



*CITY OF JUNCTION CITY
PLANNING & BUILDING DEPARTMENT*

**SIGN PERMIT 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

1171 Elm Street/PO Box 250 Junction City OR 97448

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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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Planning & Building Department
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):

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. <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
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SIGN PERMIT APPLICATION

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Date Submitted:	Received By:	Fee Paid: \$	File #:
Property Description	Map No.	Tax Lot(s):	
	Allowable Area:	Area Approved:	
Zoning District:	Approved By:	Date Approved:	

Sign standards; see Junction City Municipal Code Chapter 17.115. The Sign Code is available on-line at www.junctioncityoregon.gov. Contact the Planning Department at 541-998-4763 with sign permit questions.

Complete all fields on the application form below and on reverse.

Site Address:			
Contractor:		Contractor Phone:	
Contact Address:		Contractor Email:	
Electrical Permit Required : Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Electrical permit required	Sign Type: <input type="checkbox"/> Ground* <input type="checkbox"/> Wall*	<input type="checkbox"/> Projecting* <input type="checkbox"/> Free Standing*	<input type="checkbox"/> Roof*
Sign Dimensions in feet:			
Horizontal:	Vertical :	Number of Faces:	Total Sign Area: sq. ft.
Height to bottom of sign:	Lot Frontage:	Building Frontage:	
Pre-Existing Signs to Remain? <input type="checkbox"/> Yes <input type="checkbox"/> No List signs to remain and dimension(s) of each			
I, the undersigned applicant to hereby swear or affirm that the above information is true and correct to the best of my knowledge in accordance with the ordinances of the City of Junction City, and the sign shall be constructed in conformance with the requirements of the Uniform Sign Code.			
Signature of Applicant		Date	

Daily Display Signs in Right-of-Way Only

Applicant agrees to hold harmless and indemnify the City of Junction City, Oregon from any and all liability for injury to persons or property occurring as a result of the sign placed in the right-of-way.

Signature of Applicant	Date
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Site Plan

Please sketch or attach a drawing detailing sign dimensions and the location in relation to the property lines, building, and existing or proposed driveways.



BUILDING PERMIT APPLICATION

1171 Elm St/PO Box 250
Junction City, OR 97448
(541) 998-4763
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SITE ADDRESS:		PERMIT #	
ASSESSOR'S MAP & TAX LOT:		SUBDIVISION	LOT
APPLICANT/CONTACT:	MAILING ADDRESS:	PHONE:	
PROPERTY OWNER:	MAILING ADDRESS:	PHONE:	
CONTRACTOR:	MAILING ADDRESS:	PHONE:	
LICENSE NO:			
ARCHITECT OR ENGINEER:	MAILING ADDRESS:	PHONE:	
LICENSE NO:			
Class of work: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Demolish <input type="checkbox"/> Garage/Carport <input type="checkbox"/> Other:			
CATEGORY OF CONSTRUCTION		NOTICE: PLEASE READ AND SIGN	
<input type="checkbox"/> 1-and 2-family dwellings	<input type="checkbox"/> Commercial/Industrial	<p>This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.</p> <p>I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.</p> <p>Per Resolution 862: All direct costs for contracted city staff shall be charged monthly to the applicant in the amount billed to City. Contracted staff includes, but are not limited to, city engineer, city attorney, building inspector, traffic consultant, wetlands specialist. Direct costs 30 days past due shall be charged 9% interest in addition to the amount billed to the City.</p>	
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family		
<input type="checkbox"/> Master builder	<input type="checkbox"/> Other:		
DESCRIPTION OF WORK			
DESCRIPTION:			
VALUATION:		Signature of Owner or Authorized Agent:	
TOTAL SQ FT:		Date:	
FOR OFFICE USE ONLY			
Temp Electrical: Yes <input type="checkbox"/> No <input type="checkbox"/>	Low-Voltage: Yes <input type="checkbox"/> No <input type="checkbox"/>	Irrigation System/Backflow Device: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Planning Department Review			
Setbacks	Front:	Lot Coverage:	Permit Fees Permit fees are based on the value of work performed. Fee methodology is set by the Building Codes Division.
Side:	Back:	Building Height:	
Zoning:	Address Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>		Structural Permit: \$
Construction Excise Tax: Yes <input type="checkbox"/> No <input type="checkbox"/>	In Flood Zone: Yes <input type="checkbox"/> No <input type="checkbox"/>		▪ 12% Surcharge \$
Zone of Benefit: Yes <input type="checkbox"/> No <input type="checkbox"/>	Flood Zone:		Plumbing Permit: \$
City Resolution #	Flood Ins. Rate Map #:		▪ 12% Surcharge \$
Pre-Paid Amt: \$ Date:	Elevation Certificate Required: Yes <input type="checkbox"/> No <input type="checkbox"/>		Mechanical Permit: \$
Historic Site: : Yes <input type="checkbox"/> No <input type="checkbox"/>	# of Street Trees:		▪ 12% Surcharge \$
Wetland: Yes <input type="checkbox"/> No <input type="checkbox"/>	Off-Street Parking Spaces:		Electrical Permit: \$
Special Conditions:			▪ 12% Surcharge \$
			▪ \$
			Plan check fee \$
			▪ Flood Plain Permit \$
approved by:	date:	Total: \$	



