



# LAND USE APPLICATION

LU \_\_\_\_\_ /499- \_\_\_\_\_

(FOR OFFICE USE ONLY)

APPLICANT <i>(If applicant is not owner, list owner's name and contact information on next page)</i>		APPLICANT'S REPRESENTATIVE / PRIMARY CONTACT <i>e.g., architect, planner, etc. (List any additional contacts on next page)</i>	
<b>Entity Name</b> (if applicable, e.g. Inc, LLC, Trust)		<b>Entity Name</b> (if applicable, e.g. Inc, LLC, Trust)	
<b>Name</b> (individual Applicant or Contact Name for Entity Applicant)		<b>Name</b> (individual representative or Contact Name for Entity Representative)	
<b>Address</b>		<b>Address</b>	
<b>City, State, Zip</b>		<b>City, State, Zip</b>	
<b>Phone</b>		<b>Phone</b>	
<b>Email</b>		<b>Email</b>	
DESCRIPTION OF PROPERTY (OR PROPERTIES)			
<b>Street Address</b>			
<b>Tax Map/Lot</b>		<b>Site Size</b>	
USE			
<b>Existing</b>		<b>Proposed</b>	
PROJECT DESCRIPTION			
<b>Zoning</b>			
<b>Neighborhood Association</b>			
<input type="checkbox"/>	I direct that all communications and notices to be sent by <b>email</b> . <i>Delivery shall be considered complete upon transmission.</i>		
<input type="checkbox"/>	I wish to receive all communications and notices by <b>US mail</b> .		
<input type="checkbox"/>	<b>I OPT OUT OF AN EXPEDITED LAND DIVISION PROCESS PER ORS 197.365 (by opting out, applicant is directing staff to process the application using the City's standard land division procedure)</b>		
I consent to an on-site inspection by an employee(s) of the City of Lake Oswego. (Restrain your dog on inspection day)			
<b>Applicant Signature</b>		<b>Date</b>	
<b>Applicant's Representative Signature*</b>		<b>Date</b>	
<b>Owner Signature*</b> <i>(if Applicant is not Owner)</i>		<b>Date</b>	

\*Applicant's Representative / Owner must sign or attach letter of authorization.

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<b>Pre-App No.</b>		<b>Received By</b>	
<b>Fee / Receipt No.</b>	\$	<input type="checkbox"/> Admin Decision	<input type="checkbox"/> DRC <input type="checkbox"/> PC
<b>Date Received</b>		<b>Staff Coordinator</b>	

For land division, Conditional Use, and other land use applications requiring a neighborhood meeting, the below items are required to be included with the application. Applications missing any of the required documents, below, will not be accepted by the City (LOC 50.07.003.1.f.viii).

<b>REQUIRED NEIGHBORHOOD MEETING MATERIALS</b>	
<b>Check if included</b>	<b>If a neighborhood meeting was required, ONE copy of the following items must be provided for staff to accept the Land Use application:</b>
	A copy of the letter to the chairs of the recognized neighborhood associations, County CPO, or HOA
	Copy of the letter sent to other officers of the recognized NAs, County CPO, or HOA and to surrounding property owners.
	Affidavit of Mailing for letters, above, and a copy of the mailing list containing the names and addresses of such neighborhood reps and property owners.
	A copy of the required posted notice, along with an affidavit of posting.
	Minutes of the neighborhood meeting and any comments on the minutes submitted by the NA or other meeting attendees, if provided.
	Copy of materials presented at the neighborhood meeting

<b>Additional Contact(s) Information (If Any)</b>	
<b>Name</b>	
<b>Company/ Relationship to Application</b>	
<b>Phone/Email</b>	
<b>Name</b>	
<b>Company/Relationship to Application</b>	
<b>Phone/Email</b>	
<b>Name</b>	
<b>Company/Relationship to Application</b>	
<b>Phone/Email</b>	
<b>If Applicant is not Owner, Owner's contact information</b>	
<b>Name</b>	
<b>Address</b>	
<b>Phone/Email</b>	