



*City of Florence*  
Community Development Department  
250 Highway 101  
Florence, OR 97439  
(V): (541) 997-8237  
(F): (541) 997-4109  
www.ci.florence.or.us

## Vegetation Clearing Permit Application

### I. Applicant Information (\*required information)

\*Name: \_\_\_\_\_ \*Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Email Address: \_\_\_\_\_  
\*Mailing address: \_\_\_\_\_  
\* Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

### II. Property Owner Information (\*required information)

\*Name: \_\_\_\_\_ \*Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Email Address: \_\_\_\_\_  
\*Mailing address: \_\_\_\_\_  
\*Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

*If applicant and property owner are not the same, either sign or submit a letter of authorization to allow the applicant to act as agent for the property owner. The property owner agrees to allow Planning Staff and Planning Commission on the property. Please let staff know if notification or special arrangements are needed.*

### III. Property Description

Property Address: \_\_\_\_\_  
General Location (example: City Hall is at the SE corner of 2<sup>nd</sup> and Highway 101): \_\_\_\_\_  
Assessor's Map and Tax Lot \_\_\_\_\_ Lot Size: \_\_\_\_\_  
Zoning District: \_\_\_\_\_

Describe the conditions and land uses of all land within 600 feet from the proposed site that is one acre or larger and within 100 feet the site that is less than an acre or attach a map: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### VI. Project Description

Square feet of proposed cleared area: \_\_\_\_\_  
Is the area proposed to be cleared greater than 10,000 square feet? yes no, if yes, a stormwater plan by a registered engineer is needed (see the next page for more details).

Explain the reason for clearing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VII. Additional Information Required**

The below is check list of the required information to determine an application complete. Florence City Code (FCC) references are provided for your convenience. FCC is available at City Hall or on-line at [www.ci.florence.or.us](http://www.ci.florence.or.us) under “City Government”, click on “City Code”.

FCC Title 10, Chapter 1 states that staff has 30 days to review the application for completion. A written notice explaining application deficiencies or acknowledging a complete application will be provided to the applicant and/or representative. Please be aware that the applicant has the burden of proof to show how the project meets the applicable criteria as (refer to FCC 2-10-6). If you have questions, contact the Planning Department at 541-997-8237.

- Plot Plan (per FCC 10-6-6-A)- drawn to scale showing dimensions, trees and native vegetation to be removed, property boundaries, existing and/or proposed buildings, existing and/or proposed roads and sidewalks, easements, parking lot, locations of entrances and exits, significant grade changes, and natural features (such as streams, wetlands, sand dunes)
- Off-Site Conditions- (per FCC 10-1-1-4-B-3) 600 feet from the proposed site that is one acre or larger and within 100 feet the site that is less than an acre (300 feet for a conditional use permit as per FCC 10-4-3-B). Drawing needs to include property lines, utility locations and sizes, existing and future streets, significant grade changes and natural features such as streams, wetlands and sand dunes. If possible, please include adjacent property’s ingress and egress locations.
- Erosion Control Plan (per the 2008 Portland Erosion and Sediment Control Manual found at: [Erosion Control Manual - 4/21/08 \(florence.or.us\)](#))
- Revegetation Plan (per FCC Title 4, Chapter 6, Section 4-C-3 & Title 910, Chapter 34, Sections 3-7)
- Stormwater: (only one applies) meeting design requirements outlined in FCC 9-5-3:
  - Preliminary Development Plan (per FCC 9-5-2-A-4): (projects which are clearing 10,000 square feet or greater and under 1 acre per FCC 9-5-2-2-C) Shall include a general description of the proposed project property and description of existing structures, buildings, and other fixed improvements located on the property and surrounding properties. The plan shall also include natural water flow of the existing property, soils, storm water drainage, flooding from high groundwater table. The Plan also shall identify the features outlined in FCC 9-5-2-A-4.
  - A Stormwater Management Plan (per FCC 9-5-2-3): Stormwater Management Plan is required for projects over 1 acre is required, please refer to FCC 9-5-2-3 for submittal requirements.

**A vegetation clearing permit shall expire six months following approval.**