



**City of Grass Valley  
Application for Land Use Action**

Case No. \_\_\_\_\_  
Fee \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Date \_\_\_\_\_  
TYPE \_\_\_\_\_

**Type of Land Use Action Requested: (check all that apply)**

- Site Plan (square footage of building and parking area)
- Plan Amendment (Proposed Zone \_\_\_\_\_)
- Planned Unit Development
- Variance (list standards to be varied in description)
- Conditional Use
- Partition (# of lots \_\_\_\_\_)
- Annexation
- Other: \_\_\_\_\_

*By submitting this form to the Owner, or Owner's Authorized Agent/Representative, acknowledges and agrees that the City of Grass Valley employees and appointed or elected City Officials, have authority to enter the project site at all reasonable times for the purpose of inspecting project site conditions and gathering information related specifically to the project site.*

\*\*\*Note: See City of Grass Valley current Fee Schedule at [www.grassvalleyoregon.com](http://www.grassvalleyoregon.com) \*\*\*

**Owner/Applicant Information:**

**Applicant:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Contact for Additional Information:** \_\_\_\_\_

**Property Information:**

**Street Location:** \_\_\_\_\_

**Tax Lot and Map No.:** \_\_\_\_\_

**Existing Structures/Use:** \_\_\_\_\_

**Existing Plan/Zone Designation:** \_\_\_\_\_

**Size of Property:** \_\_\_\_\_



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**Proposed Action:**

**Purpose and Description of Proposed Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed Use:** \_\_\_\_\_

**Proposed No. of Phases (one year each):** \_\_\_\_\_

**Authorizing Signatures:**

*I am the Owner/Authorized Agent of the Owner empowered to submit this application and affirm that the information submitted with this application is correct to the best of my knowledge.*

*I further acknowledge that I have read the applicable standards for review of the Land Use Action I am requesting and understand that I must demonstrate to the City of Grass Valley review authorities' compliance with these standards prior to approval of my request.*

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The following materials must be submitted with your application or it will not be accepted. Once received, the City has up to 30 days to review the materials submitted to determine if we have everything we need to complete the review.**

- Application Form** – completely filled out and signed by the property owner (or person with authority to make decisions on the property)
- Copy of Deed** – to verify ownership, easements, etc.
- Set of Plans**
- Narrative Addressing Application Criteria**
- Fee** – along with calculations utilized to determine fee if applicable
- Filing Fee & Reimbursement Form** – completely filled out and signed by the property owner (or person with authority to make decisions on the property)

**NOTICE TO APPLICANT**

**LAND USE DEVELOPMENT/BUILDING PERMIT FILING FEE  
AND REIMBURSEMENT FOR ADMINISTRATIVE COSTS**

Dear Applicant:

The City of Grass Valley, like many cities in Oregon, is faced with a severely reduced budget for the administration of the City's ordinances. The land use and planning process in the State of Oregon has become increasingly complex. To properly process your land use application consistent with local and state law, the City must rely on professional consultants to assist in preparing the legal notices, conducting on-site inspections, preparing staff reports, and attending Planning Commission and City Council meetings. The City utilizes a consultant to ensure your application is processed fairly and promptly. Because of the reduced budgets, the City finds it necessary to transfer those administrative costs to you, the applicant, as a part of the land use and planning process. Therefore, you are asked to read and sign the statement below indicating you understand the requirement.

After completion of the review process or after a final decision is rendered by either staff or City Council, the City will send a final invoice to the Applicant. Building permits will not be issued until the land use fees are paid in full to the City.

Costs to the Applicant typically include but are not limited to: advertising/public notices, mailings, legal counsel, planning and land use consultant services, legal filings, and engineering costs identified with the specific land use request.

**LAND USE DEVELOPMENT FILING FEE AND ADMINISTRATIVE COST REIMBURSEMENT**

I, \_\_\_\_\_ (the Applicant), agree, **in addition** to the Land Use Filing Fee under the City of Grass Valley Fee Schedule, to reimburse the City of Grass Valley for the actual costs of the City's contract planner, other necessary planning and land use consultants, and City Attorney incurred by the City to process my land use application.

**Applicant (Name):** \_\_\_\_\_

**Applicant (Authorized Signature):** \_\_\_\_\_

**Date:** \_\_\_\_\_