



CONDITIONAL USE PERMIT APPLICATION  
City of Central Point Planning Department

DATE STAMP  
FOR OFFICE USE ONLY

APPLICANT INFORMATION:

Name: Cynthia Guthrie, Architect  
Address: 4075 Cedar Lane  
City: Medford State: OR Zip Code: 97501  
Telephone: Business: 541-840-9190 Residence: \_\_\_\_\_  
E-mail Address: arch4clg@yahoo.com

AGENT INFORMATION:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: Business: \_\_\_\_\_ Residence: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

OWNER OF RECORD: (Attach Separate Sheet If More Than One):

Name: Herb Miller  
Address: P.O. Box 918  
City: Eagle Point State: OR Zip Code: 97524  
Telephone: Business: 541-951-1519 Residence: \_\_\_\_\_

PROJECT DESCRIPTION:

Township: 37 Range: 2W Section: 03AA Tax Lot(s): 4300  
Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_ Tax Lot(s): \_\_\_\_\_  
Zoning District: Neighborhood Commercial  
Total Acreage: 0.44

Pre-application File No.: PRE-24009

NOTE: For Type III Applications, a pre-application meeting is required.

REQUIRED SUBMITTALS:

- Application Form
- Application Fee (See Current Fee Schedule)
- Legal Description
- Written Authority from Property Owner if Agent in application process
- A scale drawing of the site and improvements proposed (3 copies)
- Reduced copy of drawing of site and proposed improvements (8 1/2 x 11)
- Mailing labels for all properties within 250 foot perimeter of project
- Findings of Fact demonstrating compliance with Chapter 17.76.040

I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

I certify that I am the:  Property Owner or  Authorized Agent of Owner of Project Site

Signature: Cynthia Guthrie Date: 12/5/2024

If any wetlands exist on the site, it is the applicant's responsibility to apply for a permit to the Division of State Lands before any site work begins.

**FOR PLANNING DEPARTMENT USE ONLY**  
Application Accepted As Complete on: \_\_\_\_\_ Land Use Case File No. \_\_\_\_\_  
120<sup>th</sup> Day for Land Use or Limited Land Use Decision: \_\_\_\_\_  
Wetlands Check: \_\_\_\_\_