



# Planning a Placement of a Manufactured Dwelling

The application for a residential building or structure usually involves two or more government agencies. The following steps will help lead you through the permit process:

**STEP 1: DO YOU HAVE A CURRENT PROPERTY DESCRIPTION (ASSESSOR'S MAP AND TAX LOT NUMBER) OF THE PROPERTY, INCLUDING TOWNSHIP, RANGE, SECTION AND TAX LOT NUMBER?**

- YES: Bring it with you when you apply for permits or have it available when you call with questions.
- NO: Look on your property tax statement in the box marked Property Description (Map Number) or contact the Clatsop County Tax Assessor's Office (503-325-8522) to obtain the property description.

**STEP 2: IS YOUR PROPERTY LOCATED WITHIN CITY LIMITS OR AN URBAN GROWTH BOUNDARY?**

- YES: Contact the appropriate City Planning Department for their planning and building permit requirements.
  - NO: Contact Clatsop County Land Use Planning (325-8611) for:
    - a) Zoning, Overlay Districts, and allowed uses
    - b) Conditional uses in zones and procedures for obtaining a Conditional Use Permit
    - c) Building setbacks from property lines
- If located in a Geologic Hazard, Flood Hazard or other overlay district, additional development requirements may apply.
  - If located at Arch Cape, Design Review is required.
  - If located at Fishhawk Lake, approval and sign-off by the Homeowner's Association is required.
  - If located in a Rural Fire Protection District (RFPD), specific development requirements may apply. See attached contact information.
- IF UNSURE - Contact the Clatsop County Tax Assessor's Office to determine if property is located within city limits.

**STEP 3: DO YOU HAVE QUESTIONS REGARDING BUILDING PERMITS OR CONSTRUCTION REQUIREMENTS IN THE COUNTY?**

- YES: The Clatsop County Building Codes Division issues and inspects the following permits for rural areas in Clatsop County: Building, Manufactured Dwellings, Mechanical, and Plumbing. They also issue Electrical permits for rural areas *and* all cities located within Clatsop County.

Inspectors are available at 503-338-3697 and for office visits Monday through Friday, 7:30 am to 9:00 am.

**STEP 4: OBTAIN ROAD ACCESS PERMIT FOR LEGAL ACCESS FROM YOUR PROPERTY ONTO AN EXISTING ROAD.**

**County Road:** Contact the Clatsop County Road Division at 503-325-8631. Requires a two (2) week time period to receive a permit. Access must be constructed and approved by the Clatsop County Road Division prior to the issuance of a Development Permit.

**State Highway:** Contact the Oregon Department of Transportation at 503-325-7222.

Requires a two to three (2-3) week time period to receive a permit.

**In a Subdivision:** You may not need a road access permit. Check with the appropriate agency.

**Private Road:** Provide a copy of easement/owners approval that clearly identifies your right to use the roadway.

**STEP 5: DRAW A PLOT PLAN & EROSION CONTROL PLAN FOR THE PROPOSED STRUCTURE OR DEVELOPMENT.**

(Use forms provided on pages 6 & 7 or 8.5" x 11" paper. These drawings are suitable for review by all agencies.

- a. Draw property lines and all existing and proposed structures on the property. Include use of structure.
- b. Draw and label all roads adjacent to or providing access to the site, and driveways on the site.
- c. Provide accurate distances from the proposed structure to all property lines, surface water bodies, wells, and existing septic system components, including drainfield areas.
- d. Include a north arrow.
- e. Include erosion control measures, if applicable.
- f. Make two (2) copies of the plot plan.
- g. Clatsop County Building Codes requires plans be drawn to scale.
- h. Indicate off-street parking spaces, if required (size, location, number).
- i. Identify any wetlands, streams, lakes, etc. on-site.

**STEP 6: OBTAIN APPROVAL FROM THE LOCAL SEWER DISTRICT or ONSITE WASTEWATER.**

Signature required on the Agency Review Form (page 8, #2).

Check with Clatsop County Onsite Wastewater at 503-338-3681 for records of any existing septic systems on your property and the required setbacks to ensure you do not build over the drainfield or otherwise encumber the septic system. An accurate property description (assessor's map and tax lot number) that includes township, range, section and tax lot number must be provided.

