

KLAMATH COUNTY COMMUNITY DEVELOPMENT

RESIDENTIAL PERMIT PROCESS



ThinkPermit
Protect your home. Protect your family.

Klamath County Community Development
305 Main Street, Klamath Falls, OR 97601

Hours: Monday through Friday
8 a.m. to 5 p.m.

www.klamathcounty.org

541-883-5121

Is your property within an incorporated City?

NO

YES

County Planning Division
Verify zoning, overlays, setbacks, and lawfully created parcel
Obtain a Land Use Compatibility Statement (LUCS) Site Plan Required = Fees Apply

City Planning Authority
Cities of **Merrill, Malin, Bonanza, Chiloquin,** and the **City of Klamath Falls:** Contact the City Planning Department regarding approval process and utilities

Does a septic system need to be installed on the property?

YES

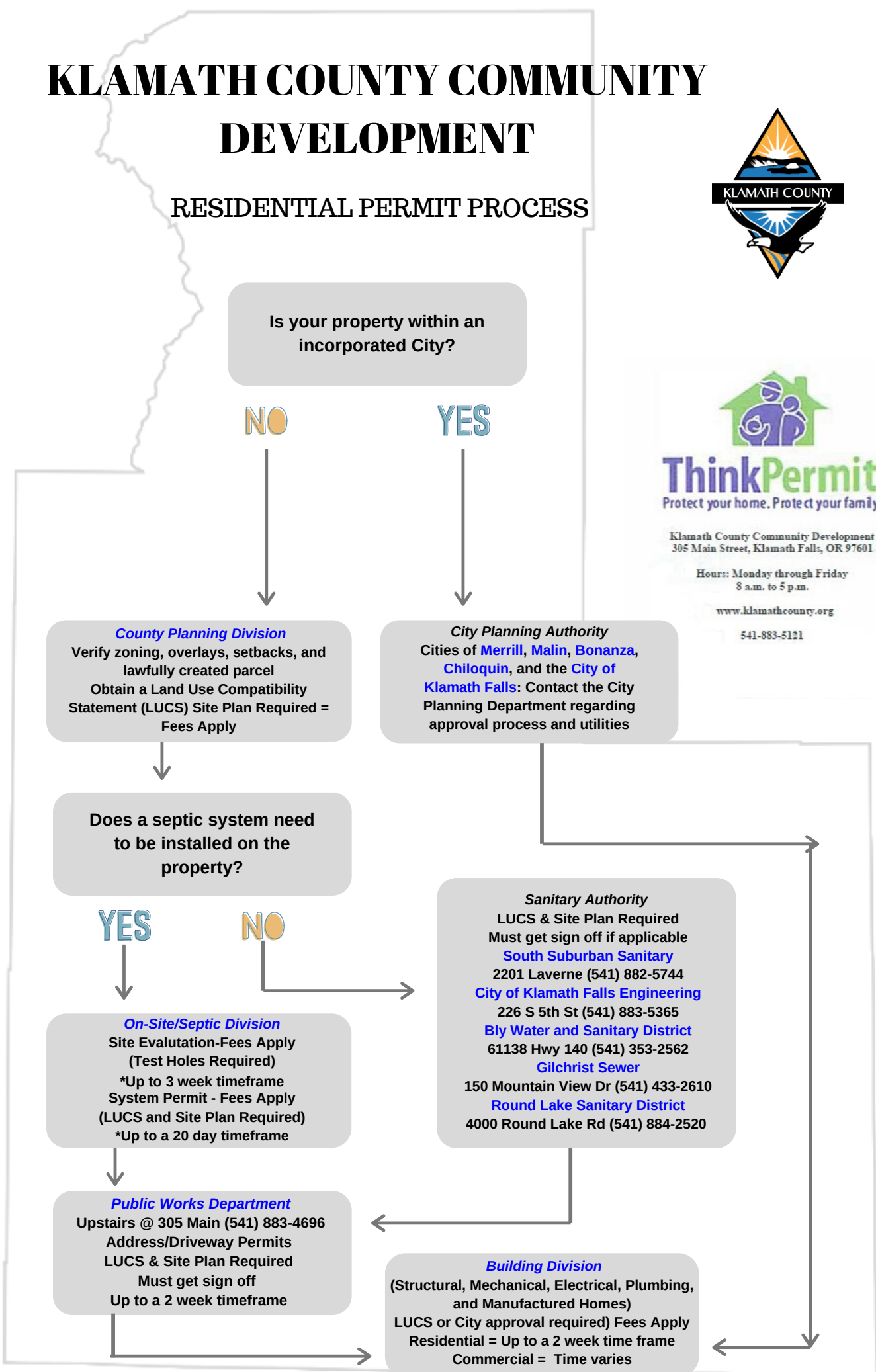
NO

On-Site/Septic Division
Site Evaluation-Fees Apply (Test Holes Required)
*Up to 3 week timeframe
System Permit - Fees Apply (LUCS and Site Plan Required)
*Up to a 20 day timeframe

Sanitary Authority
LUCS & Site Plan Required
Must get sign off if applicable
South Suburban Sanitary
2201 Laverne (541) 882-5744
City of Klamath Falls Engineering
226 S 5th St (541) 883-5365
Bly Water and Sanitary District
61138 Hwy 140 (541) 353-2562
Gilchrist Sewer
150 Mountain View Dr (541) 433-2610
Round Lake Sanitary District
4000 Round Lake Rd (541) 884-2520

Public Works Department
Upstairs @ 305 Main (541) 883-4696
Address/Driveway Permits
LUCS & Site Plan Required
Must get sign off
Up to a 2 week timeframe

Building Division
(Structural, Mechanical, Electrical, Plumbing, and Manufactured Homes)
LUCS or City approval required) Fees Apply
Residential = Up to a 2 week time frame
Commercial = Time varies





KLAMATH COUNTY PLANNING DEPARTMENT

Government Center

305 Main St., Klamath Falls, Oregon 97601

Phone 541-883-5121 Option #4 Fax 541-885-3644

RESIDENTIAL PERMIT PROCESS

1. Verify zoning and determine if a dwelling is permitted on the property.
2. Provide proof of legal access to the property.
 - If your property does not front a public road, provide a copy of all recorded easements to a public right-of-way.
3. Obtain a Land Use Compatibility Statement (LUCS) from the Planning Dept. for a septic evaluation.
 - Submit a site plan of the property, indicating where the proposed test holes will be located and where the home is intended to be placed.
 - The fee is \$29
4. Obtain a septic evaluation approval from the Klamath County On-Site Dept.
 - Contact the On-Site Dept. for requirements and fee.
5. Obtain a LUCS from the Planning Dept. for a septic installation.
 - Submit a site plan of the property, indicating the proposed location of the septic tank and initial and replacement drain fields will be located and where the home is intended to be placed.
 - The fee is \$29
6. Obtain a LUCS from the Planning Dept. for a home site approval.
 - Submit a site plan showing where the home will be located on the property including distance to property lines.
 - The fee is \$87
7. Obtain a sign-off on the LUCS from the On-Site Dept. that indicates that the home will not be located on the septic tank or drain field.
8. Obtain required building permits from the Building Dept.
9. A building permit for a “dwelling,” has to be issued and remain active in order to have any accessory structures.

* A dwelling is either a stick-built or manufactured home.



Klamath County Planning Department
Klamath County Government Center
305 Main Street, Klamath Falls, Oregon 97601

Phone 1-541-883-5121 Option #4
Fax 1-541-885-3644

Site Plan Requirements

Reviewed per KCLDC Article 41

The following information must be shown on every Site Plan:

1. Map and tax lot number and street address if known;
2. Dimensions of property and north arrow;
3. Location of existing or proposed driveways;
4. Locations and use of all existing structures on the property;
5. Locations, dimensions (including height) of all proposed structures including decks, balconies, and other structural elements;
6. Distance from property lines to all existing and proposed structures, septic tanks, drain lines and wells;
7. Existing or proposed on-site sewage disposal and water supply;
8. Location and dimensions of all easements;

