Junction City PLANNING & BUILDING

TYPE III LAND USE APPLICATION PACKET

● Submit completed application packet with supporting documentation to the Planning & Building Office at 1171 Elm Street, Junction City OR 97448

● Payment of the non-refundable application fee is due at the time an application is submitted.

● If you have questions, contact the Planning Office at 541-998-4763 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 541-998-4763■ jcplanning@ci.junction-city.or.us ■ www.junctioncityoregon.gov

CITY OF JUNCTION CITY
Planning & Building Department
TYPE III LAND USE APPLICATION

1171 Elm Street/PO Box 250 Junction City OR 97448
Ph 541-998-4763 ■ Fax 541-998-*2773* ■ www.junctioncityoregon.gov

The base fee is due at the time an application is submitted. *See Table 1 below. Additional fees may apply.*

Type III Land Use applications require a public hearing before the Planning Commission. The Planning Commission meets the third Tuesday of each month at 6:30 p.m. The decision can be appealed (Junction City Municipal Code 17.150.120). A Type III review process takes approximately 45 days once the application is deemed complete.

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

TABLE 1

WHAT IS YOUR REQUEST?	BASE REQUIREMENTS/CRITERIA	BASE FEE
Conditional Use Permit	1. Land Use Application 2. JCMC 17.130 3. Zoning criteria applicable to proposal/site	$650
Conditional Use Permit w/in Wetland Protection Area	1. Land Use Application 2. JCMC 17.130 3. JCMC 17.60 4. Zoning criteria applicable to proposal/site	$2,280
Master Planned Development (PUD)	1. Land Use Application 2. JCMC 17.65	$4,000
Modification of Approval	1. Land Use Application 2. JCMC 17.150.070(A)(3)	Time & Materials
Rezone (zoning map only)	1. Land Use Application 2. JCMC 17.145	$1,065
Temporary Use Permit	1. Land Use Application 2. JCMC 17.135	$650
Vacation (Property owner initiated)	1. Land Use Application 2. ORS 271.080-271.130	$635
Variance	1. Land use Application 2. JCMC 17.140	Minor - $325 Major - $650
Variance within Wetland Protection Area	1. Land Use Application 2. JCMC 17.140 3. JCMC 17.60	Minor - $1,955 Major - $2,280

Questions? Contact the City Planner for further information about criteria/requirements – 541-998-4763

Other municipal codes &/or Oregon Revised Statues may apply to your request/proposal.
The review process may reveal further requirements. Additional information may be requested.

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 submitted 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
LAND USE APPLICATION

1171 Elm Street/PO Box 250 Junction City OR 97448
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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: