



# Conditional Use Permit

## Manufactured Home or Recreational Vehicle Use

CITY OF MILL CITY  
Application and Decision Making Procedures

Prior to filing an application, you may wish to discuss your proposal with city staff. If needed, they will arrange a pre-application meeting with the city planner to discuss your proposal.

### 1. APPLICATION FEES

Application fees are listed on the application form. Fees must be paid at the time the application is filed. The fully completed application form, required attachments and fees must be submitted before the city review begins.

### 2. REVIEW FOR COMPLETENESS

Upon submission of the application, the city planner will review the application for completeness. The city planner will determine, within 14 days from the date of submittal, if the applicant has provided all required information. If the application is incomplete, the city planner will notify the applicant of the items which need to be submitted. The application is not considered complete until certified complete by the city. The 120-day decision period will commence the day the application is certified complete.

### 3. STAFF REPORT

After the application is found to be complete, the city planner will prepare a staff report summarizing the application, decision criteria, whether the application complies with code requirements, agency referrals (responses from any affected local, county, state or federal agencies and local utilities), and staff recommendations. A copy of the staff report will be provided to the applicant seven (7) days prior to the public hearing.

### 4. PUBLIC HEARING BEFORE THE MILL CITY PLANNING COMMISSION

A public hearing will be conducted before the Mill City Planning Commission. The city will publish a hearing notice and send a notice to all property owners within the required notice area at least 10 days prior to the public hearing. The public hearing will be scheduled at the first available planning commission meeting after the notice requirements are met. The hearing provides an opportunity for all interested parties to comment on the application.

### 5. DECISION OF THE PLANNING COMMISSION

At the conclusion of the hearing and deliberation, the planning commission will either approve or deny the application based on the applicable code criteria. The Planning Commission may impose conditions of approval to assure compliance with city requirements. The Planning Commission decision is final for a site plan review, historic resource alteration/demolition permit, conditional use permit and variance application unless the decision is appealed.

### 6. APPEALS

Appeal of the planning commission decision may be filed by any person filing a Notice of Appeal within ten days of the date the city mails a Notice of Decision to all interested parties. If an appeal is filed, the city council will hold a public hearing to consider the appeal. The city council may uphold the original decision or approve the appeal. City council actions may be appealed to the State Land Use Board of Appeals pursuant to ORS 197.805 through 197.855.

### 7. ISSUANCE OF BUILDING PERMITS

Building permits will be issued only after the appeals period has been completed. Building permits may be withheld until the applicant reimburses the City for any outstanding fees or legal, engineering or administrative costs incurred by the City in reviewing the proposal.

### 8. FOR MORE INFORMATION

Call or write to City of Mill City, 444 1<sup>st</sup> Avenue, P.O. Box 256, Mill City OR 97360.

Phone: 503.897.2302.

Email: [info@ci.mill-city.or.us](mailto:info@ci.mill-city.or.us)

Website: [www.ci.mill-city.or.us](http://www.ci.mill-city.or.us)

# Conditional Use Permit

## Manufactured Home or Recreational Vehicle Use as secondary residence in case of medical hardship

TYPE OF APPLICATION:	Application Fee
<input type="checkbox"/> <b>Conditional Use Permit:</b> MH or RV Use as a Secondary Residence (Medical Hardship)	\$ 250.00
<input type="checkbox"/> <b>CUP Annual Review:</b> MH or RV Use as a Secondary Residence (Medical Hardship)	\$ 50.00

Section 17.44.020(H) of the Mill City Zoning Code allows for the use of an RV or Manufactured Home as a temporary residence in the R-1, R-2, CC and CH zones to allow for the care of an individual with a medical hardship. The application requirements for use of a recreational vehicle or manufactured home in case of a medical hardship are as follows:

1. A completed conditional use permit application, including written authorization from the property owners;
2. A site plan showing the proposed location of all buildings, including the temporary residence, proposed screening, fencing or landscaping and how water supply, sewage disposal and electrical connections shall be accomplished in a safe and approved manner;
3. A written statement from the applicant describing the medical hardship, the individuals to be cared for and why no other alternative method of alleviating the hardship is readily available to the family;
4. A written statement from a medical physician licensed to practice in the state of Oregon. The physician's statement shall clearly state that the afflicted person needs daily supervision, care and/or assistance and the medical reasons for the need. The burden of proof showing medical need is required; financial hardship or a mere preference or unwarranted desire is insufficient justification for the application;
5. The temporary residence will be served with electric, water and sewer utility service in compliance with building code requirements or city ordinances. No permanent electrical or sewer connections to a recreational vehicle will be permitted. All set-up and connections for a manufactured home must comply with applicable sections of the state of Oregon Manufactured Dwelling Code, state statutes and administrative rules and city ordinances.
6. The temporary residence shall be separated from all other buildings on the property or on adjacent properties by at least ten (10) feet and shall be screened with fencing or landscaping from adjacent properties.
7. Upon the expiration of the permit, the applicant and property owner shall agree in writing to remove the temporary residence from the lot within sixty (60) days or the owner will store the recreational vehicle in accordance with Section 17.44.020(B) of the zoning code.
8. A statement from the applicant certifying that the applicant will comply with all requirements of the zoning code.

