TYPE I LAND USE

APPLICATION PACKET

- Submit your completed application packet with documentation to the Planning & Building Department at 1171 Elm Street
- Payment of the base fee is due at the time an application is submitted.
- If you have questions, contact the Planning Technician, Tere Andrews at 541-998-4763 or jcplanning@ci.junction-city.or.us

Staff Contact: Planning Technician, Tere Andrews
Planning/Building Department ■ 1171 Elm Street/PO Box 250 Junction City OR 97448
Ph 541-998-4763 ■ Fax 541-998-2773 ■ jcplanning@ci.junction-city.or.us ■ www.junctioncityoregon.gov

CITY OF JUNCTION CITY
PLANNING & BUILDING DEPARTMENT
TYPE I LAND USE APPLICATION

1171 Elm Street/PO Box 250 Junction City OR 97448
Ph 541-998-4763 ■ Fax 541-998-2773 ■ jcplanning@ci.junction-city.or.us ■ www.junctioncityoregon.gov

The base fee is due at the time an application is submitted. *See Table below for fees. Additional fees may apply.*

Type I applications are reviewed by City staff with the exception of Subdivision Final Plats (Planning Commission). An applicant may appeal a decision under Junction City Municipal Code (JCMC) 17.150.120. A Type I review takes approximately 30 days once the application is determined to include sufficient information to conduct the review.

Note: *Review may reveal additional requirements*. Concurrent review of other applications *is at the applicant's own risk*.

Table 1

Land Use Application	Municipal Code Requirements/Criteria/Supplemental Materials	Base Rate
Change of Use	1. Land Use Application 2. **Supplemental Application** - Change of Use 3. Junction City Municipal Code, Title 17 applicable to proposal 4. Oregon Building Codes applicable to proposal	$80 plus any required building permits
Development Review	1. Land Use Application 2. **Supplemental Checklist** - Development Review 3. JCMC 17.160; 17.85; & 17.90 JCMC 4. Zoning Requirements applicable to proposal/subject site	New Development $1,070 Remodel or Addition $250
Flood Zone Development Review	1. Land Use Application 2. **Supplemental Application** - Flood Zone Development Permit 3. JCMC 17.80 4. Current Oregon Structural Specialty Code, Appendix G http://ecodes.biz/ecodes_support/free_resources/Oregon/14_Structural/PDFs/Appendix%20G%20-%20Flood-Resistant%20Construction.pdf	$100 plus any required building permits
Lot Line Adjustment	1. Land Use Application 2. Oregon Revised Statues, Chapter 92 https://www.oregonlegislature.gov/bills_laws/ors/ors092.html	$230
Non-Conforming Use	1. Land Use Application 2. JCMC 17.125	$130
Permitted Activities w/in Wetland Protection Area	1. Land Use Application 2. JCMC 17.60	$1,630
Sign Permit (including Billboards)	1. Land Use Application 2. **Supplemental Application** - Sign Permit 3. JCMC 17.115	$75 plus any required building permits
Subdivision: Final Plat	1. Land Use Application 2. JCMC 16.05 **(Planning Commission Review)**	$1,760
Variance - Minor	1. Land Use Application 2. JCMC 17.140	$325
Wetland Resource Overlay District Map Correction	1. Land Use Application 2. JCMC 17.60	$950
Questions? Contact the City Planner for further information about criteria/requirements – 541-998-4763		

City of Junction City
LAND USE APPLICATION – TYPE I

Table 2 **Land Use Review Classifications – Refer to JCMC 17.150.070**	**Type I**	**Type II**	**Type III Public Hearing**	**Type IV Public Hearings**
Administrative Decision (City Administrator or Designee) Exception: Final Subdivision Plats are reviewed by the Planning Commission (Decision can be appealed to Planning Commission)	X			
Planning Commission Decision (No public hearing however one can be requested) (Decision can be appealed to City Council)		X		
Planning Commission Public Hearing and Decision (Decision can be appealed to City Council)			X	
Planning Commission Public Hearing and recommendation to City Council; City Council Public Hearing and Decision (Appealed to Oregon Land Use Board of Appeals)				X