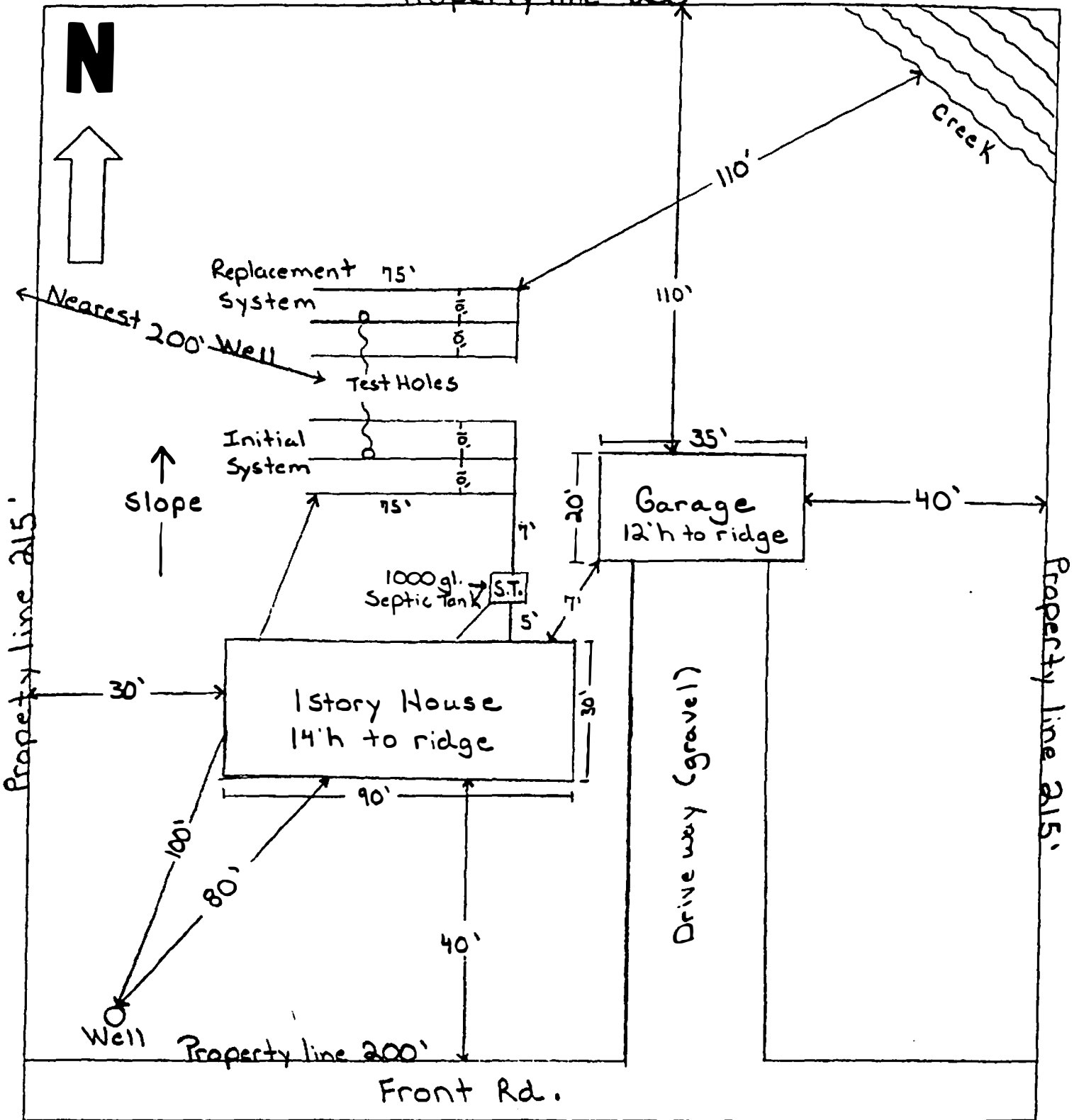
Please Note:

- All Site Plans must be neat and legible, use a straight edge (ruler) whenever possible;
- All Site Plans must be “self-explanatory”; a person should be able to understand the proposed development based on the information provided on the site plan;
- The maximum page size accepted is 11” x 17”.

Site Plans not meeting the above standards may be deemed incomplete

SAMPLE SITE PLAN

Property line 200'



1 inch equals _____ feet

Map Tax Lot #:
Proposed Use:
Zone:

Signature of Applicant

SITE PLAN

N



1 inch equals _____ feet

Map Tax Lot #:

Proposed Use:

Zone:

