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 City Planner, Jordan Cogburn at 541-998-4763 or jcplanning@ci.junction-city.or.us
The base fee is due at the time an application is submitted. See Table 1 below. Additional fees may apply. See Table 1 below. Additional fees may apply.

**Type IV applications** require two public hearings; the first before the Planning Commission and the second before the City Council. The decision can be appealed under Junction City Municipal Code (JCMC) 17.150.120. A Type IV review process takes approximately 90 days once an application has been deemed complete.

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

### Table 1

<table>
<thead>
<tr>
<th>Lane Use Application</th>
<th>Base Requirements/Criteria</th>
<th>Base Fee</th>
</tr>
</thead>
</table>
| Annexation                                                | 1. Land Use Application  
2. JCMC 17.165  
3. Zoning criteria applicable to proposal/site                                          | $1,000   |
| Annexation and withdrawal of property from Special District| 1. Land Use Application  
2. JCMC 17.165  
3. Zoning Criteria applicable to proposal/site                                          | $1,000   |
| Code Amendment to Title 17, Zoning Text or Map or;        | 1. Land Use Application  
2. JCMC 145  
3. Zoning Criteria applicable to proposal/site                                          | $950     |
| Title 16, Subdivision text                                |                                                                                          |          |
| Comprehensive Plan Amendment (Text or Map)                | 1. Land Use Application  
2. JCMC 17.145  
3. Zoning Criteria applicable to proposal/site                                          | $950     |
| Extraterritorial Extension (water, sewer or storm water)  | 1. Land Use Application  
2. JCMC 17.165  
3. Zoning Criteria applicable to proposal/site                                          | $1,000   |

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

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

Other municipal codes may apply to your request/proposal. The review process may reveal further requirements. Additional information may be requested.
Table 2. Land Use Review Classifications

<table>
<thead>
<tr>
<th>Administrative Decision (City Administrator or Designee)</th>
<th>Type I</th>
<th>Type II</th>
<th>Type III</th>
<th>Type IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exception: Final Subdivision Plats are reviewed by the Planning Commission (Decision can be appealed to Planning Commission)</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

| 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

<table>
<thead>
<tr>
<th>Land Use Application Review Steps</th>
<th>Type I</th>
<th>Type II</th>
<th>Type III Public Hearing</th>
<th>Type IV Public Hearings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Land Use application submitted</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2. Completeness Review to determine if all necessary information is included with application (14-30 days)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>3. Application is incomplete, necessary information is requested from applicant/representative (application on hold)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4. Application is deemed complete and applicant/representative notified</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>5. Tentative date set for application to go before the Planning Commission</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>6. Tentative date set for application to go before the City Council</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>7. Department of Land Conservation &amp; Development (DLCD) 35-day notice</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

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      |        |                         | 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      |        |                         | X                       |

11. Planning Commission review and decision | X      |        | X                       | X                       |

12. Planning Commission Recommendation to City Council |        |        | X                       | 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      |        |                         | X                       |

14. City Council review and decision |        |        | X                       | 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).
Date Submitted: | Received By: | Fee Paid: $ | Supplemental Application:
---|---|---|---

**Section 1**

**LAND USE ACTION (SEE TABLE 1):**

**Section 2**

<table>
<thead>
<tr>
<th>Site Address:</th>
<th>Location Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Size:</td>
<td>Assessor’s Map &amp; Tax Lot #:</td>
</tr>
<tr>
<td>Present Use:</td>
<td>Proposed Use:</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Written statement describing proposal in detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narrative Statement explaining how the application complies with all relevant criteria with enough detail for review and decision-making.</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td>Three (3) paper copies of application packet including any plan sets</td>
</tr>
<tr>
<td>Digital copy of application packet including any plan sets</td>
</tr>
<tr>
<td>Non-refundable Application Fee</td>
</tr>
</tbody>
</table>

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: