



*CITY OF JUNCTION CITY
PLANNING & BUILDING DEPARTMENT*

DEVELOPMENT REVIEW APPLICATION PACKET
TYPE I 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 I LAND USE APPLICATION

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

Type I applications are reviewed by City staff with the exception of Subdivision Final Plats (Planning Commission). An applicant may appeal a decision under Junction City Municipal Code (JCMC) 17.150.120. A Type I review takes approximately 30 days once the application is determined to include sufficient information to conduct the review.

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	\$80 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
Flood Zone Development Review	1. Land Use Application 2. Supplemental Application - Flood Zone Development Permit 3. JCMC 17.80 4. 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 Line Adjustment	1. Land Use Application 2. 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
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	\$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

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

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 <small>Final Plat</small>	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 <small>Amendment only</small>	X <small>Amendment only</small>
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 <small>Final Plat</small>	X	X	
12. Planning Commission Recommendation to City Council			X <small>Map Amendment</small>	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 <small>Map Amendment</small>	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:



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The following are required. Your application may be returned if incomplete

Staff Review of the materials listed below may reveal the need for additional information &/or permits	
	Completed Land Use Application and pay Fee* (New Development: \$1,070; Remodel/Addition: \$250)
	Five (5) paper copies of the application packet. (additional copies may be requested)
	An electronic copy of the application packet
	Completed Supplemental applications, if applicable
	Burden of Proof – Written statement addressing applicable criteria (JCMC 17.160; 17.85; & 17.90 JCMC; and other code criteria which apply to proposal/subject site
	Deed and Preliminary Title Report w/encumbrances produced w/in the past 30 days.
	Codes, Covenants, or Restrictions, if applicable
	<p><u>Map or Site Plan:</u></p> <ul style="list-style-type: none"> ○ 11" X 17" paper ○ North arrow ○ Vicinity Map ○ Map date ○ legible scale ○ Scale ○ Name and contact information of landowner and design professionals (Engineer, Surveyor, &/or Landscape Architect). ○ Show name, location and dimensions of all existing features on the site for example: <ul style="list-style-type: none"> ▪ Utilities ▪ Trees/Landscaping ▪ Wetlands/Riparian Areas ▪ Buildings ▪ Elevation Contours ** ▪ Pedestrian Accessways/Bikeways*** ▪ Curbs ▪ Public and/or Private Easements, ▪ Impervious Surfaces ▪ Sidewalks ▪ Right-of-Ways ▪ Zoning districts ▪ Driveways ▪ Flow Direction of all Watercourses ▪ Building Setbacks <p><u>Also include:</u></p> <ul style="list-style-type: none"> ▪ Proposed public &/or private easements and right-of-way ▪ Proposed improvements - utilities, landscape, parking/driveways, trees, etc ▪ Cross-section of all proposed streets and impervious surfaces ▪ Proposed features and features to be remove ▪ Proposed sewerlines, flood control, drainage easements (profiles & flow direction) ▪ 100-year floodplain and floodway boundaries (using FIRM map) ▪ Areas subject to inundation of storm water over flow, & all areas covered by water, if applicable
	Building elevations, floor, drainage &/or landscaping plans
	ODOT Right-of-Way Approach Permit (if adjacent to ODOT facility)
	Traffic Impact Analysis (TIA) prepared by licensed engineer (if proposals generates 400+ ADT's)
	Geotechnical Report - Prepared by a licensed engineer (required if public facility)
	State or Federal permits required for development proposal, if any (i.e. Wetlands—Department of State Lands)

*Credit Cards are accepted for amounts of \$250 or less.

**Elevation contours developed by a surveyor: 1-foot contour interval for slopes less than 5% or 2-foot contour interval for slopes between 5% and 10%.

***From the Junction City Transportation System Plan