



## CITY OF COBURG PLANNING DEPARTMENT

### CONDITIONAL USE PERMITS

Certain types of uses require special consideration prior to their being permitted in a particular district. The reasons for requiring such special consideration include, among others, the size of the area required for the full development of such uses, the nature of the traffic problems incidental to operation of the uses, and the effect such uses have on any adjoining land uses and on the growth and development of the City as a whole.

All uses permitted conditionally possess unique and special characteristics, making impractical their inclusion as outright uses in many of the various districts herein defined. Locations and operation of designated conditional uses shall be subject to review and authorized only by issuance of a Conditional Use Permit.

The purpose of review shall be to determine that the characteristics of any such use shall not be unreasonably incompatible with the type of uses permitted in surrounding areas and for the further purpose of establishing such conditions as may be reasonable so that the basic purposes of this Code shall be served.

#### Necessary Documentation

The following information must be submitted for a conditional use permit application:

- Completed Land Use Planning Application form and fee
- Statement of the applicant's legal interest in the property (owner, contract purchaser, lessee, renter, etc.) and a description of the interest, and, in the case the applicant is not the owner, verification and legal description of the property.
- Address and legal description of the property.
- Statement explaining the intended request.
- Any other materials or information as may be deemed necessary by the applicant to assist in evaluation of the request.
- Names and addresses of adjacent property owners within 100 feet of the site.

**O V E R**

- 15 copies of drawings clearly showing the following, when appropriate:
  - north arrow;
  - zoning designation;
  - dimensions of the parcel;
  - dimensions and setbacks from property lines of existing and proposed structures;
  - drawings of proposed structure to include dimensions and finished height;
  - abutting properties, streets and alleyways;
  - percentage of lot coverage by structures;
  - location and sketches of all proposed signs;
  
- Statement addressing special conditional use permit criteria (see attached)**

**Planning Commission Review**

Because the Planning Commission's decision on a conditional use permit is a quasi-judicial land use decision, a public hearing is required before the Planning Commission to allow for public comment on the proposal. Oregon State Law requires that notice of the public hearing be published at least 20 days prior to the hearing, and notice of the proposal must be mailed to owners of property within 100 feet of the applicant's property.

City staff will review the proposal and present a staff report with findings to the Planning Commission. After the public hearing, the Planning Commission may (1) make a decision at that meeting, or (2) continue their deliberation to a subsequent meeting. The Planning Commission will issue a Final Order, in which there will be a 15 day appeal period to which the decision may be appealed to the City Council. The applicant will receive notification of the Planning Commission through the mail.

**PLEASE NOTE: A separate building, sign and/or electrical permit will be needed before construction. Contact City Hall for more information.**

**QUESTIONS? Call Coburg Planning Department  
(541) 682-7858**