



JUNCTION CITY PLANNING & BUILDING

TYPE I LAND USE APPLICATION PACKET

- Submit completed application with supporting documentation to the Planning & Building Office:
 - ◆ In-person - 1171 Elm Street, Junction City OR 97448
 - ◆ by mail - Junction City Planning Office, PO Box 250, Junction City OR 97448, or
 - ◆ email - jcplanning@ci.junction-city.or.us.
- Payment of the non-refundable application fee is due at the time an application is submitted. A 3% fee will be added to payments made with credit or debit cards. Payments are not accepted over the phone.
- For questions, contact the Planning Office at 541-998-3125 or jcplanning@ci.junction-city.or.us.

Staff Contact: Permit Technician, Dawn Northey
Planning & Building Office ■ 1171 Elm Street/PO Box 250 Junction City OR 97448

Ph 541-998-3125 ■ jcplanning@ci.junction-city.or.us ■ www.junctioncityoregon.gov

Type I applications reviewed by City staff except Subdivision Final Plats (review & approval by Planning Commission).

An applicant may appeal a decision (JCMC 17.150.120). Review takes about 30 days once application is deemed complete.

Application Materials:

1. Completed Application.
2. Written Narrative describing the project in detail and explaining how the proposal complies with applicable sections of the Junction City Municipal Code, see chart below.
3. Drawings depicting the proposal (see the Development Review Check list for details)
4. Payment of application fee (non-refundable)

Land Use Application	Municipal Code Requirements/Criteria/Supplemental Materials	Base Rate
Change of Use	1. Change of Use Application 2. Junction City Municipal Code, Title 17 applicable to proposal 3. Oregon Building Codes applicable to proposal	\$80 plus any required building permits
Development Review	1. Land Use Application 2. Development Review Checklist 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. Development in a Flood Zone Application 2. JCMC 17.80 3. 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 (Property) Line Adjustment	1. Land Use Application 2. JCMC 16.05.050 3. Oregon Revised Statutes, Chapter 92 https://www.oregonlegislature.gov/bills_laws/ors/ors092.html	\$230
Non-Conforming Use	1. Land Use Application 2. JCMC 17.125	\$130
Partition – Major: Final Plat	1. Land Use Application 2. JCMC 16.05 (Planning Commission Review)	\$745
Permitted Activities w/in Wetland Protection Area	1. Land Use Application 2. JCMC 17.60	\$1,630
Sign Permit (including Billboards)	1. Sign Permit Application 2. 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
Contact the Planning Office for further information about criteria/requirements – 541-998-3125		

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).



Received: 11-03-2023
MP-23-47, 2384 & 2382 W 9th Ave Lot 24

CITY OF JUNCTION CITY LAND USE APPLICATION

1171 Elm Street/PO Box 250 Junction City OR 97448
Ph 541-998-3125 ■ jcplanning@ci.junction-city.or.us ■ www.junctioncityoregon.gov

Date Submitted: 11-03-2023	Received By: Dawn	Fee Paid: \$ \$745/CK#: 7363	Supplemental Application:
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Section 1

LAND USE ACTION (SEE TABLE 1): Minor Land Partition Check Print for Final Plat Submittal (MP-23-13)

Section 2

Site Address: 2384 & 2382 W 9th Ave.	Location Description: Lot 24 of Phase 1 Rolling Meadows
Property Size: Proposed Parcel 1 +/- 3,418.99 sf Proposed Parcel 2 +/- 3,418.99 sf	Assessor's Map & Tax Lot #: 150431320 2400
Present Use: Duplex	Proposed Use: Single Family Attached Dwellings
Brief Summary of Action Requested: Check print for final plat submittal	
Are there other permit applications associated with this application? If yes, list: SUB-20-26; PUD-20-27; AMD-22-37	

Section 3

I have the following legal interest in the property (Circle one): <input type="checkbox"/> Owner of Record <input type="checkbox"/> Lessee <input type="checkbox"/> Contract Purchase <input type="checkbox"/> Holder of an exclusive Option to Purchase <i>Written authorization from the owner to act as his/her agent must be provided if not the owner of record</i>

Section 4

Applicant: Rhine Cross Group, LLC	
Address: 112 N 5th Street - Suite 200 Klamath Falls, OR 97601	
Phone: (541) 851-9405	E-Mail: lani@rc-grp.com
Property Owner: Pacific National Development, Inc.	
Address: PO Box 3550, Salem, Oregon 97302	
Phone: 503-990-7003	E-Mail: pndi@comcast.net
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. <i>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</i>
	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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Attachment(S):	Yes <input type="checkbox"/>	No <input type="checkbox"/> Land Partitions sent via mail