**STEP 7: OBTAIN APPROVAL FROM LOCAL WATER DISTRICT or PROVIDE PROOF OF ADEQUATE WATER SUPPLY (250 GALLONS PER DAY)** Signature required on the Agency Review Form (page 8, #3).

**Well:** Well log data showing the required quantity from a certified well driller for a new or existing well or a well easement (provided that no more than three households use the well as a potable source) AND A potability test for fecal coliform and nitrates from a certified water lab (see contact number). Over three households on one well must meet state potability requirements (ORS 448.115).

**Public or Community System:** Current receipt of written correspondence from water utility stating water is available for connection at the property line or satisfactory arrangements have been made to extend service to the property.

**River, Stream, Spring or Other Surface Water:** Obtain a permit from the State of Oregon Water Resources Department Watermaster, 503-815-1967 or Salem 503-986-0900 Salem, for domestic water right of at least .005 cfs (2.25 gals/min). \*\*This process may take one to two (1-2) years to receive a permit. \*\* A potability test for fecal coliform and nitrates from a certified water lab is required.

**STEP 8: OBTAIN APPROVAL FROM THE LOCAL FIRE PROTECTION DISTRICT (RFPD).**

Signature required on the Agency Review Form (page 8, #4). This process may take up to 10 days.

**STEP 9: OBTAIN APPROVAL FROM THE CLATSOP COUNTY ASSESSMENT & TAXATION.**

Signature required on the Agency Review Form (page 8, #5).

**STEP 10: OBTAIN APPROVAL FROM LAND USE PLANNING – ISSUANCE OF THE DEVELOPMENT PERMIT.**

Requirements needed at time of development permit sign-off:

- a. Agency Review Form completed with all applicable approvals.
- b. Two (2) copies of a plot plan (see Step 5). Land Use Planning Dept will stamp plot plan.
- c. An Erosion Control Plan (see Step 5). Land Use Planning will stamp erosion control plan.
- d. Proof of water for the property.
- e. Road approach permit if property takes access through a County road, if property takes access through a private road a road approach permit is not needed.
- f. Two (2) Sets of Floor Plan of Manufactured Dwelling and any applicable building plans (Land Use Planning will stamp all building plans).
- g. Submit \$75.00 fee for development permit.
- h. Submit \$112.00 fee for an address along with a completed rural address application if the property does not have a valid rural address (see page 9).

**STEP 11: OBTAIN A MANUFACTURED PLACEMENT PERMIT FROM BUILDING CODES**

*If the location of the placement is within a flood or geo-hazard zone, a plan review is required and could take up to 10 business days to review. If the foundation walls exceed two (2) feet in height, check with the plans examiner there may be additional requirements..*

Requirements needed at the time of permit application intake:

- a. Completed Agency Review form with all approvals.
- b. Two (2) copies of signed Clatsop County development permit.
- c. Two (2) copies of the plot plan, stamped by Land Use Planning.
- d. Two (2) copies of the Floor Plan of Manufactured Dwelling and any applicable building plans.
- e. Submit application with appropriate fees for placement permit.

**STEP 12: CONTACT BUILDING CODES TO SCHEDULE INSPECTIONS**

**Inspection line 503-338-3698 or [buildingdivision@co.clatsop.or.us](mailto:buildingdivision@co.clatsop.or.us)**

The following information is required when requesting an inspection:

- a. Permit number
- b. Owner's name
- c. Situs address
- d. Date of inspection and contact phone number
- e. Type of inspection

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## CONTACT NUMBERS

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### **Clatsop County Building Codes**

800 Exchange Street, Suite 100  
Astoria, Oregon 97103  
Hours: 7:30am - 4:00pm – Mon-Fri  
Phone: 503-338-3697  
FAX: 503-338-3666  
Inspection Request Line: 503-338-3698

### **Clatsop County Land Use Planning**

800 Exchange Street, Suite 100  
Astoria, Oregon 97103  
Hours: 7:30am - 4:00pm - Mon-Fri  
Phone: 503-325-8611  
FAX: 503-338-3606

