



CITY OF JUNCTION CITY BUILDING & PLANNING DEPARTMENT

MOBILE FOOD UNIT TYPE I APPLICATION PACKET

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

Staff Contact: Permit Technician, Dawn Northey

Planning ■ 1171 Elm Street/PO Box 250 Junction City OR 97448

Ph 541-998-4763 ■ jcplanning@ci.junction-city.or.us ■ www.junctioncityoregon.gov



JUNCTION CITY PLANNING TYPE I LAND USE APPLICATION

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

The application fee is due at the time an application is submitted. Additional fees may apply.

Type I applications are reviewed by City staff with the exception of Subdivision Final Plat applications which are reviewed by the Planning Commission.

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	\$250 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
Final Partition Plat	1. Land Use Application 2. JCMC 16.05 (Planning Commission Review)	\$745.00
Flood Zone Development Review	3. Land Use Application 4. Supplemental Application - Flood Zone Development Permit 5. JCMC 17.80 6. 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	With a Structure \$500.00 Without a Structure \$300.00
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	\$500
Non-Conforming Use	1. Land Use Application 2. JCMC 17.125	\$250
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	\$200 plus any required building permits
Subdivision: Final Plat	1. Land Use Application 2. JCMC 16.05 (Planning Commission Review)	\$1,760
Temporary Use Permit for Mobile Food Unit	1. Land Use Application 2. JCMC 17.135	\$100 annual
Variance	1. Land Use Application 2. JCMC 17.140	Minor - \$325 Major - \$650
Wetland Resource Overlay District Map Correction	1. Land Use Application 2. JCMC 17.60	\$950

City of Junction City

LAND USE APPLICATION – TYPE I

Zoning Compliance Analysis	1. Land Use Application	\$200.00
Timeline Extension of Land Use Decision	1. Land Use Application	No Fee

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

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	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			Amendment only	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	Final Plat	X	X	
12. Planning Commission Recommendation to City Council			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			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

* An applicant may request reviews be conducted parallel to one another, or concurrently (Junction City Municipal Code 17.150.130). 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).



JUNCTION CITY PLANNING OFFICE MOBILE FOOD UNIT PERMIT APPLICATION

- Application Fee: \$100
- Approved Permits valid for 12 months from date of approval
- Mobile food units permitted in Central Commercial, or General Commercial zones

Staff Review of your application may reveal the need for more information &/or other permits.

Section 1. Applicant Information

Name:

Mailing Address:

Email Address:

Phone:

Yes	No	Lane County Health Department License is attached (must be valid for duration of permit)
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Yes	No	Proof of liability insurance is attached (must be valid for duration of permit)
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Yes	No	Site Plan is attached
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Yes	No	Signed Proof of Placement Permission is attached (If <i>not</i> property owner)
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Yes	No	Mobile Food Unit has a containment field for the water
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Yes	No	Mobile Food Unit has a degreaser system
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Yes	No	How will wastewater be disposed?
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Yes	No	Mobile Food Units needs connection to City water &/or sewer (if yes, additional permits required)
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Yes	No	Will electrical service be needed? If yes, describe (additional permit may be required)
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Yes	No	Does your food truck have a suppression system
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Yes	No	Mobile food unit can be secured when not in use
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Section 2. Property Owner Information (If not Applicant)

Name:

Mailing Address:

Email Address:

Phone:

Section 3. Site Information (Location of Mobile Food Unit)

Site Address:

Zoning:

Present Use/Uses:

Section 4. Additional Information

Is this application being filed with other land use applications?

If yes, describe:

I acknowledge the information provided is true and accurate. All agreements, terms, and resolutions of conflict between myself and the property owner related to the location and operation on the above referenced property are a private party matter and are neither regulated nor enforced by the City of Junction City. Violation of JCMC Chapter 17.135 or a violation of any applicable land use approval may result in revocation of my Temporary Mobile Food Unit Permit.

Applicant Signature:

Date:

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Site Plan must include:

- Location of the mobile food unit on the site
- Uses on surrounding properties.
- Vehicle parking and access
- On-site parking (if any)
- Pedestrian access/circulation (public sidewalks and on-site walkways)
- Exterior lighting
- Signage, other than painted/written directly on mobile food unit (may require sign permit)

Use this space or separate paper for site plan.

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JUNCTION CITY PLANNING OFFICE
PROOF OF PLACEMENT PERMISSION
PROPERTY OWNER APPROVAL

Property Address:
Property Owner Name:
Owner Mailing Address:
Mobile Food Operator Name:
Mobile Food Unit Business Name:
<p>By signing this form, I, as the property owner, authorize the above-named Mobile Food Unit Operator to conduct business on my property. I understand that all agreements, terms, and resolutions of conflict between myself and the Mobile Food Unit Operator related to their location and operation on the above referenced property are private party matters and are neither regulated nor enforced by the City of Junction City.</p> <p>Property Owner Signature: Date:</p>