I acknowledge that the application fee paid for this land use proceeding is in accordance with the current City of Mill City Land Use Fees Resolution. If the City incurs additional costs for engineering, legal, planning consultation, inspection fees or other direct costs related to this proposal, which are beyond the initial filing fee or deposit, then the city may require an additional deposit or fee to cover costs incurred. The additional fee shall be payable to the City upon receipt of a bill showing the documented City costs. If the property owner or applicant does not pay the additional fees which are invoiced, the City may withhold issuance of building permits, certificates of occupancy, utility service connections or subdivision/partition plats until the fees are paid. I agree to reimburse the City for the additional costs the City of Mill City may incur in reviewing and processing this application.

SIGNATURE OF AUTHORIZED APPLICANT: \_\_\_\_\_  
Property Owner or Authorized Agent

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 DO NOT WRITE BELOW THIS LINE

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

1. **BRIEFLY DESCRIBE PROPOSAL:**

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

2. **APPLICANT:**

Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone:

Work (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Home: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

If applicant is not the property owner, fill out Section 3.

3. **LEGAL OWNERS:** WE, the following (Please print or type full name, address, city, state, and zip code),

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

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

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

City, State & Zip: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

being owners of record, contract purchasers, or authorized agent of owners of the subject property respectfully petition the City of Mill City for permission to develop the property in accordance with this application and hereby authorize the applicant and/or authorized agents to represent us during any land use proceedings before the City of Mill City.

4. **LOCATION:** Identify the exact location of the property (street address or, if not addressed, the County Assessor's tax lot number, and the closest intersecting streets):

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

Closest Intersecting Streets: \_\_\_\_\_

Assessor's Map & Tax Lot Number:

T9S R3E \_\_\_\_\_ Tax Lot(s): \_\_\_\_\_

T9S R3E \_\_\_\_\_ Tax Lot(s): \_\_\_\_\_

Size of Property: \_\_\_\_\_ acres or \_\_\_\_\_ square feet.

5. **LEGAL DESCRIPTION** (as it appears on the deed)

Lot No.: \_\_\_\_\_ Block No.: \_\_\_\_\_ Subdivision: \_\_\_\_\_

NOTE: If the application involves a fraction of a lot or a lot which is not within a platted subdivision, attach a full legal description in metes and bounds, marked "Exhibit A"

6. **ZONING:**

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Existing Plan Designation: \_\_\_\_\_ Proposed Plan Designation: \_\_\_\_\_

7. **CURRENT USE OF THE PROPERTY:** \_\_\_\_\_

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

7. **Proposed Use of an RV or Manufactured Home as a temporary use in the case of a medical hardship:**

a. The manufactured dwelling will be a second dwelling on a parcel with an existing residence.  Yes.  No.

EXPLANATION:

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

b. The manufactured dwelling will be temporary.  Yes.  No.

c. The manufactured dwelling will be occupied by family member(s) of the person(s) residing on the parcel.

Name of family member(s) to occupy manufactured dwelling: \_\_\_\_\_

Relationship(s) to applicant: \_\_\_\_\_

d. The occupant(s) of the manufactured dwelling is(are) partially dependent upon the person(s) residing on the parcel.

EXPLANATION:

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e. No alternative method of alleviating the hardship is readily available to the family.

EXPLANATION:

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f. The manufactured dwelling will be removed within 90 days after the hardship no longer exists.  Yes.  No.

g. The value, use and enjoyment of neighboring properties will not be adversely affected.

IDENTIFY ANY POTENTIAL IMPACTS ON NEIGHBORING PROPERTIES:

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h. The granting of the permit will alleviate substantial personal hardship for the family of occupancy.

EXPLANATION:

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CONDITIONS. In granting the right to locate a manufactured dwelling or recreational vehicle for medical hardship reasons, the Planning Commission may impose conditions of approval. The placement of a manufactured dwelling is also regulated by other factors such as building code requirements, building permits, and health and sanitation codes.

ANNUAL REVIEW. Each temporary occupancy permit for a manufactured dwelling in a hardship situation shall be reviewed on a yearly basis by the Planning Commission. At the time of review, each permit holder shall be required to verify, in writing, that the hardship situation has not changed substantially, and that the bonding (if applicable) for the amount set by the Planning Commission is continuously in force.