### **Clatsop County Onsite Wastewater**

820 Exchange Street, Suite 100  
Astoria, Oregon 97103  
Hours: 7:30am -12pm & 1- 4:30pm, Mon-Thurs  
7:30am – 11:30am Friday  
Phone: 503-325-8500  
FAX: 503-325-9303

### **Clatsop County Roads Division**

1100 Olney Avenue  
Astoria, OR 97103  
Hours: 8:00 am - 4:30 pm - Mon-Fri  
Phone: 503-325-8631  
FAX: 503-325-9312

### **Clatsop Soil & Water Conservation District**

750 Commercial, Room 207  
Astoria, Oregon 97103  
(US Post Office Building)  
Phone: 503-325-4571

### **Oregon Dept of Transportation**

350 W. Marine Drive  
Astoria, Oregon 97103  
Hours: 8:00am - 5:00pm  
Phone: 503-325-7222  
FAX: 503-325-1314

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## SEWER DISTRICTS

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### **Arch Cape Sanitary District**

Phil Chick, ACSD Manager  
32065 E Shingle Mill Lane  
Arch Cape, OR 97102  
Phone: 503-436-2790  
FAX: 503-436-1467

### **Miles Crossing Sanitary Sewer**

Bill Mitchell  
34795 Hwy 101 Business  
Astoria, OR 97103  
Phone: 503-325-4330  
FAX: 503-338-6915

### **Shoreline Sanitary District**

John Glen, Chairman  
PO Box 732  
Warrenton, OR 97146  
Phone: 503-861-0574

### **Westport Sewer District**

1100 Olney Avenue  
Astoria, OR 97103  
Phone: 503-325-8631  
FAX: 503-325-9312

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## WATER SERVICE AGENCIES

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**Arch Cape Water and Sanitary District**

Phil Chick  
32065 E Shingle Mill Ln  
Arch Cape, OR 97102  
Phone: 503-436-2790

**Burnside Water Association**

Art Bezanson  
PO Box 625  
Astoria, OR 97103  
Phone: 503-458-5525

**Falcon Cove Beach Water District**

PO Box 1  
Arch Cape, OR 97102  
Phone: 503-436-9759

**Fernhill Community Water System**

Valerie Ranta  
92571 Fernhill Road  
Astoria, OR 97103  
Phone: 503-325-7097

**John Day Water District**

Sandi Osterholme  
PO Box 1317  
Astoria, OR 97103  
Phone: 503-325-9680 or 503-325-3533

**Knappa Water Association**

Carol Bartlett, Office Manager  
92755 Allen Road  
Astoria, OR 97103  
Phone: 503-458-6461

**Olney-Walluski Water Association**

90029 Hwy 202  
Astoria, OR 97103  
Phone: 503-325-1288 or 503-325-7677

**Seaside Public Works**

1387 Avenue U  
Seaside, OR 97138  
Phone: 503-738-5112

**City of Warrenton Water District**

Craig Walter, Public Works Foreman  
PO Box 250  
Warrenton, OR 97146  
Phone: 503-861-0914  
Billing: 503-861-2223

**Westport Water Association**

49206 Highway 30  
Westport, OR 97016  
Phone: 503-445-9231  
Cynthia Reeves: 503-455-9201

**Wickiup Water District**

Julienne Olson-Armstrong  
92648 Svensen Market Road  
Astoria, OR 97103  
Phone: 503-458-6555

**Youngs River, Lewis & Clark Water**

Bill Mitchell  
34583 US Highway 101 Business  
Astoria, OR 97103  
Phone: 503-325-4330

**Oregon Water Resources Department**

Nikki Hendricks, Watermaster Office (Local)  
4000 Blimp Blvd Suite 400  
Tillamook, OR 97141  
Phone: 503-815-1967  
FAX: 503-815-1968

**Oregon Water Resources Department**

725 Summer Street NE, Suite A  
Salem, OR 97301  
Phone: 503-986-0900  
FAX: 503-986-0904

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## FIRE DEPARTMENTS

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### **Astoria Fire Department**