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.*

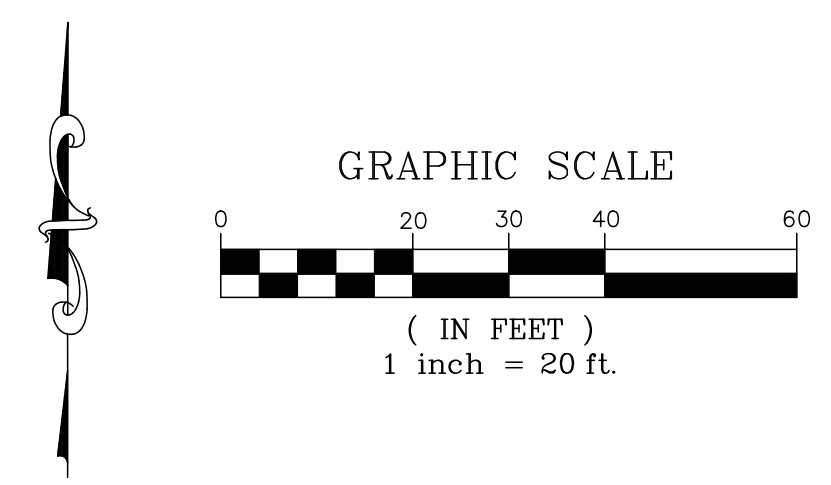
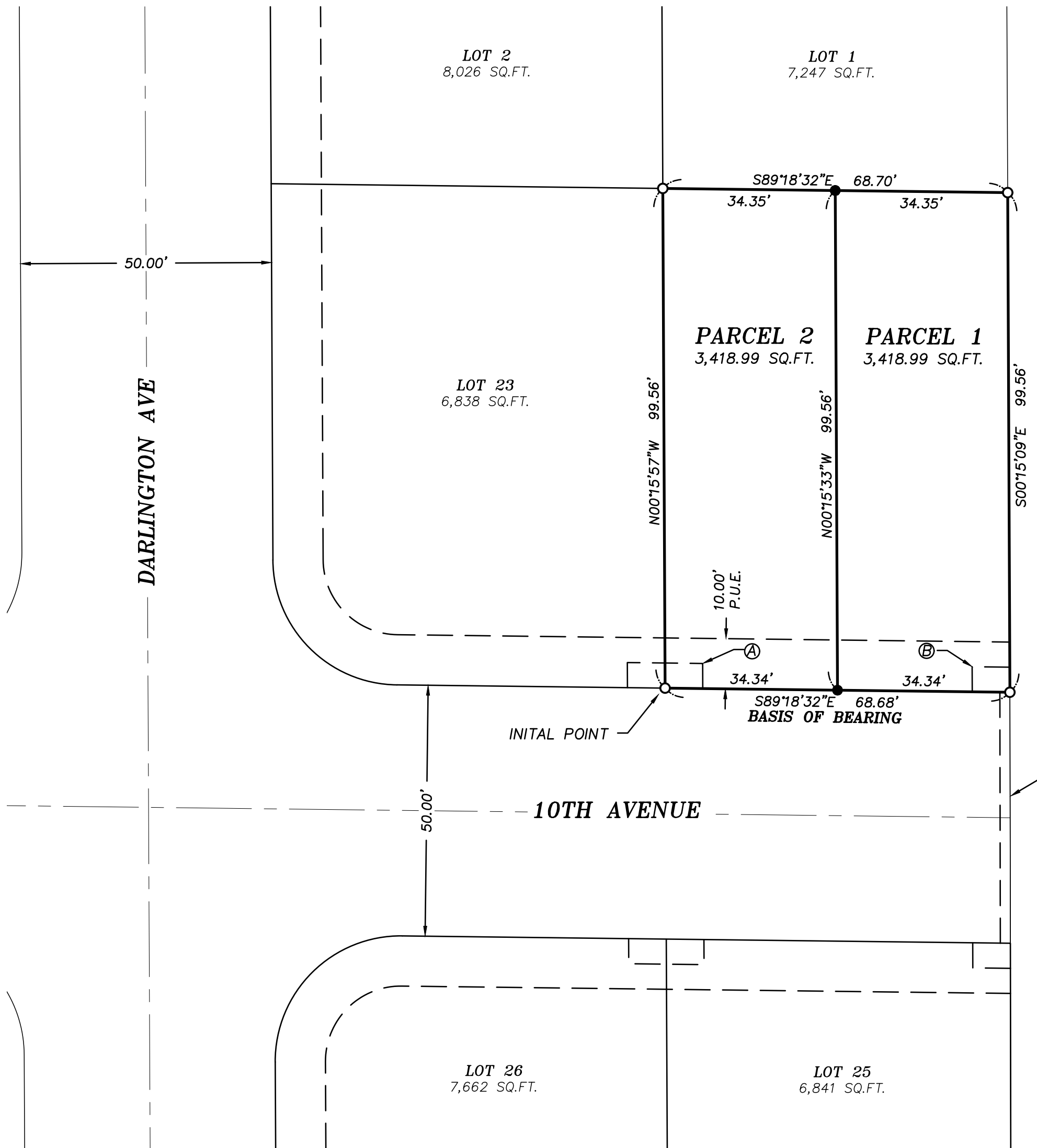
Applicant Signature: *Lani Hickey*
Rhine Cross Group, LLC

