

**CITY OF AURORA  
ACCESS PERMIT APPLICATION**

The following estimated fee is hereby imposed as a fee/deposit against the actual cost for processing of an access permit. The "user fee" philosophy underlying these charges is designed to eliminate the amount of general fund monies used to process permits, by charging the entire cost of the City providing that service directly to the person utilizing or receiving the benefit of the service. In this way, existing property tax revenues are not used to subsidize the processing of new applications.

Where the term "actual costs" is used, these costs include, but are not limited to, services rendered by the city planning consultant, city engineer consultant and city attorney, as well as all City administrative costs for communicating and meeting with the applicant/property owner and others, public notices, agency referral notices, staff reports, notices of decision, development agreements, correspondence, postage, photocopying, supplies, financial accounting and city clerical work.

If the actual costs exceed the deposit, the City reserves the right to request an additional deposit from the applicant/owner and the City will send an invoice for the additional charges to the applicant. The City shall not issue final approvals fees, including any additional charges are paid. If the applicant chooses to withdraw the application before preliminary approval has been issued by the City, then any unused deposit fees shall be refunded to the applicant upon the City's receipt of the applicant's written withdrawal and request for refund.

**NO APPLICATION SHALL BE REVIEWED OR ACCEPTED FOR PROCESSING TO DETERMINE ITS COMPLETENESS UNTIL ALL FEES/DEPOSITS ARE PAID.** Please note that additional land development and building permit fees/deposits may be required by the City, Aurora Rural Fire District, Marion County or State of Oregon.

Submit this application, along with 2 – 8 ½"x11" copies of a site plan and current tax maps, along with a check for \$250.00 to the City of Aurora.

**Please submit a separate application and fee for each access requested.  
BLOCK PRINT OR TYPE**

Applicant: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tax Map & Lot Number: \_\_\_\_\_

Zoning: \_\_\_\_\_

Type of Permit Requested: \_\_\_\_\_ Single Family Residence \_\_\_\_\_ Shared Access  
\_\_\_\_\_ Commercial \_\_\_\_\_ Access Closure  
\_\_\_\_\_ Temporary/Construction

Public Road is constructed of: \_\_\_\_\_ Asphalt \_\_\_\_\_ Concrete \_\_\_\_\_ Gravel

Is a Curb Cut Required? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is a sidewalk Cut Required? \_\_\_\_\_ Yes \_\_\_\_\_ No

Access will be constructed of: \_\_\_\_\_ Gravel \_\_\_\_\_ Asphalt \_\_\_\_\_ Concrete

Proposed Width of Access: \_\_\_\_\_ Feet

Reason for Permit Request: \_\_\_\_\_ Constructing a new access \_\_\_\_\_ Existing access

(Check all that apply) \_\_\_\_\_ Condition of Approval

\_\_\_\_\_ Contacted by City Staff for Code Compliance

\_\_\_\_\_ City road access per City Project

Site Address, new address can be obtained from the City of Aurora's City Recorder. (**Note: you must have this prior to any submittal**): \_\_\_\_\_

Nearest Cross Street: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor's CCB#: \_\_\_\_\_

**Applicant agrees to construct said access to the City of Aurora Road Improvement Design Standards indicated in the City of Aurora Transportation System Plan and Development Code.**

Submit to the City Recorder's counter at Aurora City Hall:

1. An access permit application with all appropriate spaces marked on the front page and payment to the City of Aurora for **\$250.00** deposit for each access requested.
2. **Two (2)** copies of a legible, 8 1/2"x11", **site plan** with all proposed/existing accesses indicated.
3. **Two (2)** photocopies of the site's current Assessment & Taxation **tax map**.
4. If the legal access is by easement, a copy of the **recorded easement agreement** is required with this application.

**ALL ACCESSES APPLIED FOR MUST BE CLEARLY MARKED WITH A FLAGGED STAKE AT THE SITE (FLUORESCENT SURVEYOR'S RIBBON IS ACCEPTABLE).**

The Access Permit will be mailed to the applicant's address.

**Please allow at least 10 working days for initial review.**

**Property Owner/Applicant Signature**

\_\_\_\_\_

**Date of Signature** \_\_\_\_\_

## CITY OF AURORA ACCESS TO A CITY ROAD

### WHEN IS AN ACCESS PERMIT REQUIRED?

An Access Permit is required for parcels with frontage on a city road or a public right-of-way under City jurisdiction under the following conditions: Upon constructing of a new building where access is not subject to a Building Permit; when constructing a new driveway, re-construction of an existing driveway; or if required as a condition of approval from a land use decision.

### WHAT IS AN ACCESS PERMIT?

An Access Permit allows construction of an access and its related improvements (such as vegetation removal; grading the roadside bank, or construction of culvert under the driveway) in the public right-of-way. Other types of improvements and accesses related to larger projects or other public improvements requiring engineering plan approval may require other permits (Contact the City Planning Department).

### WHAT KINDS OF ACCESS PERMITS ARE ISSUED AND WHAT WIDTHS ARE ALLOWED?

A Residential Access may be constructed of a durable, hard and dustless surface such as, compacted gravel, asphalt or concrete to a width of anywhere between **12 and 25 feet**. This may be increased in some situations (**up to a 35 foot width**) depending on the amount of frontage available. A Commercial Access may be constructed between **20 and 50 feet wide**. Temporary Access Permit widths are determined by their use.

### WHAT MUST AN ACCESS COMPLY WITH?

Section 7.10.070, Section 7.25.030 and Section 7.92 of the City of Aurora Development Code  
**AND**  
Chapter 7 of the City of Aurora Transportation System Plan

### WHAT DOES AN ACCESS PERMIT COST AND WHEN DOES IT EXPIRE?

An Access Permit has a non-refundable fee/deposit of \$250.00. Access Permits expire 120 days after issuance unless renewed prior to the expiration date.

FOR FURTHER QUESTIONS RELATED TO, OR TO OBTAIN AN APPLICATION FOR AN ACCESS PERMIT, CONTACT THE AURORA CITY RECORDER AT (503) 678-1283, EXTENSION 2.