

Classification of an Unlisted Use Information & Submittal Requirements



Planning Department
231 NE Fifth Street • McMinnville, OR 97128
(503) 434-7311 Office • (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Overview

When a specific use is not listed as permitted or conditionally permitted in any particular zone, the procedure for determining the permissibility of that use requires that an application for the classification of an unlisted use be submitted to the Planning Department for review and approval. The Planning Director will not authorize an unlisted use in a zoning district if the use is specifically listed in another zone as either a permitted or conditionally permitted use. For more information about classifying a use that is not specifically listed as permitted or conditionally permitted in any zone, refer to Section 17.54.010 (Classification of an Unlisted Use) of the Zoning Ordinance.

Application Submittal

The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- A completed Classification of an Unlisted Use application form.
- Payment of the applicable review fee.

Review Process

An application for classification of an unlisted use is reviewed by the Planning Director as stated in Section 17.72.110 (Director's Review with Notification) of the Zoning Ordinance. Notification of the application is provided to property owners within 100 feet of the subject site. The Director uses the following criteria when deciding the appropriateness of the proposed use:

- A. The use is consistent with the intent and purpose of the applicable zoning district;
- B. The use has similar intensity, density, and off-site impacts as the uses permitted or conditionally permitted in the applicable zoning district; and
- C. The use has similar impacts on community facilities and services as the listed uses.

The decision made by the Planning Director may be appealed to the Planning Commission as outlined in Section 17.72.170 (Appeal from Ruling of Planning Director) of the Zoning Ordinance.



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Office Use Only:

File No. _____
Date Received _____
Fee _____
Receipt No. _____
Received by _____

Classification of an Unlisted Use Application

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name _____ Phone _____

Contact Name _____ Phone _____
(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address _____

Assessor Map No. R4 - - Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

1. Describe the proposed use: _____

2. State the zoning and current uses on the surrounding properties:

	<u>Zoning</u>	<u>Use</u>
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

3. Describe the intensity, density, and off-site impacts of the proposed unlisted use as it relates to permitted and conditionally permitted uses in the applicable zoning district: _____

4. The use is consistent with the intent and purpose of the applicable zoning district as follows: _____

In addition to this completed application, the applicant must provide the following:

- Other data or information which would help substantiate or clarify your request.*
- Payment of the applicable review fee, which can be found on the Planning Department web page.*

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature

Date

Property Owner's Signature

Date