



**City of Maupin**  
 507 Grant Ave.  
 PO Box 308  
 Maupin, Oregon 97037

**Variance Permit Application**  
 541-395-2698  
 citymanager@cityofmaupin.org  
 cityofmaupin.org

**OFFICE USE ONLY**

DATE RECEIVED	APPLICATION FEES PAID <input type="checkbox"/>
PLANNING COMMISSION CHAIR SIGNATURE & DATE	
<input type="checkbox"/> APPROVED AS SUBMITTED	<input type="checkbox"/> APPROVED WITH CONDITIONS
<input type="checkbox"/> DENIED	
CONDITIONS (IF APPLICABLE)	

**APPLICANT** Is the applicant the Property Owner?  YES  NO (CONTACT INFORMATION & SIGNATURE REQUIRED)  
 I/We, the applicant/owner, hereby certify the answers and statements in this application and supporting documents are correct, complete, and true. I/We have read and understand the provisions and requirements of applicable City of Maupin ordinances for this variance.

APPLICANT NAME	PROPERTY OWNER NAME
MAILING ADDRESS	MAILING ADDRESS
EMAIL	EMAIL
PHONE	PHONE
SIGNATURE & DATE	SIGNATURE & DATE

**PROPERTY INFORMATION**

PROPERTY ADDRESS	REASON FOR REQUESTING VARIANCE: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
TAXLOT	
ZONE	
DEED NO. _____ DATE FILED _____ <input type="checkbox"/> Deed(s) and map showing parcels are attached. (Required)	
CURRENT USE OF PARCEL	
PROPOSED USE OF PARCEL	
<input type="checkbox"/> CONCEPT SITE PLAN IS ATTACHED (Required)	

**SITE INFORMATION**

EXISTING IMPROVEMENTS & DIMENSIONS		PROPOSED IMPROVEMENTS & DIMENSIONS	
Structures		Structures	
Fences		Fences	
Roads		Roads	
Easements		Easements	
Landscaping		Landscaping	
Lighting		Lighting	
Other		Other	

**A variance may be granted only in the event that all of the following circumstances exist:**

Exceptional or extraordinary circumstances apply to the property that do not apply generally to other properties in the same zone or vicinity, resulting from lot size or shape, topography, or other circumstances that the owners of the property since enactment of the ordinance have had no control. **Describe the exceptional or extraordinary circumstances.**

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The variance is necessary for the preservation of a property right of the applicant substantially the same as that possessed by owners of other property in the same zone or vicinity. **What rights or property ownership are denied to you by ordinance standards, which are enjoyed by other property owners in the same zone or vicinity?**

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The variance would not be materially detrimental or the purposes of the ordinance, or to property in the same zone or vicinity in which the property is located, or otherwise conflict with objectives of any city plan or policy. **Describe how the approval of the proposed variance would not impact adjacent surrounding properties.**

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The variance requested is the minimum variance that would alleviate the hardship. **Reducing the size of the development, altering its configuration, or changing its location must be discussed to justify the proposal.**

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**CONCEPT SITE PLAN REQUIREMENTS** *The Concept Site Plan shall clearly indicate all of the following information applicable to the particular development proposal.*

- Project Identification (Address, Taxlot, Name of Applicant(s) and Property Owners(s))
- Scale and North Point—The scale shall be at least one-inch equals 50 feet (1:500, unless a different scale is authorized by the City’s Zoning Ordinance Administrator or Contract Planner
- Location and names of all existing streets and location of proposed streets within or on the boundary of the proposed development
- Lot layout with dimensions for all lot lines
- Location, dimensions, and height of all existing and proposed buildings and structures. Include any walls, fences, and gates and indication of their height and materials of their construction
- Location and dimensions of all yards and setbacks from all property lines and distances between existing and proposed buildings
- Location and layout of off-street parking and loading facilities and indication of surface material. Location and details of all points of entry and exit for motor vehicles, and internal circulation patterns
- Indications of exterior lighting standards and devices and location
- Location, size, height, materials and method of illumination of existing and proposed signs
- Location and description of any slopes greater than 20%, and any cut and fill activity
- Conceptual drainage and grading plan
- Location of existing utilities, easements, rights of ways, and any significant natural features, including but not limited to water courses, trees, rock outcroppings, ponds, and drainage ways.
- Location and type of landscaping. A nominal amount of landscaping for new structures or parking areas is encouraged. The City discourages the use of Black Locust trees.
- Location, size, and use of any proposed underground activity (sprinkler system, heat transfer coils, storage tanks, etc.)
- Any other architectural or engineering data as may be required to permit necessary findings that the provisions of Maupin’s Zoning Ordinance are complied with.
- Where an attachment or minor addition to an existing building or structure is proposed, the site plan shall indicate the relationship of said proposal to the existing development, but need not include other data required in the above paragraph



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## NOTICE TO APPLICANT LAND USE DEVELOPMENT FILING FEE AND REIMBURSEMENT FOR ADMINISTRATIVE COSTS

Dear Applicant:

The City of Maupin, like many cities in Oregon, is faced with a severely reduced budget for the administration of the City's ordinances. The land use planning process in the State of Oregon has become increasingly complex. To properly process your land use application, the City must rely upon professional consultants to assist in preparing the legal notices, conducting on-site inspection, preparation of staff reports and attendance at the Planning Commission and/or City Council meeting. 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 part of the land use planning process. Therefore, you are asked to read and sign the statement below indicating you read and understand the requirement.

### Land Use Development Filing Fee and Reimbursement

I/We, the applicant(s) \_\_\_\_\_ agree that **in addition** to the Land Use Filing Fee per City of Maupin Fee Schedule, to reimburse the City of Maupin for actual cost of Contract Planner and Attorney.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Property owner(s): \_\_\_\_\_

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