Date: 11-3-2023

LAND PARTITION PLAT NO. _____
 BEING A REPLAT OF LOT 24, ROLLING MEADOWS SUBDIVISION-PHASE 1
 SITUATED IN THE SW1/4 SEC 31, T15S, R04W, W.M.
 JUNCTION CITY, LANE COUNTY, OREGON

RECORDED
 DATE: _____ COUNTY CLERK
 BY: _____

LANE COUNTY SURVEYORS OFFICE
 C.S. FILE NO. _____
 FILING DATE: _____



LEGEND

- FOUND MONUMENT W/ YELLOW PLASTIC CAP MARKED "RHINE-CROSS GROUP LLC". PER "ROLLING MEADOWS PHASE - 1" SUBDIVISION.
- △ FOUND WITNESS 1 FOOT WITNESS MONUMENT W/ YELLOW PLASTIC CAP MARKED "RHINE-CROSS GROUP LLC". PER "ROLLING MEADOWS PHASE - 1" SUBDIVISION.
- SET 5/8"X30" IRON ROD W/YELLOW PLASTIC CAP MARKED "RHINE-CROSS GROUP LLC".
- Ⓐ 5.00' X 15.00' WATER EASEMENT DEDICATED TO THE CITY OF JUNCTION CITY. PER ROLLING MEADOWS SUBDIVISION PHASE - 1.
- Ⓑ 5.00' X 7.50' WATER EASEMENT DEDICATED TO THE CITY OF JUNCTION CITY. PER ROLLING MEADOWS SUBDIVISION PHASE - 1.
- P.U.E. PUBLIC UTILITY EASEMENT PER "ROLLING MEADOWS PHASE - 1" SUBDIVISION.
- PARCEL BOUNDARY
- EXISTING LOT LINE
- - - - EASEMENT LINE PER "ROLLING MEADOWS SUBDIVISION PHASE 1" SUBDIVISION.

NARRATIVE:

THE PURPOSE OF THIS PLAT IS TO PARTITION LOT 23 INTO TWO PARCELS AND TO MARK WITH PROPER MONUMENTS, ALL FOUND MONUMENTS OF RECORD WERE ACCEPTED AS THE TRUE CORNERS AS SHOWN ON THE ANNEXED MAP.

BASIS OF BEARING IS PER "ROLLING MEADOWS PHASE 1" SUBDIVISION, AS MEASURED BETWEEN FOUND MONUMENTS.

EQUIPMENT USED WERE A TRIMBLE GPS R10 BASE AND A R12i ROVER.

REGISTERED PROFESSIONAL LAND SURVEYOR OREGON SEPTEMBER 13, 2022 ORLANDO J. AQUINO 099356 RENEWAL DATE: 12-31-23	SURVEY FOR: PACIFIC NATIONAL DEVELOPMENT P.O. BOX 3550 SALEM, OR 97302	
	DATE: OCTOBER 2023	PROJECT NO. 2215
	RHINE-CROSS GROUP LLC ENGINEERING - SURVEYING - PLANNING 112 N 5th ST - SUITE 200 - P.O. BOX 909 KLAMATH FALLS, OREGON 97601 Phone: (541) 851-9405 Fax: (541) 273-9200 admin@rc-grp.com	