



Change in Occupancy / Land Use Review

Dallas Planning Department

Development Code Type I Review

Official Use Only:
File No.: _____
Date: _____
- No Fee -

A LAND USE REVIEW for a Change in Occupancy includes the renovation, expansion, or change of business ownership and/or use of an existing commercial property. The Land Use Review is used to ensure a new business moving into an existing commercial building meets the requirements found in the Dallas Development Code and determine whether any additional construction permits (e.g. building, electrical, plumbing, sign) may be required prior to occupancy. To request approval of a Land Use Review for a Change in Occupancy, please complete this application form and return it with attachments to the Dallas Planning Department, City Hall, Second Floor, 187 SE Court Street, Dallas, Oregon 97338.

Section 1 – Applicant Information

Name(s): _____

Mailing Address: _____

Site Address: _____

Business Name: _____

Business Address: _____

Type of Business (circle one): Traditional Retail (merchandise sales), Service Retail (hair salon, travel, real estate, dry cleaner, auto repair, health club), Professional Services (physician, dentist, attorney, accountant, financial institution), Entertainment (restaurant, theater, video rental, bar / tavern, gallery, coffee shop),
Other: _____

Email: _____

Phone Number: _____ Cell Number: _____

Section 2 – Property Owner Information

Property Owner(s): _____

Mailing Address: _____

Email: _____

Phone Number: _____ Cell Number: _____

Section 3 – Application Submittal Information

Please submit the information listed below:

- Completed Application Form
- Scale drawings (plan) of premises including all improvements (see page 3)
- Written description of premises use and proposed building improvements
- All applicable permit documentation (building permits, sign permits, food handling, state licensing, electrical, plumbing, etc.)

Section 5 – Signatures Required

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge:

PROPERTY OWNER(S):

_____ Date: _____
_____ Date: _____

APPLICANT(S)

_____ Date: _____
_____ Date: _____

Section 6 – Review and Approval

Official Use Only:

Approved Denied Reason for Denial: _____

Staff Signature: _____

Date: _____

Review and Approval: Completed applications are submitted to the City of Dallas Community Development Department for review and consideration for approval. The Building Department, Public Works Department, Police Department and the Fire Department will also review applications. Denied or incomplete applications will be returned to the applicant with specific comments outlining the deficiencies of the plan and remedies to make the application eligible for reconsideration and approval.

Timeline: The City of Dallas reviews Land Use Review applications on an ongoing basis. Applicants will be notified in writing of approval, denial, or a request for more information within 5 business days of submittal of the complete application.

Fees: There are no fees assessed for Land Use Review applications in the City of Dallas. Fees may be assessed for additional permits as required by the City of Dallas Building Department, Polk County, and the State of Oregon.

Floor Plan

(Please attach a separate site plan for changes to the building exterior or site.)

What to include in the Floor Plan

- Dimensions of the existing building space
- Interior layout of building
- Existing and proposed walls
- Exits/Entry ways
- Proposed seating arrangement
- A north arrow

A large, empty grid for drawing the floor plan. The grid consists of 20 columns and 30 rows of small squares, providing a scale for the drawing.

Street Front

Land Use Review for a Change in Occupancy

The City of Dallas is committed to the continuing development of new business opportunities in our commercial areas. This often requires the adaptable reuse of existing buildings to accommodate new tenants or building owners to pursue their business interests. The purpose of the Change in Occupancy Guidelines is to outline the process for a new business tenant moving into an existing commercial building or an existing business making changes to their current space and to provide information that will assist prospective business owners through the process and ultimately result in a successful project.

For information on resources available to assist small businesses, please see the City of Dallas Business Assistance Toolkit, available online at: <http://www.ci.dallas.or.us/769/Economic-Development>.

What is the Process?

STEP 1: Meet with City staff to discuss your project.

STEP 2: Complete the attached land use review application form and return it to the Community Development Department, at City Hall, 187 SE Court St, Dallas, OR 97338.

Development Code Requirements: A new use of an existing property is subject to review to assure compliance with City Code. Issues subject to Community Development Department review include:

- Zoning
- Parking requirements
- Landscaping
- Proposed signage.

Building Code Requirements: Structural modifications and changes of use made to an existing building in the City of Dallas are subject to review by Building Department. Common changes subject to a building permit may include:

- Interior and exterior building renovations
- Mechanical changes or improvements
- Changes to and installation of new plumbing
- Changes to and installation of new electrical systems
- Change from one type of business use to another (Examples: Retail space changed to a restaurant, or professional offices changed to a beauty salon).

Improvements exempt from building permits include: painting, wallpaper, floor treatments, movable cases, movable counters, and partitions not over five (5) feet nine (9) inches high. Fire Code issues subject to review include:

- Changes that are likely to increase or decrease public fire, life, and safety concerns
- Changes that increase or decrease the number of people using the premises

Note: Changes to an existing building may require a building permit. Questions should be directed to the City of Dallas Building Department at 503-831-3567.

**Questions? Please contact the City of Dallas
Community Development Department at: 503-831-3571.**