



# City of Myrtle Creek

## Planning Department

207 NW Pleasant St, PO Box 940, Myrtle Creek OR 97457

Phone: (541)-863-3171 ext. 242

e-mail: [planner@myrtlecreek.org](mailto:planner@myrtlecreek.org)

### Planning Clearance Worksheet

No. MC \_\_\_\_\_

Date \_\_\_\_\_

#### APPLICANT INFORMATION

#### OWNER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Site Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Account No.: \_\_\_\_\_ Twn: 29S Rng: 05W Sec: \_\_\_\_\_ TL: \_\_\_\_\_

Improvement: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

Distance of Building Site from River, Creek or Stream Bank: greater than 50 feet

Directions to Site: Exit 108 to Main Street

Applicant Signature as, for, or on behalf of, all property owners: \_\_\_\_\_ Date: \_\_\_\_\_

#### SITE REVIEW INFORMATION

Zoning: \_\_\_\_\_ Overlays: \_\_\_\_\_ Height: \_\_\_\_\_ ft. Acc. Height: \_\_\_\_\_ ft. Parking: \_\_\_\_\_.

Setbacks: Front \_\_\_\_\_ ft. Side Line \_\_\_\_\_ ft. Rear \_\_\_\_\_ ft. Exterior \_\_\_\_\_ ft. Riparian 50 ft.

Additional Conditions: \_\_\_\_\_

Elevation Cert:  NO  YES Finish Floor Elev.: \_\_\_\_\_ ft. Lowest Adjacent. Grade \_\_\_\_\_ ft.

New Construction  Demolition  Floodplain  Reimbursement District

Referred to:  Building  Public Works  City Recorder  Other Department \_\_\_\_\_

Planning Department: \_\_\_\_\_ Date: \_\_\_\_\_

Public Works Director: \_\_\_\_\_ Date: \_\_\_\_\_

City Recorder: \_\_\_\_\_ Date: \_\_\_\_\_

Other Department: \_\_\_\_\_ Date: \_\_\_\_\_

City Stamp: \_\_\_\_\_

Attention Building Official: This Permit is Void without Stamp)

# Planning Clearance Worksheet Supplemental Conditions

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## Planning

- Land Use / Building Permit Violation
- Must meet Zoning and Setback Requirements
- Must meet all applicable City, County, State, and Federal Regulations
- Electrical Service must be Underground
- Pre-Pour Footing Setback Inspection: by City
- Post Construction NFIP Certificate of Elevation: Provide to City
- Proof of Final Building Department Inspection: Provide to City
- Certificate of Occupancy: Provide to City
- Subject to Manufactured Home Agreement (Man. Home Placement and Garage/ or Carport Permits must be purchased simultaneously)
- Subject to Planning File No. \_\_\_\_\_
- Other: \_\_\_\_\_

## Public Works

- Pre-Construction Public Works Conference
- Sidewalk and/or Driveway Inspection Required
- Sewer Permit
- Pre-Cover Building Sewer Inspection
- Meter Installation Requested
- Right of Way Permit
- Other: \_\_\_\_\_

## City Recorder

- |  |                         |
|--|-------------------------|
| <input type="checkbox"/> Business License No. _____            | <u>Initials</u>         |
| <input type="checkbox"/> Water System Development Charge       | Paid: _____ Date: _____ |
| <input type="checkbox"/> Sewer System Development Charge       | Paid: _____ Date: _____ |
| <input type="checkbox"/> Meter Deposit                         | Paid: _____ Date: _____ |
| <input type="checkbox"/> Public Works Installation Costs       | Paid: _____ Date: _____ |
| <input type="checkbox"/> Irrevocable Petition for Improvements | Recording No.: _____    |
| <input type="checkbox"/> Other _____                           |                         |

- 
- Additional documents attached (      ) pages.
  - I am performing work on property I own, a residence that I reside in or a residence that I will reside in.
  - I am the property owner or authorized applicant hiring a general contractor. My contractor is registered with the Construction Contractors Board and licensed with the City of Myrtle Creek.
  - I will be my own general contractor; and, if I hire subcontractors, I will hire only subcontractors licensed with the Construction Contractors Board and the City of Myrtle Creek (ORS 701.055(7)). (City Ord. 605).
  - If I change my mind and do hire a general contractor, I will contract with a general contractor who is licensed with the Construction Contractors Board and the City of Myrtle Creek (ORS 701.055(7)); (City Ord. 605).

As applicant and/or owner, I hereby state and agree, I have read the above Supplemental Conditions placed on my request for a building permit. I also understand my project may be subject to other city conditions and approvals, not stated, or listed above.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

MC \_\_\_\_\_  
WS Number

# City of Myrtle Creek Building Location Plan

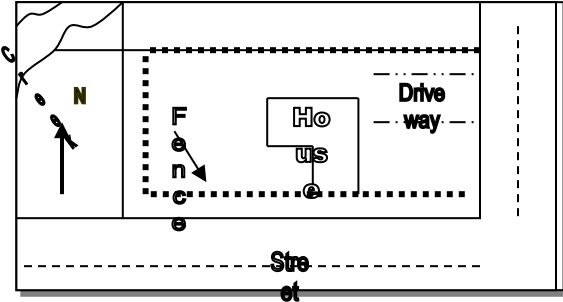
Worksheet No. MC

Applicant Name \_\_\_\_\_

Telephone \_\_\_\_\_

Site Address \_\_\_\_\_

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## Information Required

1. Permanent Landmarks (Roads, Streams, Rivers)
2. Distance to Buildings from Landmarks and Property Lines.
3. Location and Identification of Other Structures
4. Location of Legal Access / Driveway Location
5. Direction and Location of Drainage
6. Location of Water / Sewer Lines

A large empty rectangular box with a double-line border, intended for the applicant to provide the information required in the list above.

I understand it is the responsibility of the applicant and property owner to consider issues such as drainage, flooding, soil stability, or excessive slopes in this project. I also understand that approval of this Planning Clearance Worksheet does not release me from compliance with private covenants, restrictions, or easements affecting this property. (Initials) \_\_\_\_\_



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## Permit or Planning Clearance #MC\_\_\_\_\_.

As the permit applicant, I understand that it is my responsibility to request and receive all required inspections pertaining to this permit, as outlined in Oregon Administrative Rule (OAR) chapter 918. I further understand permits issued by an inspection jurisdiction under the provisions of these rules shall expire and become null and void if the work authorized by the permit is:

- (A) Not started within 180 days from the date of permit issuance; or
- (B) Suspended or abandoned for a period of 180 days after the work is started.

In order to avoid permit expiration, or additional fees, one of the following is required:

- (A) Request an inspection showing construction progress at intervals not exceeding 180 days.
- (B) Request, in writing, an extension within 180 days of receipt of your permit, or previous inspection. The written request must demonstrate justifiable cause, and will be granted depending on circumstances.

If the permit expires prior to project completion and further inspections are required, I understand that I will be required to purchase a new permit and begin the process again.

**I understand, I may need to call for a Utility Locate 48 hours prior to beginning construction (1-800-332-2344) and upon project completion will call the Myrtle Creek Planning Department for a Final Site Inspection.**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**City Approval:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Stamp