



*City of Florence*  
 Community Development Department  
 250 Highway 101  
 Florence, OR 97439  
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[www.ci.florence.or.us](http://www.ci.florence.or.us)

**Type of Request**

**THIS SECTION FOR OFFICE USE ONLY**

Type I    Type II    Type III    Type IV

**Proposal:** \_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_ Phone 1: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone 2: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Representative (if any): \_\_\_\_\_

**Property Owner Information**

Name: \_\_\_\_\_ Phone 1: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone 2: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Representative (if any): \_\_\_\_\_

*NOTE: If applicant and property owner are not the same individual, a signed letter of authorization from the property owner which allows the applicant to act as the agent for the property owner must be submitted to the City along with this application. The property owner agrees to allow the Planning Staff and the Planning Commission onto the property. Please inform Planning Staff if prior notification or special arrangements are necessary.*

**For Office Use Only:**

Received

Approved

Exhibit

**Property Description**

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

General Description: \_\_\_\_\_

Assessor's Map No.: \_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Tax lot(s): \_\_\_\_\_

Zoning District: \_\_\_\_\_

Conditions & land uses within 300 feet of the proposed site that is one-acre or larger and within 100 feet of the site that is less than an acre OR add this information to the off-site conditions map

(FCC 10-1-1-4-B-3): \_\_\_\_\_

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

**Project Description**

Square feet of new: \_\_\_\_\_ Square feet of existing: \_\_\_\_\_

Hours of operation: \_\_\_\_\_ Existing parking spaces: \_\_\_\_\_

Is any project phasing anticipated? (Check One): Yes  No

Timetable of proposed improvements: \_\_\_\_\_

Will there be impacts such as noise, dust, or outdoor storage? Yes  No

If yes, please describe: \_\_\_\_\_

Proposal: (Describe the project in detail, what is being proposed, size, objectives, and what is desired by the project. Attach additional sheets as necessary)

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

**For Office Use Only:**

Date Submitted: \_\_\_\_\_ Fee: \_\_\_\_\_

Received by: \_\_\_\_\_

Paid