



LINN COUNTY PLANNING AND BUILDING DEPARTMENT  
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Room 114, Linn County Courthouse  
PO Box 100, Albany, Oregon 97321  
Phone 541-967-3816, www.linncountyor.gov

**TYPE IIA – ADMINISTRATIVE APPLICATION**  
**Alteration, Restoration, or Replacement of a Lawfully Established Dwelling**  
**Application Fee: \$1,000.00**

This is an application to replace a lawfully established dwelling on farmland or forestland in Linn County (EFU, F/F or FCM zoning). ORS 215.291 requires jurisdictions to verify that the dwelling to be altered, restored or replaced has, or formerly had: (A) intact exterior walls and roof structure; (B) indoor plumbing consisting of a kitchen sink, toilet and bathing facilities connected to a sanitary waste disposal system; (C) interior wiring for interior lights; and (D) a heating system.

*Please note: An application for a replacement dwelling must be filed within three years following the date that the dwelling last possessed all the features listed above.*

Please fill out the application and submit to the Planning and Building Department office between 8:30am-5:00pm, Monday through Friday. Use ink or a printer to complete the application. Applications filled out in pencil cannot be accepted. If you have any questions, please call or stop by the Planning and Building Department and ask for a planner.

**Application Check List (for departmental use only)**

Department File Number: \_\_\_\_\_

Date Received: \_\_\_\_\_ Receipt number: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Application accepted by: \_\_\_\_\_ Completeness reviewed by: \_\_\_\_\_

\_\_\_\_ Legal Property

\_\_\_\_ Lawfully Established Dwelling

\_\_\_\_ Owner(s) signature

\_\_\_\_ Applicant(s) signature

\_\_\_\_ Complete Site Plan

\_\_\_\_ Legal access via public road or easement

\_\_\_\_ Proposal is located within:

Zoning District \_\_\_\_\_ Forest area \_\_\_\_\_ Planning area \_\_\_\_\_

Floodplain \_\_\_\_\_ Geohazard \_\_\_\_\_ Goal 5 Habitat area \_\_\_\_\_

**THIS FORM MUST BE FILLED OUT COMPLETELY, IN INK OR TYPED**

I. Property Owner/Applicant Information

- A. Applicant(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone number \_\_\_\_\_ Email \_\_\_\_\_
- B. Property Owner(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone number \_\_\_\_\_ Email \_\_\_\_\_
- C. Applicant's Representative (if any) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone number \_\_\_\_\_ Email \_\_\_\_\_

II. Property Information

- A. Legal description of property: Township \_\_\_\_\_ Range \_\_\_\_\_ Section(s) \_\_\_\_\_  
Tax Lot(s) \_\_\_\_\_
- B. Property size (in acres): \_\_\_\_\_
- C. Site Address (if any): \_\_\_\_\_
- D. Zoning designation: \_\_\_\_\_ Comp Plan designation: \_\_\_\_\_

III. Decision Criteria (LCC 933.180(B))

- A. Is the dwelling to be replaced currently on the property? \_\_\_\_\_ Yes \_\_\_\_\_ No
- B. If the dwelling is no longer on the property, when was the dwelling removed? \_\_\_\_\_  
**Attach documentation verifying that the dwelling was present and habitable until that date.**
- C. What year was the dwelling established on the property? \_\_\_\_\_
- D. Is the dwelling a frame-built home or a manufactured home? \_\_\_\_\_
- E. Is the dwelling currently occupied?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- F. Did the dwelling have intact exterior walls and roof structure within the last three years?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- G. Did the dwelling have indoor plumbing consisting of kitchen sink, toilet, and bathing facilities connected to a sanitary waste disposal system within the last three years?  
\_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, describe the plumbing facilities: \_\_\_\_\_
- H. Did the dwelling have interior wiring for interior lights within the last three years?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- I. Did the dwelling have a heating system within the last three years?  
\_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please describe the heating system: \_\_\_\_\_

IV. Attachments

**YOU MUST SUBMIT THE FOLLOWING ATTACHMENTS WITH THIS APPLICATION**

Any documentation verifying that the dwelling to be replaced was present and habitable **within the last 3 years**. The Department must be able to verify the presence of an intact wall/roof structure, indoor plumbing facilities, interior wiring for lighting and heating system. Types of documentation can include but are not limited to:

- Photos of the interior and exterior of the dwelling
- Appraisal records from the Tax Assessor's Office
- Insurance records
- Home repair records, including structural, electrical, plumbing and mechanical permits
- Utility bills and letters from a service provider
- Demolition records

V. Owner / Applicant Certifications

**I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true and any approval granted based on this information may be revoked if it is found that such statements are false.**

**Owner/applicant signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner/applicant signature** \_\_\_\_\_ **Date** \_\_\_\_\_

VI. Verification of Ownership

**Only the owner of the property is authorized to complete this section.**

A. I hereby certify that this application does not violate any recorded codes, covenants or restrictions that are attached to the subject property.

B. I have the following legal interest in the property (check one):

\_\_\_\_\_ owner of record

\_\_\_\_\_ land sales contract purchaser

\_\_\_\_\_ holder of a recorded exclusive option to purchase

C. **Property Owner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

PLEASE NOTE: County ordinance does not allow an application to be reviewed unless the owner has first authorized it. The Assessor's office records are used to verify the ownership.

The Linn County Assessor's office records indicate that:

Township                      Range                      Section(s)                      Tax Lot(s)

is owned or is being purchased by:

If more than one owner is included, please list all other owners.

Other owners: (1) \_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_  
Assessor or Planning Staff Signature

\_\_\_\_\_  
Date

## STANDARD SITE PLAN DRAWING

For a complete and accurate evaluation of your proposal, it is necessary to include sufficient information and detail on a site plan drawing. An example is provided as a guide to the preparation of your plan. The site plan you submit will constitute the formal development plan upon which your request is based.

You may submit separate plans to show details of particular aspects of your proposal, i.e. landscaping, off-street parking, topography and drainage plans.

Any public or semi-public use or activity will require written detail and description of such use, i.e. number of employees, hours of operation, unusual equipment or activities that may produce noise, odor, glare, vibration, etc., equipment storage areas, guard or watchman requirements, aerial hazards and road access needs.

This site plan requirement is in addition to any other requirements for zoning, building, sanitation or other governmental permits or standards compliance.

### SITE PLAN REQUIREMENTS:

- (1) The site plan must be submitted on paper no larger than 8½ inches by 14 inches and drawn to scale.
- (2) Indicate the scale (for example, 1" = 200') on the site plan.
- (3) Include a North arrow indicating the direction of North on the map.
- (4) Include the applicant's name and address in an information block at the bottom of the page.
- (5) Show the dimensions of the property. These may be taken from surveys, deeds and assessor's records.
- (6) Indicate the names of roads adjacent to the property.
- (7) Indicate the approximate distance and direction to nearest city or town.
- (8) Indicate the dimensions and distance from property lines to all structures, both existing and proposed, as well as fences, culverts, light standards and signs on the property and adjacent properties.
- (9) Indicate the location of existing and proposed access ways, parking and loading areas, approaches and barriers. The type of surfacing should be indicated.
- (10) Identify the location of significant land features, such as streams, creeks, drainage areas and slope.
- (11) Identify the location of existing and/or proposed septic tanks, repair areas and wells. If known, indicate any wells or septic systems on adjacent properties if they are within 10 feet of this property.
- (12) Indicate existing uses of land (cultivation, pasture, timber, etc.). Indicate types of crops, pasture, grass and timber species.