Ted Ames  
555 30th Street  
Astoria, OR 97103  
Phone: 503-325-4237  
[tames@astoria.or.us](mailto:tames@astoria.or.us)

### **Cannon Beach RFPD**

Matt Benedict  
PO Box 24  
Cannon Beach, OR 97110  
Phone: 503-436-2949  
FAX: 503-436-9639  
[mbenedict@cbfire.com](mailto:mbenedict@cbfire.com)

### **Elsie-Vinemaple RFPD**

Mike Wammack or Hans Mulder  
42644 Loyd Lane  
Seaside, OR 97138  
Phone: 503-755-2233  
FAX: 503-755-2232  
[Olney-fire@seasurf.net](mailto:Olney-fire@seasurf.net)

### **Gearhart Fire Department**

Bill Eddy  
PO Box 2530  
Gearhart, OR 97138  
Phone: 503-738-7838  
FAX: 503-738-9385  
[gearhartfd@cityofgearhart.com](mailto:gearhartfd@cityofgearhart.com)

### **Hamlet Fire Department**

Bill Boone  
37564 Highway 26  
Seaside, OR 97138  
Phone: 503-717-2992  
FAX: 503-738-8188  
[wwboone15@gmail.com](mailto:wwboone15@gmail.com)

### **John Day-Knapa Fire District**

Paul Olheiser  
43114 Hillcrest Loop  
Astoria, OR 97103  
Phone: 503-458-6610  
FAX: 503-458-6228  
[olheiser@pacifier.com](mailto:olheiser@pacifier.com)

### **Lewis & Clark RFPD**

Jeff Golightly  
34571 Hwy 101 Business  
Astoria, OR 97103  
Phone: 503-325-4192 FAX: 503-325-7353  
[Lewisclarkfire@gmail.com](mailto:Lewisclarkfire@gmail.com)

### **Mist-Birkenfeld RFPD**

Dave Crawford or Mary Lou Busch  
12525 Highway 202  
Mist, OR 97016  
Phone: 503-755-2710  
FAX: 503-755-2556

### **Nehalem Bay Fire and Rescue**

Perry Sherbaugh, Fire Chief  
PO Box 117  
Manzanita, OR 97130  
Phone: 503-368-7590  
FAX: 503-368-7580  
[Nbfr.chief@nehalem.tel.net](mailto:Nbfr.chief@nehalem.tel.net)

### **Olney Walluski Fire and Rescue**

Ron Tyson  
36115 River Point Drive  
Astoria, OR 97103  
Phone: 503-325-5440  
FAX: 503-325-3039

### **Seaside Fire & Rescue**

Joey Daniels  
150 S Lincoln  
Seaside, OR 97138  
Phone: 503-738-5420  
FAX: 503-717-9318  
[jdaniels@cityofseaside.us](mailto:jdaniels@cityofseaside.us)

### **Warrenton Fire Department**

Tim Demer  
PO Box 250  
Warrenton, OR 97146  
Phone: 503-861-2494  
FAX: 503-861-2351  
[firechief@ci.warrenton.or.us](mailto:firechief@ci.warrenton.or.us)

### **Westport Fire & Rescue**

Keith Walling  
91177 Ferry Rd  
Westport, OR 97016  
Phone: 503-455-0727  
FAX: 503-455-0727  
[Chief2101@msn.com](mailto:Chief2101@msn.com)

# PLOT PLAN

Sketch the appropriate structure to scale. Clatsop County Building Codes requires all plans be drawn to scale.

- Draw property lines and all existing and proposed structures on the property
- Draw and label all roads adjacent to or giving access to the site
- Draw all driveways on the site
- Include use of accessory structure
- Include a north arrow
- Identify any wetlands, streams, lakes, etc. on-site
- Provide accurate distances from the proposed structure to all property lines, surface water bodies, wells, and existing septic system components including drainfield areas
- Show off-street parking spaces, if required (size, location, number)

**(Please Use the Space Provided)**

# SOIL EROSION CONTROL PLAN

Sketch the appropriate structure to scale. Clatsop County Building Codes requires all plans be drawn to scale.

