

**Community Development**

Located at 1300 S. Kodiak Circle, Cornelius, Oregon 97113  
[www.ci.cornelius.or.us](http://www.ci.cornelius.or.us)

ALL PLANS MUST BE FOLDED TO FIT A LEGAL SIZE FILE JACKET  
AND COLLATED INSETS WITH THE NARRATIVE MATERIALS and  
SIGNATURE OF EACH PROPERTY OWNER IS REQUIRED AT TIME OF SUBMITTAL

Minor modifications of an existing Conditional Use Permit may be approved by the Community Development Director.

**APPLICATION REQUIREMENTS**

1. **APPLICATION FOR DEVELOPMENT REVIEW:** Signature of each property owner is required. All plans shall be presented on a maximum sheet size of 24" x 36", with one copy that is "unbound" that is 8 ½" x 11" in size.
2. **NARRATIVE STATEMENT:** Submit 3 copies of a written statement which fully describes what is proposed with the modification. Also provide any findings that address the approval criteria for a Conditional Use Permit as identified in Chapter 18.105.030(8).
3. **SITE PLAN:** Submit 3 copies of a current site plan of the entire property. If the plan is not to scale, it must be fully dimensioned. Please show what the existing conditions are on-site and the changes proposed to the site, structure, landscaping, parking, and land use, including the number of parcels created.
4. **ELEVATIONS:** Submit 3 copies of drawings of each elevation. Show all the changes proposed, if applicable to the minor modification.
5. **APPLICATION FEE** of \$500. Make a check payable to the City of Cornelius.

For the review to proceed in a timely fashion, it is imperative that the proposed changes are clearly and accurately indicated on all the submitted materials. If there are numerous changes, you might consider submitting two sets of plans; one showing the current "before" site information, and another showing the "after". Staff reserves the right to request further information about the request. Note: Notice of administrative decision is mailed to applicant. There is a 10-day appeal period after mailing, before a decision is made final.