



CITY OF STAYTON APPLICATION TO CHANGE THE USE OF AN EXISTING BUILDING

PROPERTY OWNER: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ - _____

Email: _____

APPLICANT: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ - _____

Email: _____

LOCATION: Identify the exact location of the property: Street Address: _____

Assessor's Tax Lot Number: Map 91W _____ Lot _____

Closest Intersecting Streets: _____

DESCRIPTION OF PREVIOUS USE. _____

DESCRIPTION OF PROPOSED USE. _____

Gross floor area to be occupied by the proposed use: _____

Is the Proposed Use the only use of the property? Yes No

Are any exterior changes to the building proposed? Yes No

Has this property received site plan review approval or conditional use approval, or some other land use approval from the City of Stayton? Yes No If yes, year approval received _____

I understand that the Change of Use permit application fee of \$25.00 is non-refundable. I hereby certify that all information provided in this application is correct. I understand that a permit from Marion County may also be required and that a City of Stayton permit does not take the place of a Marion County permit. I understand it is my responsibility to contact Marion County Building Inspection (503-588-5147) to determine if other permits are necessary.

Date: _____

Signed: _____

Signature of Applicant

DO NOT WRITE BELOW THIS LINE

Application received by: _____ Date: _____ Fee Paid: \$ _____ Receipt No. _____

Permit through Marion County Building Inspection required yes no

Action of City Planner: Approved Approved with following conditions Denied for failure to meet the Code Sections noted below

City Planner

City of Stayton Change of Use Permit Information Sheet

The requirement for a Change of Use Permit was included in the 2007 Update to the Stayton Land Use and Development Code. The purpose of the permit is to assure that new uses occupying existing buildings are in conformance with the land use and development requirements of the Code. Review of this application should normally take no more than 3 business days.

In its review of the application the Planning Department staff will be looking to make sure that the proposed use is a permitted use in the location in which it is proposed and that there is adequate parking for the proposed use. Depending on the type of use, the staff may require additional information, such as the number of seats in a restaurant.

In some cases a permit from Marion County may be required in order to authorize a change in occupancy, even if no structural alterations are proposed. It is the applicant's responsibility to contact Marion County Building Inspection at (503) 588-5147 to determine whether a permit is necessary. Failure to obtain this permit may result in delays in the issuance of electrical or mechanical permits.

For additional information, contact the City of Stayton Planning Dept., (mailing address) 362 N. Third Avenue, (building address) 311 N. Third Avenue, Stayton, Oregon 97383. (503) 769-2998; email: dfleishman@ci.stayton.or.us.