- Draw the streets and roadways leading to the property
- Draw the boundaries of the property
- Include a north arrow
- Draw in the proposed building on the site
- Add arrows showing the direction water will flow off the property
- Indicate the steepness of slopes by classifying them as steep, moderate or gentle
- Designate area where vegetation will be left undisturbed
- Draw in the access driveway and designate an area for vehicle parking
- Determine where soil will be stockpiled
- Draw and Label the erosion control measures

*\*\*Erosion Control Guidance provided by (CREST) Columbia River Estuary Taskforce\*\**

**(Please Use the Space Provided)**

# AGENCY REVIEW & APPROVAL FORM

Information on this form must be filled out and signed in this order

## 1. JOB SITE INFORMATION (To be completed by applicant/owner/agent.):

Job Site Address: \_\_\_\_\_ City: \_\_\_\_\_

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

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

Agent: \_\_\_\_\_

Proposed Development/Construction: \_\_\_\_\_

## 2. ONSITE WASTEWATER OR LOCAL SEWER DISTRICT:

Legal Description: T \_\_\_\_\_ R \_\_\_\_\_ S \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

Permit Needed: Yes  No  Site Approved: Yes  No

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

Remarks: \_\_\_\_\_

Clatsop County Public Health 820 Exchange St, Suite 100, Astoria, OR 97103 Phone: (503) 325-8500 Fax: (503) 325-8678

## 3. WATER DISTRICT OR PROOF OF WATER RIGHTS FROM WATER RESOURCES DEPT

(Signature from the Water District required.)

Gallons per minute: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Oregon Water Resources Dept, 4000 Blimp Blvd, Suite 400, Tillamook, OR 97141 Phone: (503) 815-1967 FAX (503) 815-1968

## 4. FIRE DEPARTMENT/FIRE DISTRICT ACCESS AND WATER SUPPLY REQUIREMENTS:

Water/Fire Flow: \_\_\_\_\_ Number of Hydrants: \_\_\_\_\_ Hydrant Location(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Contact the local RFPD having jurisdiction. (See page 5)

## 5. MANUFACTURED/MOBILE HOME PLACEMENT -----CLATSOP COUNTY ASSESSMENT AND TAXATION:

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Clatsop County Assessment and Taxation, 820 Exchange St, Suite 210, Astoria, OR 97103 Phone: (503) 325-8522 FAX (503) 338-3638

### Internal Use Only:

- |   |   |
|---|---|
| <input type="checkbox"/> Proof of Legal Lot status (if substandard in size)         | <input type="checkbox"/> Agency Sign-Off Sheet  |
| <input type="checkbox"/> Preliminary Geologic Hazard Report (if necessary)          | <input type="checkbox"/> Proof of Potable Water   |
| <input type="checkbox"/> Pre-Elevation Certificate (if necessary)                   | <input type="checkbox"/> Proof of DEQ Approved Sanitary System                          |
| <input type="checkbox"/> Application signed by the owner and applicant              | <input type="checkbox"/> Average Grade Calculations                                     |
| <input type="checkbox"/> Plot Plan, indicating setbacks, parking, landscaping, etc. | <input type="checkbox"/> Address Request (if necessary)                                 |
| <input type="checkbox"/> Erosion Control & Drainage Plan                            | <input type="checkbox"/> TWO (2) Sets of Building Plans                                 |
| <input type="checkbox"/> Road Access Permit from the County or ODOT                 | <input type="checkbox"/> National Wetlands Inventory: Notify/Receive approval from DSL? |



**Clatsop County**  
 Community Development  
 800 Exchange Street, Suite 100  
 Astoria, Oregon 97103  
 Phone 503 325-8611 Fax 503 338-3606  
[comdev@co.clatsop.or.us](mailto:comdev@co.clatsop.or.us) [www.co.clatsop.or.us](http://www.co.clatsop.or.us)

**New Address Request**

Fee: \$112.00

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mail Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Description: Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

