



FOR OFFICE USE ONLY

SPR Number _____

Date Received _____

Zone: _____

Outright CU type 1 Cu type 2

**City of Prineville
Site Plan New Construction
Single family & Duplex**

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

PROPERTY OWNER AND APPLICANT INFORMATION

Applicant Name _____ Phone ____/____/____ Fax ____/____/____
Address _____ City _____ State ____ Zip Code _____
Email _____

Property Owner _____ Phone ____/____/____ Fax ____/____/____
Address _____ City _____ State ____ Zip Code _____
Email _____

PROPERTY DESCRIPTION

Property address: _____
City _____ State _____ Zip Code _____
Map # - Township _____ Range _____ Section _____ Tax Lot _____
Present Zoning _____ Total Land Area _____ (Square Ft.) _____ (acres)
Present Land Use _____

PROJECT DESCRIPTION

Describe Project: _____

New Construction Remodel Addition Other

Sq. ft. Bldg. (Including garages & accessory buildings) _____

No. of Stories _____ Est. Construction Costs \$ _____

Construction Type: Metal Wood Other

Occupancy:
 Commercial Single Family Home Industrial Office Other

PROFESSIONAL SERVICES

Builder/Agent: _____ Phone ___/___/___ Fax ___/___/___
Address _____ City _____ State ___ Zip Code _____
Email _____

Architect/Designer/Engineer: _____ Phone ___/___/___ Fax ___/___/___
Address _____ City _____ State ___ Zip Code _____
Email _____

TO COMPLETE THIS APPLICATION, PLEASE SUBMIT THE FOLLOWING:

- Complete Application : must be signed by the property owner and the applicant
- Application Fee
- Building Permit
- Flood Elevation Certificate(If applicable)
- ODOT access permits (If applicable)
- Site Plan - an application showing legal ownership, location, intent and design of a project. A professional or novice sketch of the project must include but is not limited to:
 - Position on the lot
 - Dimensions
 - Setbacks
 - Access
 - Utilities
 - Storm water drainage
 - Parking
 - Landscaping

By signing this application, the undersigned certifies that he/she has read and understands the submittal requirements stated above. Please note: if the applicant makes a misstatement of fact on the application regarding ownership, authority to submit the application, acreage, or any other fact material relied upon in making a decision the Community Development Director may upon notice to the applicant and subject to an applicant's right to a hearing declare the application void.

Applicant: _____ Date: _____
Signature

Property Owner: _____ Date: _____
Signature

Please note: additional information may be required by the Planning Department prior to the application being deemed complete.