



*CITY OF JUNCTION CITY
PLANNING & BUILDING DEPARTMENT*

**LAND DIVISION APPLICATION PACKET
TYPE II LAND USE**

- 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 II LAND USE APPLICATION

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

Type II applications may be reviewed by the Planning Commission. A public hearing can be requested but is not required. The Planning Commission meets the third Wednesday of each month at 6:30 p.m. The decision can be appealed (Junction City Municipal Code 17.150.120). A Type II review process takes approximately 45 days once the application is deemed complete.

Note: Concurrent review of other permit applications *is done at the applicant's own risk.*

TABLE 1		
WHAT IS YOUR REQUEST?	MUNICIPAL CODE REQUIREMENTS/CRITERIA	BASE FEE
Code Interpretation	1. Land Use Application 2. JCMC 17.150.070(A)(1) 3. JCMC 17.150.150	\$225
Extraterritorial Connection (water, storm water, or sewer)	1. Land Use Application 2. JCMC 17.150.070(A)(1) 3. JCMC 17.165	\$350
Modification of an Approval	1. Land Use Application 2. JCMC 17.150.070(A)(1)	T&M
Partition, Major or Minor (Reviewed by Planning Commission)	1. Land Use Application 2. JCMC 16.05.30 3. JCMC 17.150.070(A)(1)	Prelim. \$1,335
Preliminary Subdivision (Reviewed by Planning Commission)	1. Land Use Application 2. Supplemental Checklist 3. JCMC 16.05 4. JCMC 17.150.070(A)(1)	Prelim. \$1,100 +\$45/lot over 4
		Final \$1,760
<i>Other municipal codes may apply to your request/proposal.</i>		
The review process may reveal further requirements. Additional information may be requested.		
<i>Questions? Contact the Planning Technician for further information about criteria/requirements – 541-998-4763</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. Notice of Planning Commission 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. Notice City Council 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)



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LAND USE APPLICATION

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Date Submitted:	Received By:	Fee Paid: \$	Supplemental Application:
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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):
<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:	
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. <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 type="checkbox"/>
Attachment(S):	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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:



CITY OF JUNCTION CITY
Planning & Building Department
LAND DIVISION CHECKLIST

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Criteria: See Junction City Municipal Code Title 16	Major	minor
Complete applications packets must be legible and include:		
Complete application packet folded to 8½"x11" (add'l may be requested)	4 sets	4 sets
Digital set of complete application packet	X	X
Deed & Preliminary Title Report with encumbrances (produced in last 30 days)	X	X
Written Statement addressing applicable criteria (JCMC 16.05)	X	X
Prepared by Oregon licensed Landscape Architect or Engineer per ORS 92 with affidavit	X	X
Grading Plan prepared by Oregon Licensed Civil Engineer	X	X
Drawings shall include:		
● Names and addresses of subdivider or partitioner, property owner, and engineer or surveyor	X	X
● Vicinity Map, Scale, Revision Date(s), North Arrow	X	X
● Name, Location & dimension of existing features (buildings, trees, impervious surfaces etc) to remain &/or be removed	X	X
● Required setbacks to the proposed new property lines for existing structures	X	X
● Proposed name for subdivision or major partition (per ORS 92.090)	X	X
● 100-year floodplain boundaries (current FEMA Flood Insurance Rate Map, Letter of Map Amendment/ Revision)	X	X
● Location, size and type of proposed plantings and street trees	X	X
● Riparian areas, and/or wetland boundaries	X	X
● Location/boundaries of proposed subdivision with names of all contiguous recorded plats	X	
● Location & dimensions of existing/proposed (include adjacent) streets, alleys, dedications, right-of-ways, reserve strips, public utility easements, ramps, pedestrian/bicycle/access (per master road plan), traffic controls, hydrants, power poles, street lights, transformers, mailbox units and similar public facilities. Indicate proposed connection points.	X	X
● Street Cross Sections – existing/proposed locations, names, dimensions, grade of typical improvements	X	
● Contour Elevations Intervals: 1-ft slopes up to 5%; 2-ft slopes 5% to 10%; & 5-ft slopes over 10%	X	X
● Approximate radii of all curves	X	
● Soil types & water table information using the Lane County Soils Survey	X	X
● Dimension and area of proposed lots or parcels	X	
● Roof drainage patterns and discharge locations		
● Location & Flow Direction of stormwater overflow/inundation, areas covered by water/waterways	X	
● Existing/Proposed property use(s)	X	
● Proposed sewer lines, flood controls, & drainage easements or deeds (include drainage profile & flow direction)	X	
● Proposed dedications for public area(s) and proposed use(s) thereof	X	
● Proposed Improvements and timeframe for completion	X	
● Legal description of proposed subdivision or partition (affidavit to accompany preliminary plan)	X	
● Information, conditions and standards set forth in ORS 92.090(1) and (2)	X	
● Pervious and impervious area drainage patterns	X	X
● Size & location of storm water management systems (drain lines, catch basins, dry wells, detention ponds etc.)	X	X
● Storm water quality measures	X	X
● Natural drainage ways to be retained	X	X
● Amount of proposed cut and fill	X	X

Phased Development Plan required if re-division proposed: include boundaries and sequencing of proposed re-division, must progress in sequence promoting street connectivity between development phases and accommodate required public improvements

Land Division Submittal Information

Additional materials (*Applicant responsible for determining if additional standards/applications apply*)

- Proposed deed restrictions and a draft of any Homeowner's Association Agreement
- Additional plans and documentation for Planned Unit Development proposal as specified in JCMC 17.65
- Site-specific topographical survey, if in or partially in, a Wetland Resource Overlay District (17.60)
- Soils Survey
- Wetland delineation approved by Oregon Division of State Lands if wetland on the property
- Geotechnical Report prepared by a licensed engineer, if unstable soils and/or a high water table present
- Stormwater Mgmt System Study: plan, supporting calculations & documentation), consistent with Public Works Design Standards
- Oregon Department of Transportation (ODOT) Right-of-Way Approach Permit required if site fronts ODOT facility.
- Required federal or state permit(s) submitted with application or evidence a permit application has been submitted
- Traffic Impact Analysis (TIA) prepared by Traffic Engineer (City &/or State land use & transportation policies/objectives)