Road Access Permit: ODOT \_\_\_\_\_ Clatsop County \_\_\_\_\_

Cross Street: \_\_\_\_\_ Fire Dept: \_\_\_\_\_

School: \_\_\_\_\_ Water: \_\_\_\_\_ Gas: \_\_\_\_\_

Sewer: \_\_\_\_\_ Power: \_\_\_\_\_

Driveway must be completed or physical location of the driveway must be clearly marked in the field.  
 (Provide statement that driveway is complete or detailed description of how driveway is marked in the field.)  
**Failure to provide this information may result in the delay of your address assignment.**

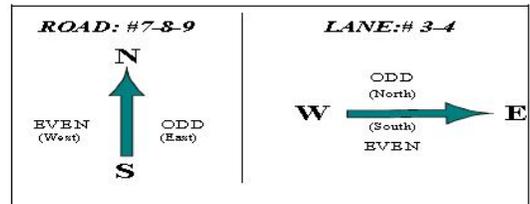
**Office Use Only**

NEW ADDRESS: \_\_\_\_\_

Beginning Address: \_\_\_\_\_

Distance (+/\_): \_\_\_\_\_

Final: \_\_\_\_\_



Comments: \_\_\_\_\_



# Manufactured Dwelling Application

**Community Development  
Building Codes Division**  
800 Exchange St Ste 100 Astoria, OR 97103  
Ph: (503) 338-3697 Fax: (503) 338-3666  
Request Line 503-338-3698  
[buildingdivision@co.clatsop.or.us](mailto:buildingdivision@co.clatsop.or.us)  
Web: [co.clatsop.or.us](http://co.clatsop.or.us)

DEPARTMENT USE ONLY
Permit #
Issued By:
Date:

**This permit is issued under OARs 918-500-0105 and 918-525-0370. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.**

DESCRIPTION OF WORK	
JOB SITE INFORMATION AND LOCATION	
Property Owner:	
Jobsite Address:	
City:	
Phone:	
If located in park, name of park:	
Space #	
Map/Legal Description:	
PROPERTY OWNER INSTALLATION	
Owner's Name:	
Mailing Address:	
City/State/Zip:	
Email:	
Phone: (     )	
<i>This installation is being made on residential or farm property owned by me or a member of my immediate family.</i>	
Owner's Signature:	
CONTRACTOR INSTALLATION	
Business Name:	
Mailing Address:	
City/State/Zip:	
Email:	
Ph: (     )	Fax: (     )
CCB no:	MDI no.:
Contractor's Signature:	
<b>Notice: Manufactured dwelling installers must have an Oregon MDI and Construction Contractors Board license under provision of ORS 701 and may be required to be licensed in the jurisdiction where work is being performed, or the applicant is exempt from licensing for the following</b>	

MANUFACTURED HOME INFORMATION			
<b>Manufactured Dwelling Placement includes:</b> Setup of dwelling, feeder, connection to water/sewer within 30' of unit. <b>Placement permits to be obtained only by homeowner or an Oregon Licensed Manufactured Dwelling Installer.</b>			
<b>Floor Plan MUST be submitted with the application.</b> Concrete stringers/slab under home: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Additional Permits (if required)</b> <input type="checkbox"/> Foundation <input type="checkbox"/> Garage <input type="checkbox"/> Decks <input type="checkbox"/> Carport <input type="checkbox"/> Plumbing- Well or Sewer Pump <input type="checkbox"/> Electrical - Service <input type="checkbox"/> Mechanical- Gas Connection/Heat Pump/AC			
<b>Where is the current location of the Manufactured Dwelling:</b>			
FEE SCHEDULE			
A. Description (select one)	Cost ea.	Qty	Total
Singlewide	\$202.00		
Doublewide	\$404.00		
Triplewide	\$604.00		
B. Re-inspection, if applicable	\$94.00		
C. Subtotal			
D. State Surcharge (12% of C)			
E. Administrative Fee, State of Oregon		1	\$30.00
F. Astoria School Excise Tax, if applicable		\$ .25/sqft	
<b>TOTAL Manufactured Dwelling Fees</b>			

**Make check or money order payable to:  
CLATSOP COUNTY BUILDING CODES  
Point N Pay charges a 2.5% processing fee for  
credit card transactions. Min \$2.00 fee.**

<input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Discover <input type="checkbox"/> AE	Phone: (     )
Credit card number	Expiration
Name of cardholder as shown on credit card	
Cardholder signature	\$ Amount

