

**PROPOSED CHANGE OF USE APPLICATION**

**CITY OF THE DALLES**  
Community Development Department  
313 Court Street  
The Dalles, OR 97058  
(541) 296-5481, ext. 1125  
Fax (541) 298-5490 www.ci.the-dalles.or.us

Date Issued \_\_\_\_\_

**APPLICANT**

**LEGAL OWNER** (If Different than Applicant)

Business Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone # \_\_\_\_\_

Telephone # \_\_\_\_\_

Email address \_\_\_\_\_

**PROPERTY INFORMATION**

Address \_\_\_\_\_

Map and Tax Lot \_\_\_\_\_

Zone District/Overlay \_\_\_\_\_ In City Limits: Yes \_\_\_\_\_ No \_\_\_\_\_

Waste Water Survey: Yes \_\_\_\_\_ No \_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_  
\_\_\_\_\_

**FORMER USE:** \_\_\_\_\_  
\_\_\_\_\_

**Signature of Applicant**

**Signature of Property Owner\* or Owners Agent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

*\* Notarized Owner Consent Letter may substitute for signature of property owner.*

**STAFF REVIEW:**

ZONE DISTRICT: \_\_\_\_\_ TYPE OF USE: \_\_\_\_\_

CHANGE IN INTENSITY OF USE: Yes \_\_\_\_\_ No \_\_\_\_\_

CHANGES TO STRUCTURE \_\_\_\_\_

PREVIOUS USE: \_\_\_\_\_

DATE OF SITE VISIT: \_\_\_\_\_ PLANNER: \_\_\_\_\_

PLANNING APPROVAL: \_\_\_\_\_  
Date

Scan: Sallie Morgan – Utility Billing Dept.; Steve Byers – Sewer Supervisor; Ray Johnson- Water Supervisor; Casey Ferres – Certified Operator/Cross Connection; Stephanie Ziegler - Mid-Columbia Building Codes;  
Copy: Property File (original); applicant

**DETERMINATION (Based upon Use Change Criteria in Section 6.150.020 (B) LUDO # 98-1222)**

- Staff finds that your proposed use of this building/property is similar to the previous use in the subject zone district, and no formal land use review is required.
- Staff finds that your proposed use of this building/property is a less intense use, and no formal land use review is required.
- Staff finds that your proposed use of this building/property will require a formal land use review. Please request appropriate applications from our office.

Note: Please remember to submit Sign Permit Application for new business signage.