

CITY OF BURNS
ZONE CHANGE APPLICATION

APPLICANT:

Name(s) _____

Address _____

Business Phone _____ Home Phone _____

Owner (if other than applicant)

Name _____

Address: _____

Business Phone: _____ Home Phone _____

PROPERTY DESCRIPTION:

Lot (s) _____ Block (s) _____

Addition _____

Street Address _____

Currently Zoned _____ Total Sq. Footage _____

EXISTING EASEMENTS:

Purpose and Description _____

Volume and Page Number _____

EXISTING DEED RESTRICTIONS:

Purpose and Description _____

Volume and Page Number _____

SPECIFICATIONS OF REQUEST

Zone Requested _____

Intended use under new zone (explain in detail including all operational characteristics): _____

ATTACHMENTS:

The following attachments must accompany this application before it can be accepted by the City:

- a) Ten (10) copies of a site plan, drawn to scale, and including all proposed improvements or development with relevant measurements and other information necessary to evaluate the application.
- b) A list of the names, addresses, and tax lot numbers of all owners of property situated within 200 feet, including public rights-of-way, of the external boundaries of the property affected by the application. Such names, addresses, and tax lot numbers shall be those listed on the last preceding tax roll of the Harney County Assessor.
- c) If the application is filed by an authorized agent of the affected property owner, a written copy of such authorization must be submitted.
- d) A filing fee, which is nonrefundable, of actual cost, \$3,700 deposit must be paid to the City of Burns. Failure to pay such billing shall render any action taken relative to this application null and void until such payment is received.
- e) A Map Maintenance Fee, which is nonrefundable, must be paid to Harney County upon approval of the Final Subdivision/Partition Plat. Failure to do so shall render any action taken, relative to this application shall be null and void until such payment is made.

APPLICANT AND OWNERS STATEMENT

As the applicant(s) and/or owner(s) of the property described above, I/we realize that this application rests upon the above answers and accompanying data, and do hereby affirm and certify under penalty of perjury that the foregoing statements and answers are in all respects true and correct to the best of my/our knowledge.

APPLICANTS:

(printed) (signature) (date)

(printed) (signature) (date)

OWNER(S) if other than applicant:

(printed) (signature) (date)

(printed) (signature) (date)

ADMINISTRATIVE STAFF:

(printed) (signature) (date)

FIRE CHIEF:

(printed) (signature) (date)

PUBLIC WORKS DIRECTOR:

(printed) (signature) (date)

Exhibit A

GENERAL PROVISIONS

1. Applicants pay costs for required public notice, posting and publication. City pays re-notice fees for resets requested by City. Staff shall determine required deposits.
2. Applicants pay costs for any required engineering, geotechnical or soils review. Staff will determine required deposits.
3. The Planning Director or Planning Manager may adjust required deposits in the following circumstances.
 - a. Deposits may be decreased when applications are consolidated into a single process.
 - b. When an application presents unusual complexity because of size, location, or other factors.
4. The hourly rates use for "Actual Cost" shall be determined on an annual basis. In the event an application is denied, the actual cost will not be applied for preparation of findings that result in denial or post denial work performed.

APPLICATION TYPE	FEE	DEPOSIT
<u>Miscellaneous Provisions</u>		
Additional fee for after-the fact permit	\$500	
Pre-Application Conference	\$250 (credited to an application if filed within 6 mo.)	
Complex Research Request	Hourly Rate	
Permit Extension Request – admin	\$200	
Home Occupation	\$300	
Sign Permit	\$100	
Fence Permit	0	
Temporary Sign/Banner Permit	0	

<u>Zoning Compliance Review</u>	FEE	DEPOSIT
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Under 200 Sq. Ft.	\$200	
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Zoning Compliance - over 200 sq. ft. or with new connections	\$600	
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Zoning Compliance – Fences	\$75.00	
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<u>Single Family Zoning Compliance Review</u>	\$500	
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<u>Commercial Zoning Compliance Review</u>		
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Floor area		
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3500 sq. ft. or less	\$2,000	
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3500-10,000 sq. ft.	\$2,500	
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10,001 sq. ft. or more	\$3,000	
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<u>Plan Review (CD Zones)</u>		
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Plan Review	Actual Cost	Combined with zoning compliance
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<u>Land Divisions, Partitions and Adjustments</u>		
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Lot Line Adjustment	\$350 per adjustment	
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Partition	Actual Cost	\$1,000 plus 100/lot
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Subdivision Tentative Plan	Actual Cost	\$1,600 plus 200/lot
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Planned Unit Development	Actual Cost	\$2750 plus 200/unit
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Final Plat Review deposit)	Actual Cost	(incl. in base
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Other Permits and Approvals

	FEE	DEPOSIT
Variance	Actual Cost	\$500
Conditional Use Permit	Actual Cost	\$1000
Multi-Family/Duplex Review	Actual Cost	\$1,000 plus 100/unit
Annexation	\$500	
Vacations	\$500	
Street Opening	\$500	
RV/Manufactured Dwelling Park	Actual Cost	\$500 plus \$100/unit

Code and Plan Amendments

Administrative Amendments	Actual Cost	
Zoning Code Amendment (text/map)	Actual Cost	\$3,000
Comprehensive Plan Amendment	Actual Cost	\$3,500
Combined Map/Plan Amendment	Actual Cost	\$3,700

Appeals

Actual Cost	\$250, or half of original fee, but no more than \$1,000
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CITY OF BURNS

RESOLUTION NO. 22-720

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE
CITY OF BURNS, OREGON, ADOPTING A FEE SCHEDULE FOR PLANNING
AND ZONING APPLICATIONS**

WHEREAS, the amount received by the City of Burns for land use and zoning permits does not cover the cost of individual applications and currently covers less than 10% of the costs of operating the planning department; and

WHEREAS, because fees do not cover costs, city taxpayers and ratepayers are subsidizing new development from which they receive minimal benefit; and


WHEREAS, because the planning department provides services and benefits to taxpayers, it is important; to balance funding between development fees and tax revenue; and

WHEREAS, the Mayor and City Council find that the attached schedule of application fees provides an appropriate balance of charges for development review:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Burns that the schedule of fees attached as Exhibit A is adopted effective as of the date of this resolution.

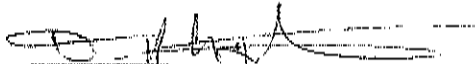
ADOPTED by the City Council this 23rd day of February 2022.

CITY OF BURNS



Jerry Woodfin, Mayor

Attest:



Dawn Crafts, City Recorder