**Please provide mailing address where you receive your credit card statement:**  
**ADDRESS:**  
**ZIP:**



# Clatsop County

Community Development  
800 Exchange Street, Suite 100  
Astoria, Oregon 97103

Phone 503 325-8611 Fax 503 338-3606

[comdev@co.clatsop.or.us](mailto:comdev@co.clatsop.or.us) [www.co.clatsop.or.us](http://www.co.clatsop.or.us)

## Development Permit

**Fee: \$75.00**

### INSTRUCTIONS:

1. Complete form and attach site plan.
2. For commercial and industrial uses, include parking and loading plan, sign plan and erosion control plan.
3. For residential and other uses, include an erosion control plan.
4. Review applicant's statement and sign this form.

**Proposed Use:** \_\_\_\_\_

**Base Zone:** \_\_\_\_\_ **Overlay District:** \_\_\_\_\_

### Project Location:

T \_\_\_\_\_ R \_\_\_\_\_ S \_\_\_\_\_ TL \_\_\_\_\_ Acres \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

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

**Owner Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

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

**Other Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

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

### SIGNATURES:

I have read and understand the statements **ON THE BACK OF THIS FORM** and agree to abide by them:

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agent/Other:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Clatsop County Community Development:

**Authorization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Pertaining to the subject property described, I hereby declare that I am the legal owner of record, or an agent having the consent of the legal owner of record, and am authorized to make the application for a Development Permit/Action so as to obtain the necessary building permits, sanitation permits, US Army Corps of Engineers permits, Oregon Division of State Lands permits, Oregon Department of Transportation permits, Oregon Department of Parks and Recreation permits, or Clatsop County road approach permits. I shall obtain any and all necessary permits and complete the conditions of approval as required herein within 180 days of the issuance of this permit before I do any of the proposed uses or activities. The statements within this application are true and correct to the best of my knowledge and belief. I understand that if the permit authorized was based on false statements or misrepresentation or it is determined that I have failed to fully comply with all conditions attached to and made a part of this permit, this permit approval is hereby revoked and null and void.
2. It is expressly made a condition of this permit that I at all times fully abide by all state, Federal and local laws, rules, regulations governing my activities conducted or planned pursuant to this permit.
3. As a condition for issuing this Development Permit/Action the undersigned agrees that he/she will hold Clatsop County harmless from and indemnify the County for any and all liabilities to the undersigned, his/her property, or any other person or property, that might arise from any and all claims, damages, actions, causes of action or suits of any kind or nature whatsoever which might result from the signer's failure to build, improve or maintain roads which serve as access to the subject property or from the undersign's failure to fully abide by any of the conditions included in or attached to this permit.
4. **WAIVER OF VESTED RIGHTS DURING APPEAL PERIOD FOR ZONING AUTHORIZATION.** I have been advised that this Land and Water Development permit/Action by the Clatsop County Community Development Director may be appealed within twelve calendar days of the date of permit issuance and authorization (note: if the twelfth day is a Saturday, Sunday or legal holiday, the appeal period lasts until the end of the next day which is not a Saturday, Sunday or legal holiday). I understand that if the approval authorized by the County and referenced above is reversed on appeal, then the authorization granted prior to the end of the appeal period will be null and void. I further understand and consent to the fact that any actions taken by me in reliance upon the authorization granted during the appeal period shall be at my own risk, and that I hereby agree not to attempt to hold Clatsop County responsible for consequences or damages in the event that removal of improvements constructed during the appeal period is ordered because an appeal is sustained.
5. I am aware that failure to abide by applicable Clatsop county Land and Water Development and Use Ordinance 80-14, as amended, and Standards Document regulations may result in revocation of this permit or enforcement action by the County to resolve a violation and that enforcement action may result in levying of a fine.
6. I understand that a change in use, no matter how insignificant, may not be authorized under this permit and may require a new Development Permit/Action. You should check with the Clatsop County Community Development Department.
7. This Development Permit/Action expires 180 days from the date of issuance unless substantial construction or action pursuant to the permit has taken place. Upon expiration, a new development permit must be obtained.