Signature of Applicant

SEPTIC SET BACK REQUIRMENTS

TABLE 1 / OAR 340-71-0220

MINIMUM SEPARATION DISTANCES

ITEMS REQUIRING SETBACK	FROM SUBSURFACE ABSORPTION AREA / INCLUDING REPLACEMENT AREA	FROM SEPTIC TANK AND OTHER TREATMENT UNITS, EFFLUENT SEWER AND DISTRIBUTION UNITS
1. GROUND WATER SUPPLIES AND WELLS	* 100'	50'
2. SPRINGS		
• UPGRADIENT	50'	50'
• DOWNGRAIENT	100'	50'
3. ***SURFACE PUBLIC WATERS		
• YEAR ROUND	100'	50'
• SEASONAL	50'	50'
4. INTERMITTENT STREAMS		
• PIPED (watertight not less than 25' From any part of the On-Site System)	20'	20'
• UNPIPED	50'	50'
5. GROUND WATER INTERCEPTORS		
• On a Slope of 3% or less	20'	10'
• On a Slope greater than 3%		
• UPGRADIENT	10'	5'
• DOWNGRAIENT	50'	10'
6. IRRIGATION CANALS		
• LINED (watertight canal)	25'	25'
• UNLINED		
• UPGRADIENT	25'	25'
• DOWNGRAIENT	50'	50'
7. CUTS MANMADE in Excess of 30 in. (top of downslope cut):		
• Which Intersect Layers that limit Effective Soil Depth within 48 in Of Surface	50'	25'
• Which DO NOT Intersect Layers that limit Effective Soil Depth	25'	10'
8. ESCARPMENTS:		
• Which intersect Layers that Limit Effective Soil Depth	50'	10'
• Which DO NOT Intersect Layers that limit Effective Soil Depth	25'	10'
9. PROPERTY LINES	10'	5'
10. WATER LINES	10'	10'
11. FOUNDATION LINES Of any Building or Structures, Including Garages and Out Buildings	10'	5'
12. UNDERGROUND UTILITIES	10'	N/A

* 50-FOOT SETBACK FOR WELLS CONSTRUCTED WITH SPECIAL STANDARDS GRANTED BY WRD.

*** THIS DOES NOT PREVENT STREAM CROSSINGS OF PRESSURE EFFLUENT SEWERS.

Klamath County Residential Site Plan Application Packet
Reviewed per KCLDC Article 41

THE FOLLOWING INFORMATION MUST BE SHOWN ON EVERY SITE PLAN
***** MAXIMUM PAGE SIZE ACCEPTED IS 11"X 17" *****

1. Map and tax lot number and street address if known (see note below on obtaining address);
2. Dimensions of property and north arrow;
3. Location, name, width and surface type of adjacent streets;
4. Location, dimensions and surface of existing or proposed driveways or parking areas;
5. Locations, dimensions (including height), and use or occupancy of all existing and proposed structures on the property, including accessory structures, decks, balconies, and other structural elements;
6. Distance from property lines to all existing and proposed structures, septic tanks, drain lines and wells;
7. 100 year flood plain, location of water and drainage features and the flow direction of any ponds, channels, creeks, swales or other drainage facilities affecting the proposed use or adjacent properties;
8. Location, type, and dimensions of proposed on-site sewage disposal and water supply, if any;
9. Locations and descriptions of any topographic or developed feature on the site, such as rock outcrops, excavations, etc.;
10. Location and dimensions of all easements;
11. Other appropriate information that otherwise may be required by the Code;
12. Signature of applicant and date site plan prepared.

If development is for commercial, industrial and/or multi-family (triplex and above), also include the following:

- Landscaping as required by Article 65;
- Signs as required by Article 66;
- Parking as required by Article 68'
- Vehicular access and circulation as required by Article 71;

NOTE: Public Works requires the following prior to address issuance:
Copy of approved site plan and LUCS from Planning initialed in the Klamath County Plot Plan Approval Stamp box by Planning and On-Site (if Onsite system) Submit the above to Public Works to apply for address and driveway permit.

ATTENTION: Applicants Submitting SITE PLANS

All Site Plans must comply with the following:

1. All applicable criteria as described on the Residential Site Plan Application Packet.
2. The setback of a structure must reflect the distance from the property line to the outermost architectural feature (such as eaves) of the building or structure.
3. Site Plans must be drawn as neatly as possible
 - Use a straight edge (such as a ruler) whenever possible
 - All text must be legible
4. Site Plan must be “Self Explanatory”, Someone should be able to understand the site plan without having to ask the applicant questions.
5. If on a septic system please include the following information:
 - Location of test holes (if applicable)
 - Length of line from the dwelling to the tank
 - Length of line from tank to drainfield
 - Length of the drain lines
 - Length of the drain lines for replacement area
 - Distance from tank to well (if applicable)
 - Distance from drain lines to well (if applicable)
 - Distance to neighboring wells

Note: All easements may not be shown on the Assessor maps.

**SITE PLANS NOT CONFORMING TO THE ABOVE STANDARDS
MAY BE REJECTED!**