Electrical Permit Application

(10/12/16)

City of Junction City
1171 Elm St
Junction City, OR 97448
Phone: 541-998-4763
Fax: 541-998-2773

TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition/alteration/replacement
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Commercial/industrial
<input type="checkbox"/> Multi-family	<input type="checkbox"/> Master builder
<input type="checkbox"/> Accessory bldg	<input type="checkbox"/> Other:
JOB SITE INFORMATION AND LOCATION	
Job site address:	
City/State/ZIP:	
Suite/bldg./apt. no.:	Project name:
Cross street/directions to job site:	
Subdivision:	Lot no.:
Tax map/parcel no.:	
DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT	
Name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
Owner installation: This installation is being made on property that I own which is not intended for sale, lease, rent, or exchange, according to ORS 447, 449, 670, and 701.	
Owner signature: _____ Date: _____	
<input type="checkbox"/> APPLICANT <input type="checkbox"/> CONTACT PERSON	
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
E-mail:	
CONTRACTOR	
Business name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
BCD Electrical License No.:	
Supervising Electrician Signature:	
Print name of Supervising Electrician:	Date:

OFFICE USE ONLY				
Permit number:				
Date issued:				
PLAN REVIEW				
Please check all that apply:				
<input type="checkbox"/> Service or feeder 400 amps or more where the available fault current exceeds 10,000 amps at 150 volts or less to ground, or exceeds 14,000 amps for all other installations	<input type="checkbox"/> Service or feeder 600 amps or more			
<input type="checkbox"/> Fire pump	<input type="checkbox"/> Building over three stories			
<input type="checkbox"/> Emergency system	<input type="checkbox"/> Marinas and boatyards			
<input type="checkbox"/> Addition of new motor load of 100HP or more	<input type="checkbox"/> Floating buildings			
<input type="checkbox"/> Six or more residential units	<input type="checkbox"/> Commercial-use agricultural buildings			
<input type="checkbox"/> Health-care facilities	<input type="checkbox"/> Installation of 150 KVA or larger separately derived system			
<input type="checkbox"/> Hazardous locations	<input type="checkbox"/> "A", "E", "I-2", "I-3" occupancy			
	<input type="checkbox"/> Recreational vehicle parks			
	<input type="checkbox"/> Supply voltage for more than 600 volts nominal			
	<input type="checkbox"/> Renewable energy over 25 KVA			
The above are not applicable to temporary construction service.				
FEE* SCHEDULE				
Description	Qty.	Fee.	Total	**
New residential single- or multi-family dwelling unit. Includes attached garage.				
1,000 sq. ft. or less		117.00		4
Ea. add'l 500 sq. ft. or portion		21.00		
Limited energy, residential		27.50		2
Limited energy, non-residential		27.50		2
Each manufactured or modular dwelling, service and/or feeder		69.00		2
Services or feeders installation, alteration, and/or relocation				
200 amps or less		87.00		2
201 amps to 400 amps		103.00		2
401 amps to 600 amps		172.00		2
601 amps to 1,000 amps		224.00		2
Over 1,000 amps or volts		516.00		2
Reconnect only		69.00		1
Temporary services or feeders installation, alteration, and/or relocation				
200 amps or less		69.00		2
201 amps to 400 amps		95.00		2
401 amps to 600 amps		138.00		2
Branch circuits – new, alteration, or extension, per panel				
A. Fee for branch circuits <i>with</i> service or feeder fee, each branch circuit		4.40		2
B. Fee for branch circuits <i>without</i> service or feeder fee, each branch circuit		59.00		2
Each add'l branch circuit		4.40		
Miscellaneous (service or feeder not included)				
Pump or irrigation circle		69.00		2
Sign or outline lighting		69.00		2
Signal circuit(s) or limited-energy panel, alteration, or extension. Describe:		69.00		2
Each additional inspection over allowable in any of the above				
Per inspection		60.50		
Investigation fee				
Other:				
ELECTRICAL PERMIT FEES*				
Subtotal				
Plan review (25% of permit fee)				
State surcharge (12% of permit fee)				
TOTAL PERMIT FEE				

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete

* Current Fees indicated are consistent with Building Codes Division.

** Number of inspections per permit allowed.