



Gladstone planning services are provided by 3J Consulting. Submit all land use applications and correspondence to: City of Gladstone Attn: Heather Austin 18505 Portland Ave. Gladstone, OR 97027

Email: heather.austin@3j-consulting.com or permit.review@3j-consulting.com • Phone: 503-946-9365 x206

CONDITIONAL USE INFORMATION SHEET

WHAT IS A CONDITIONAL USE?

The Gladstone Municipal Code (GMC) classifies certain uses in each zoning district as conditional uses. Such uses are subject to additional review and approval criteria than are uses permitted outright. Approval of a conditional use may be subject to conditions found necessary to protect the best interests of the surrounding area or the city as a whole.

WHAT IS NEEDED FOR APPROVAL?

All conditional uses are discretionary and may be permitted after evaluation according to criteria in the GMC. The city must make written findings to support the decision. The applicant is responsible for providing evidence to support a conditional use request, according to Chapter 17.70 of the GMC.

WHAT ARE CHANCES FOR APPROVAL?

Staff cannot predetermine the decision on any application. A decision will only be made after the complete application is processed. This includes review of citizen and agency comments. The decision is based on criteria appropriate to the application as listed in the GMC. To address the necessary criteria, the information provided in response to the application form should be as thorough as possible.

APPLICATION PROCESS

Conditional use permits are subject to the quasi-judicial process and public notice. Public comments received from property owners, agencies, and other interested parties may affect the decision on the application. Special conditions may be attached to an approval. All conditional use applications are reviewed at a public hearing before the Gladstone Planning Commission. The Planning Commission's decision may be appealed to the City Council, where an additional public hearing will be held. The City Council's decision may be appealed to the Oregon Land Use Board of Appeals.

HOW DO I MAKE A CONDITIONAL USE APPLICATION?

- Complete a City of Gladstone Land Use Application and Conditional Use Supplemental Application
- Provide a plot plan drawn to scale on 8 ½" x 11" or 8 ½" x 14" paper showing the property and your proposal, including buildings, driveways, setbacks, etc.
- Provide drawings of building elevations and floor plans.
- Submit the application form, plot plan, drawings and application fee of \$3,905 to the City of Gladstone. After your application is deemed complete, **submit a minimum of twelve copies of large plans or other items that cannot easily be reproduced by the Planning Division.**
- Although not required, it is strongly suggested that you attend the Planning Commission and, if applicable, the City Council hearings to speak on behalf of your proposal.



CONDITIONAL USE LAND USE APPLICATION

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A completed application includes the APPLICATION FOR A CONDITIONAL USE LAND USE APPLICATION and the items identified in the SUPPLEMENTAL APPLICATION below.

- ✓ Please answer all questions. If a question is not applicable to your project, indicate "N.A."
- ✓ Incomplete applications will not be accepted for filing.
- ✓ All exhibits must be legible.

● FOR STAFF USE ONLY ●

File No: _____ Other Related Permit Applications: _____

Pre-app: Staff _____ Date _____ Staff Member: _____

Date Received _____ Fee _____ Zone: _____

Hearing Date _____ Comp. Plan: _____

● APPLICANT INFORMATION ●

PLEASE TYPE OR PRINT IN BLACK INK ONLY

SECTION I. APPLICANT/ PROPERTY OWNER

NAME OF APPLICANT _____
 LAST FIRST

MAILING ADDRESS _____ CITY _____ ST _____ ZIP _____

APPLICANT IS: LEGAL OWNER CONTRACT BUYER OPTION BUYER AGENT

NAME OF CONTACT PERON (if other than applicant) _____

MAILING ADDRESS OF CONTACT _____

PHONE NUMBERS OF: APPLICANT: WK _____ HM _____ CONTACT PERSON: Work _____ Home _____

EMAIL OF APPLICANT: _____

SITE ADDRESS _____ TOTAL LAND AREA: _____

LEGAL DESCRIPTION: T _____ R _____ SECTION _____ TAX LOT(S) _____

ADJACENT PROPERTIES UNDER SAME OWNERSHIP: T _____ R _____ SECTION _____

TAX LOT(S) _____

OTHER PERSONS (IF ANY) TO BE MAILED NOTICES REGARDING THIS APPLICATION:

NAME	ADDRESS	ZIP	RELATIONSHIP
NAME	ADDRESS	ZIP	RELATIONSHIP

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

OWNER'S SIGNATURE _____ APPLICANT'S SIGNATURE _____

OWNER'S NAME (Print) _____ APPLICANT'S NAME (Print) _____

CONDITIONAL USE SUPPLEMENTAL APPLICATION

Describe your proposed development. Identify the number of people associated with the use (employees, students, congregation members, clients, etc.); days and hours of operation; building materials, including type and color, unless no new buildings or modifications of existing buildings are proposed; and buildings, vehicles, equipment and materials associated with the use:

Identify where in the GMC the use is listed as a conditional use in the underlying zoning district or explain why the use may be authorized pursuant to GMC Chapter 17.74 (authorization of similar uses).

Explain why the use is suitable for the proposed site, considering size, shape, location, topography, existence of improvements and natural features.

Explain why the use is timely, considering the adequacy of transportation systems, public facilities and services existing or planned for the area affected by the use.

Explain why the use will not alter the character of the surrounding area in a manner that substantially limits, impairs or precludes the use of surrounding properties for the primary uses listed in the underlying zoning district.

Explain how the proposed use satisfies the policies of the Comprehensive Plan that apply to it.

(Use additional sheets to answer questions if necessary)