Table 3 **Land Use Application Review Steps**	**Type I**	**Type II**	**Type III Public Hearing**	**Type IV Public Hearings**
1. Land Use application submitted	X	X	X	X
2. Completeness Review to determine if all necessary information is included with application (14-30 days)	X	X	X	X
3. Application is incomplete, necessary information is requested from applicant/representative (application on hold)	X	X	X	X
4. Application is deemed complete and applicant/representative notified	X	X	X	X
5. Tentative date set for application to go before the Planning Commission	X Final Plat	X	X	X
6. Tentative date set for application to go before the City Council				X
7. Department of Land Conservation & Development (DLCD) 35-day notice			X Amendment only	X Amendment only
8. Referrals sent to City Departments and outside agencies for their review (14-21 day response period, 30 days if Wetlands involved)	X	X	X	X
9. Opportunity to Comment mailed to property owners w/in 300-feet of subject site (may run concurrent w/ Referrals) (20-40 days before meeting)		X		
10. Planning Commission Notice of Public Hearing mailed to property owners within 300-ft of subject site (may run concurrent with referrals) (20-40 days prior to public hearing)			X	
11. Planning Commission review and decision	X Final Plat	X	X	
12. Planning Commission Recommendation to City Council			X Map Amendment	X
13. City Council Notice of Public Hearing mailed to property owners within 300-ft of subject site (may run concurrent with referrals) (20-40 days prior to public hearing)				X
14. City Council review and decision			X Map Amendment	X
15. Letter of Decision, with supporting documentation, sent to applicant/representative (w/in 5 business days of **decision**)	X	X	X	X
16. Appeal Period begins day notice is sent to applicant/representative	X	X	X	X
17. Decision becomes final (unless appealed)	X	X	X	X

* Junction City Municipal Code 17.150.130 states multiple land use applications may be applied for at one time. An applicant may request reviews be conducted parallel to one another, or concurrently. If reviewed concurrently, they will be reviewed under the highest Land Use classification (i.e. a Type I review application concurrent with a Type IV, both are reviewed as a Type IV).

CITY OF JUNCTION CITY
Planning & Building Department
LAND USE APPLICATION

1171 Elm Street/PO Box 250 Junction City OR 97448
Ph 541-998-4763 ■ Fax 541-998-2773 ■ jcplanning@ci.junction-city.or.us ■ www.junctioncityoregon.gov

Date Submitted:	Received By:	Fee Paid: $	Supplemental Application:

Section 1

LAND USE ACTION (SEE TABLE 1):

Section 2

Site Address:	**Location Description:**
Property Size:	Assessor's Map & Tax Lot #:
Present Use:	Proposed Use:
Brief Summary of Action Requested:	
Are there other permit applications associated with this application? If yes, list:	

Section 3

I have the following legal interest in the property (Circle one):

Owner of Record Lessee Contract Purchase Holder of an exclusive Option to Purchase

Written authorization from the owner to act as his/her agent must be provided if not the owner of record

Section 4

Applicant:	
Address:	
Phone:	E-Mail:
Property Owner:	
Address:	
Phone:	E-Mail:
Contact: (if different than Applicant)	
Address:	
Phone:	E-Mail:

City of Junction City
LAND USE APPLICATION

Section 5	
Required Information	
	Written statement describing proposal in detail
	Narrative Statement explaining how the application complies with all relevant criteria with enough detail for review and decision-making. *Note: See Type I information, at the beginning of this packet, for the municipal code chapters and/or sections related to your land use request*
	Three (3) paper copies of application packet including any plan sets
	Digital copy of application packet including any plan sets
	Non-refundable Application Fee

Section 6		
Supplemental Application:	Yes □	No □
Attachment(S):	Yes □	No □

Section 7

Your signature below acknowledges the following:

1. ***Payment of the base fee may not cover the City's costs associated with processing the Application.*** *Per Resolution 1053: All direct costs for contracted services shall be charged monthly to the applicant in the amount billed to City. Contracted city services include, but are not limited to, city engineer, city attorney, building inspector, traffic consultant, &/or wetlands specialist. Direct costs 30 days past due shall be charged 9% interest in addition to the amount billed to the City.*

2. *The foregoing statements and other information attached hereto are true and accurate to the best of my knowledge and belief.*

3. *Signer agrees to pay all direct costs associated with processing this land use application.*

Applicant Signature:

Date: