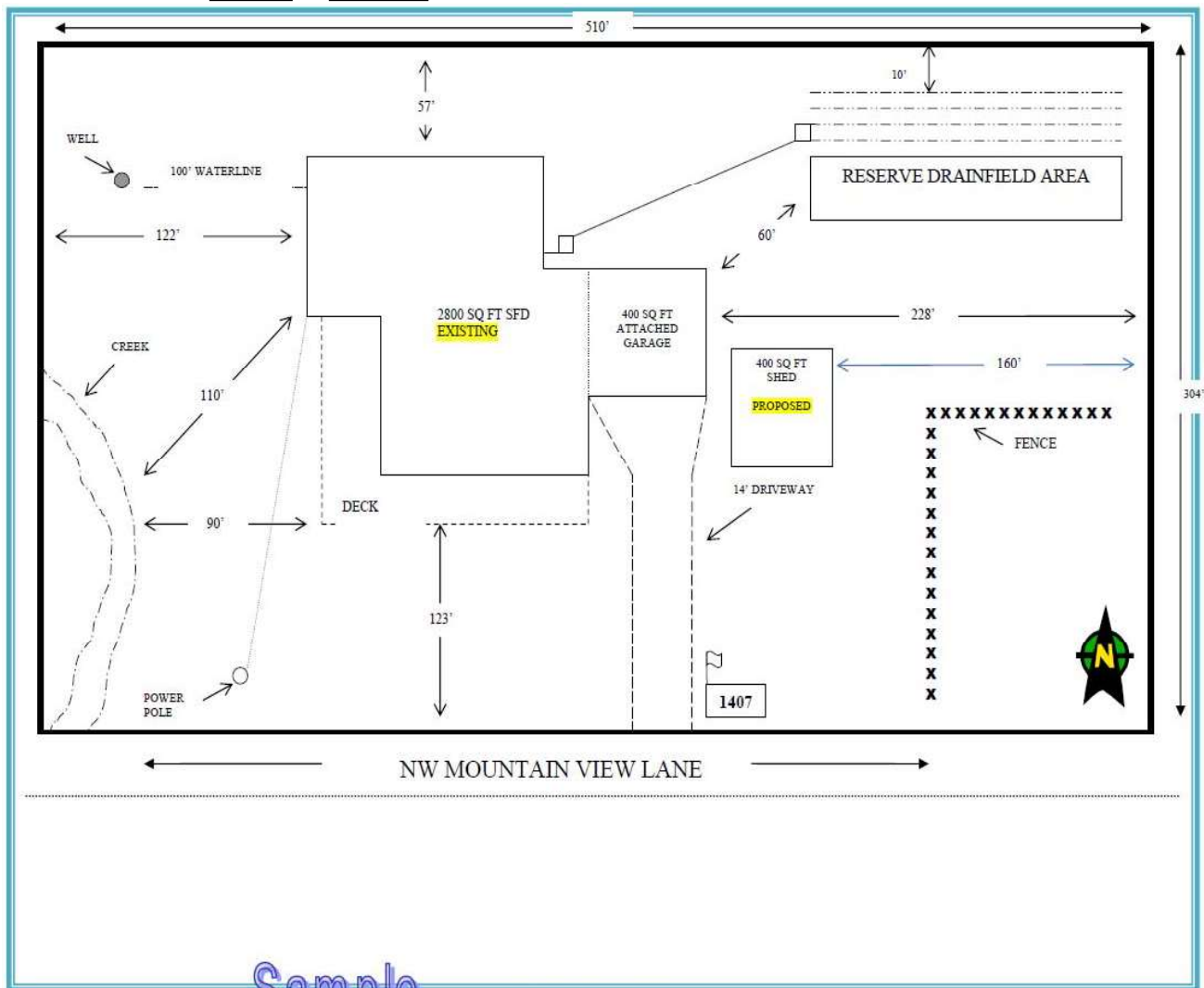
Phone: \_\_\_\_\_

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 -

