



City of Canby
Planning Department
222 NE 2nd Avenue
PO Box 930
Canby, OR 97013
(503) 266-7001

LAND USE APPLICATION

Address Request

APPLICANT INFORMATION: *(Check ONE box below for designated contact person regarding this application)*

☐ Applicant Name: _____ Phone: _____
Address: _____ Email: _____
City/State: _____ Zip: _____

☐ Representative Name: _____ Phone: _____
Address: _____ Email: _____
City/State: _____ Zip: _____

☐ Property Owner Name: _____ Phone: _____
Signature: _____
Address: _____ Email: _____
City/State: _____ Zip: _____

☐ Property Owner Name: _____ Phone: _____
Signature: _____
Address: _____ Email: _____
City/State: _____ Zip: _____

NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must sign above

- ❶ All property owners represent they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- ❷ All property owners understand that they must meet all applicable Canby Municipal Code (CMC) regulations, including but not limited to CMC Chapter 16.49 Site and Design Review standards.
- ❸ All property owners hereby grant consent to the City of Canby and its officers, agents, employees, and/or independent contractors to enter the property identified herein to conduct any and all inspections that are considered appropriate by the City to process this application.

PROPERTY & PROJECT INFORMATION:

_____ Street Address or Location of Subject Property	_____ Total Size of Property	_____ Assessor Tax Lot Numbers (can be found at https://cmap.clackamas.us/maps/cmap
_____ Existing Use, Structures, Other Improvements on Site	_____ Zoning	_____ Comp Plan Designation

Describe the Address Request

ADDRESSING APPLICANT – INSTRUCTIONS

All required application submittals detailed below must also be submitted in electronic format on a CD, flash drive or via email to PlanningApps@canby.com. Required application submittals include the following:

Applicant City
Check Check

- ☐ ☐ **One (1) digital copy of this application packet.** The City may request further information at any time before deeming the application complete.
- ☐ ☐ Payment of appropriate fees – cash or check only. Refer to the city's Master Fee Schedule for current fees. Checks should be made out to the *City of Canby*.

FOR LAND DIVISIONS – INSTRUCTIONS

- ☐ ☐ Provide a copy of written confirmation from the County Surveyor that the lot numbering as proposed will not change. City planning staff need some level of certainty that addresses will not change prior to issuance of new addresses for partitions and subdivisions.
- ☐ ☐ Provide a digital copy of the initial plat submitted to the County Surveyor.

FOR OTHER ADDRESSING – INSTRUCTIONS

- ☐ ☐ Provide a site plan drawn to scale with all existing structures on the property. Indicating which structure is to be addressed.