



CITY UTILITY SERVICE PRE-APPROVAL FORM

For properties located outside of the City limits

City of Klamath Falls Development Services/Public Works
226 South Fifth Street, Klamath Falls, Oregon 97601
DevServices@klamathfalls.city

ANNEXATION OR CONSENT TO FUTURE ANNEXATION IS REQUIRED PRIOR TO RECEIVING CITY UTILITY SERVICES

The following requirements must be met prior to submitting this form:

- A Land Use Compatibility Statement (LUCS) or equivalent must be obtained by the applicant from Klamath County Planning with address(es) assigned by Klamath County Public Works. Applicant shall submit a copy to the City along with this form.
- City water and/or wastewater must front the property boundaries as per the City GIS maps.
- Property must be inside the Urban Growth Boundary (UGB).

PROPERTY OWNER/APPLICANT INFORMATION

☐ Property Owner ☐ Contractor/Builder authorized to submit this form on behalf of the property owner

Applicant name: _____

Mailing address: _____

Phone: _____ Email: _____

Legal Property owner (if different from applicant): _____

PROJECT INFORMATION

Property Address(es) (required): _____

Map Tax Lot Number(s): _____

Subdivision/Lot/Block: _____ Land Partition/Parcel: _____

Project Type: ☐ New Development ☐ Change of Use ☐ Remodel/Expansion ☐ Irrigation only

☐ Other: _____

Building Type: ☐ Single Family Residential ☐ Duplex ☐ Multi-Family Dwelling - number of units: _____

-If Duplex or Multi-Family, describe how each dwelling unit will be metered: ☐ Individually metered ☐ Master meter

☐ Commercial/Industrial - type of business: _____

Requested City Utility Services: ☐ Water ☐ Wastewater

☐ Water Meter size(s): _____ ☐ Total number of water meters requested: _____

Additional comments: _____

Applicant, please sign and submit this form with a copy of the LUCS from Klamath County Planning. This form and attachments can be submitted via email to DevServices@klamathfalls.city or in person. Development Services is located at 226 South Fifth Street, first floor. Office hours are Monday through Thursday 7:30 am to 5:30 pm and Friday 7:30 am to 11:30 am.

The applicant agrees that this form is for the purpose of obtaining pre-approval for City utility services and does not initiate the annexation or meter installation process. For properties not contiguous to City limits, a consent to future annexation agreement is required prior to receiving City utility services through the submission of a Property Action Application (attached to this form). For properties contiguous to City limits, immediate annexation is required prior to receiving City utility services. Upon approval of this form for City utility services, the City will provide a Utility Service Application and an invoice for System Development Charges (SDCs)/meter installation fees. Meter installation will be scheduled within three weeks *after* all fees/SDCs have been paid and the annexation agreement/consent to annexation agreement has been finalized and recorded.

Authorized signature

Printed name

Date

City office use only:

☐ LUCS with assigned address(es) received ☐ Property Action Application attached ☐ Utilities confirmed via GIS
☐ SDC/fee chart given to applicant

Comments: _____



DEVELOPMENT SERVICES PROPERTY ACTION APPLICATION

Submit application to:
City of Klamath Falls
Development Services
226 S. 5th St. / PO Box 237
Klamath Falls, OR 97601
Phone (541) 883-4950
DevServices@klamathfalls.city

Applicant is responsible to pay for all County Recording Fees at the time of City processing.

Application for: **Encroachment;** (\$145 Review Fee/Paid) **Easement;** **Local Improvement Contract;**
Deed Restriction; **Annexation;** (\$500 Fee/Paid) Required for: Water Sewer or: _____

DATE: _____

City Use: E/GOV# _____ MF# _____

APPLICANT'S NAME: _____ PHONE: _____

LEGAL PROPERTY OWNER: _____ PHONE: _____

MAILING ADDRESS: _____

EMAIL: _____ CELL: _____

LIST SITUS ADDRESS/MAP TAX LOT/LAND PARTITION/LEGAL DESCRIPTION OF PROPOSED PROPERTY ACTION:
(must provide a copy of all recorded maps that legally affect; describe property, i.e. assessor/land partitions/lot line adjustments/subdivisions)

PURPOSE OF PROPERTY ACTION: (space below for summary description only; please add additional sheets/pages as needed for detail)

➤ **APPLICANT MUST SUBMIT A COPY OF THE LAST RECORDED DEED** (*showing legal ownership*) **FOR THE RELATED PROPERTY ACTION; PROOF OF LEGAL SIGNING AUTHORITY, IF ENTITY IS ACTING ON BEHALF OF LEGAL PROPERTY OWNER(S).**

By submitting this Application, Applicant acknowledges they have legal authority to do so, and that the City of Klamath Falls and other public utility companies are not liable for any damage caused due to the *required property action* during maintenance or construction activities within the right(s)-of-way.

APPLICANT'S SIGNATURE: _____ DATE: _____

THIS SECTION FOR CITY USE ONLY

FEES PAID: _____ DATE: _____

PLANNING RECOMMENDATIONS: Approved: _____ Denied: _____

BY: _____ DATE: _____

RESTRICTIONS / COMMENTS (language to be added to legal documentation):

N/A Applicant is responsible for physically locating the items related to the requested property action and shall register with the Oregon Utility Notification Center by phoning 811.

CITY ENGINEER (If Required): Not Required: _____ Approved: _____ Denied: _____
SIGNATURE: _____ Date: _____

COMMENTS: