



City of Adams

PO Box 20
 190 N. Main
 Adams, Oregon 97810
 Ph: 541-566-9380
 Fax: 541-566-2077

**LAND USE REQUEST APPLICATION
 REVIEW PROCESS**

Use Board of Appeals (LUBA). Type III decisions generally use discretionary approval criteria.

- 1. Pre-Application Meeting:**
 The applicant(s) will meet with planning staff to review the proposed development/request. Applicable information will be discussed in relation to the proposal. The applicant(s) will then submit all applicable materials to planning at their convenience.
- 2. Determination of Completeness**
 The planning staff will review applicable regulations in regard to the type of application within 30 days from the submission of the application materials. Additional materials may be requested during the initial 30 days. Once the application is determined to be complete the 120-day clock will begin, which is the maximum amount of time the City has, by law, to process the application.
- 3. Type I Procedure (Ministerial).**
 Type I decisions are made by the Planning Commission or designee without public notice and without a public hearing. The Type I procedure is used when there are clear and objective approval standards and criteria and applying City standards and criteria requires no use of discretion. There is no appeal process for a Type I decision.
- 4. Type II Procedure (Administrative).**
 Type II decisions are made by the Planning Commission or designee with public notice, and an opportunity for a public hearing if appealed. The appeal of a Type II decision is heard by the City Council.
- 5. Type III Procedure (Quasi-Judicial).**
 Type III decisions are made by the City Council with public notice and a public hearing after Planning Commission review and recommendation, which takes place at a regular Planning Commission meeting; with appeals reviewed by the State Land

- 6. Type IV Procedure (Legislative).**
 Type IV procedures apply to legislative matters. Legislative matters involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, revisions to the City’s Transportation System Plan and comprehensive plan amendments that apply to entire districts, not just one property). Type IV matters are considered initially by the Planning Commission with final decisions made by the City Council.
- 7. Provision for Appeals.**
 An appeal is provided for if the applicant/person with standing desires to challenge a decision of the decision-making body (City Staff, Planning Commission or City Council). After a decision is made by any of the decision-making bodies the appeal must be filed within 14 days from the date the decision was mailed. Failure to appeal the decision during that timeframe specified precludes any further appeal on the matter.
- 8. Fees.**

Application	Fee
Annexation	\$250
Appeals	\$250
Boundary Line Adjustment	\$50
Comp Plan/Zoning Map/Text Amendment	\$250
Combination Amendment	\$350
Conditional Use Permit	\$200
Development Permit	\$100
Land Division	\$200
Subdivision	\$450
Variance	\$200
Zoning Violations (Double fee)	

Revision Date: September 22, 2020: please obtain the most current version of this application and other supplemental applications before submitting.

Summary of Permit Types, Applicable Criteria

Taken from the Adams Development Code, Section 4.1

Table 4.1.200		
Summary of Development Decisions / Permit by Type of Decision-making Procedure		
Action	Decision Type	Applicable Regulations
Access Permit (public street)	Type I	Chapters 3.1, 4.2, 4.3
Annexation	Type III/IV	Comprehensive Plan and City/County intergovernmental agreement(s)
Building Permit	N/A	Building Code
Code Interpretation	Type III	Chapter 4.7
Code Amendment	Type IV	Chapter 4.6
Comprehensive Plan Amendment	Type IV	Comprehensive Plan
Conditional Use Permit	Type III	Chapter 4.4
Development Review	Type II	Chapter 4.2, Building Code
Flood Plain Development Permit	Type I	Chapter 4.8
Significant Resource Area Review	Type II	Chapter 4.8
Historic Building Permit	Type I	Chapter 4.8
Home Occupation Permit	Type III	Chapter 4.8
Modification to Approval (Type III only)	Type II/III	Chapter 4.6
Land Use District Map Change	Type III/IV	Chapter 4.6
Quasi-Judicial (no plan amendment required)	Type III	Chapter 4.6
Legislative (plan amendment required)	Type IV	Chapter 4.6
Lot Line Adjustment	Type I	Chapter 4.3
Non-Conforming Use or Development Confirmation	Type II	Chapter 5.2
Partition	Type II	Chapter 4.3
Sensitive Lands Permit	Type III	Chapter 3.7
Sign Permit	Type II	Chapter 3.6
Site Design Review	Type III	Chapter 4.2
Subdivision	Type III	Chapter 4.3
Temporary Use Permit (Type III only)	Type II/III	Chapter 4.8
Traffic Impact Study	Type I	Chapter 4.9
Transportation System Plan Modification	Type IV	City's Transportation System Plan, Comprehensive Plan and Development Ordinance
Transportation System Facilities and Improvements	Type II	Chapter 4.4
Tree Removal	Type I/II	Chapter 3.2
Variance		
Class A	Type I	Chapter 5.1
Class B	Type II	Chapter 5.1
Class C	Type III	Chapter 5.1
Flood Variance	Type III	Chapter 5.1

City of Adams Planning Land Use Request Application

This application must be submitted to the City of Adams, PO Box 20, 180 N Main, Adams, OR 97810, (541) 566-9380, and must be accompanied by a non-refundable application fee. Acceptance of the application and fee does not guarantee approval or a Determination of Completeness. **PLEASE COMPLETE THIS APPLICATION PRINTING CLEARLY WITH A BLACK INK PEN**

Section 1: Type of Application(s) to Submit

Review previous page to determine the Type and Description of the request being submitted.

- Type I (briefly describe) _____
- Type II (briefly describe) _____
- Type III (briefly describe) _____
- Type IV (briefly describe) _____
-

Section 2: Contact Information

Name of Applicant:

Address:

City, State, Zip:

Telephone Number & Email

Address:

The APPLICANT is the ...

Legal Owner, Contract Purchaser, Agent, Realtor

Name of Current Property Owner(s):

If Property Owner is not the applicant.

Address:

City, State, Zip:

Telephone Number:

Section 3: Property Information

Complete for all land use request applications. Call the Umatilla County Assessor's Office, (541) 278-6216, for property details.

1. Physical Address of property:

2. Map Number(s) of property:

Township 3N Range 34 Section 04-_____ Tax Lot _____

Township 3N Range 34 Section 04-_____ Tax Lot _____

Use separate sheet of paper for ENTIRE Legal Description and mark it "Exhibit A".

3. Account Number (s) of property:

Account # _____

Account # _____

4. Current size of the property:

Sq. Ft or Acres _____

Sq. Ft or Acres _____

5. Current Zoning Designation of the property:

- Commercial (C)
 - Industrial (I)
 - Residential (R)
 - Residential – Suburban (SR)
-

6. Buildings on the property:

7. Current Use of the property:

8. Surrounding Uses of the property:

9. Is the property located in a Floodplain? If so, an Elevation Certificate will need to be completed prior to construction.

No, the Property is not in a floodplain.
 Yes, the Property is in a floodplain:

Zone _____

10. How is ACCESS provided to the property? (i.e. provide name of road that directly serves the Property.) What type of surface does the roadway have?

Name of Street, Road or Lane

Paved, Gravel, Dirt

11. Will the property need an Access Permit onto a City Street, County Road or State Highway? If so, contact the City, County Public Works Department, 541-278-5424, or ODOT, 541-276-1241.

Yes, if so, please contact the proper authority and provide that documentation
 No, one already exists (provide a copy)

12. EASEMENTS: Are there access easements on the property that provide the MAIN ACCESS for the property OR adjacent properties? Are there any other easements on the property? Attach easement documentation.

Attach easement documentation:

Access easements exist
 Utility line easements exist
 Irrigation easements exist
 Other easements exist:
 No other easements exist.

13. Provide a description of your proposal (*attach a description if necessary*):

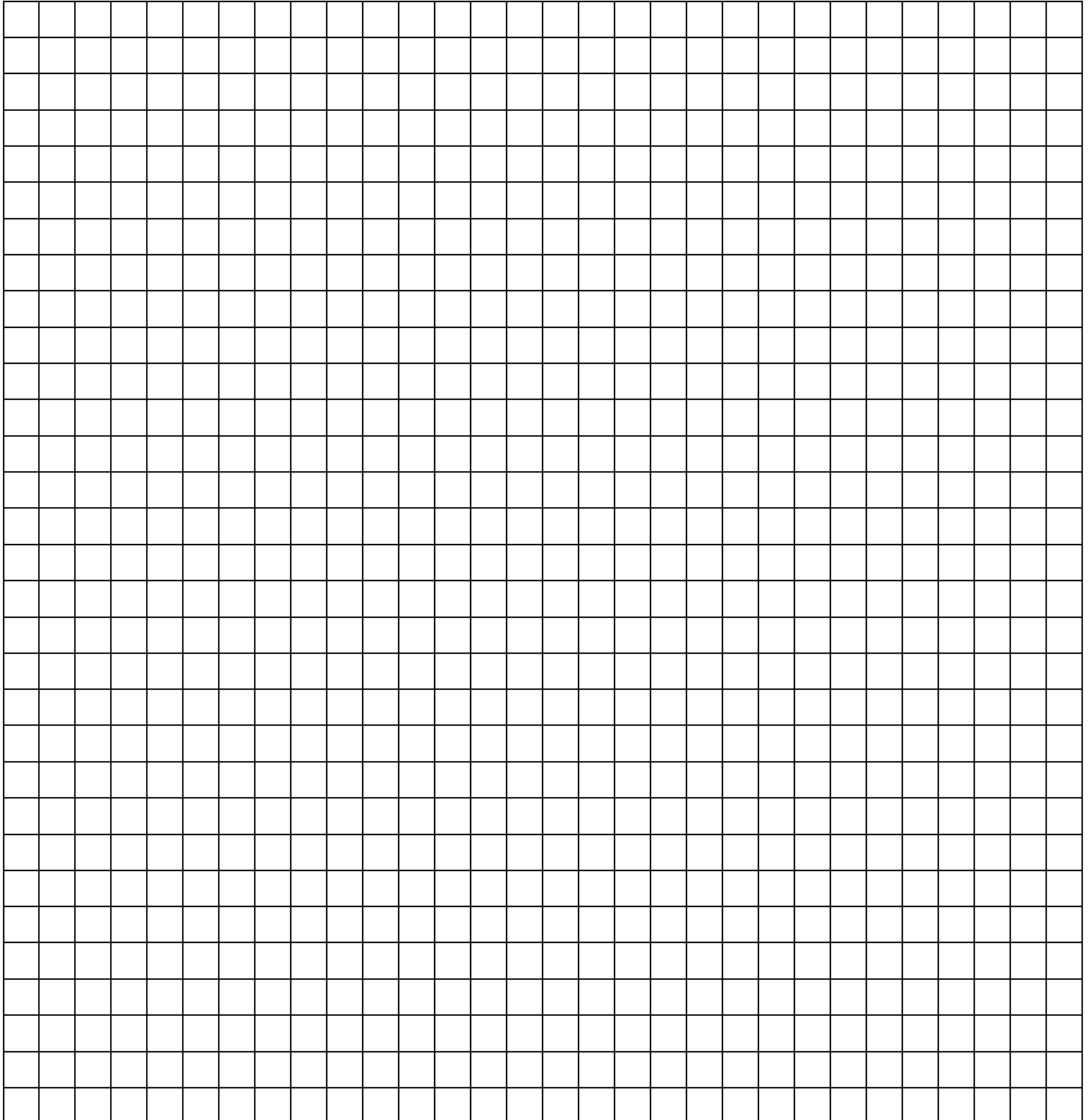
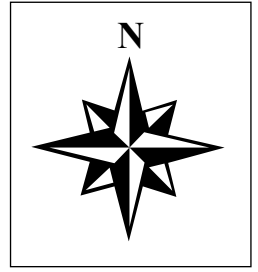
Section 4: Required Application Materials

14. These materials are to be submitted with the application: The proceeding page is to be used as a base for the site plan. This drawing DOES NOT take the place of any maps required to be submitted by a Licensed Surveyor. This site plan will show what is or will be on the property. Additional material may be requested.

<input checked="" type="checkbox"/>	Materials to be submitted for ALL types of Applications:
<input type="checkbox"/>	a) Completed Application form.
<input type="checkbox"/>	b) Applicable Application fees.
<input type="checkbox"/>	c) Site Plan Marked Exhibit B (see next page) to include:
<input type="checkbox"/>	<ul style="list-style-type: none"> • Detailed drawing to scale
<input type="checkbox"/>	<ul style="list-style-type: none"> • Site area showing <u>property boundaries</u> and dimensions
<input type="checkbox"/>	<ul style="list-style-type: none"> • Proposed and existing <u>structures</u> with dimensions to nearest Property lines
<input type="checkbox"/>	<ul style="list-style-type: none"> • Location of existing <u>septic systems</u> (i.e. tanks, drain fields)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Widths and names of <u>roads</u> adjacent to the site as well as existing roads, which provide direct access to the property.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Existing <u>access points</u> (driveways, lanes, etc.)
<input type="checkbox"/>	<ul style="list-style-type: none"> • <u>Easements</u> and rights-of-ways
<input type="checkbox"/>	<ul style="list-style-type: none"> • Existing <u>utility lines</u> (above and below ground)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Approximate location of any unusual <u>topographical</u> features.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Major <u>geographic</u> features
<input type="checkbox"/>	<ul style="list-style-type: none"> • Location of all creeks, streams, ponds, springs, and other drainage ways
<input type="checkbox"/>	<ul style="list-style-type: none"> • Landscaping – shows the location of trees and other landscaping features
CONTACT THE COUNTY ASSESSOR at 278-6216, FOR THESE ITEMS:	
<input type="checkbox"/>	d) <u>VICINITY MAP</u> – Assessor’s map of the property.
<input type="checkbox"/>	e) <u>ASSESSOR’S REPORT</u> – showing ownership, zoning, map number, etc.
<input type="checkbox"/>	f) The <u>DEED(S)</u> of the property in question.

Exhibit "Site Plan"

Please include the details listed under
Section 4 (on preceding page)



Section 5: Certification

Original signatures only, photocopies, faxes, etc. will not be accepted.

APPLICANT: I, the undersigned, swear under penalty of perjury that the above responses are made truthfully and to the best of my knowledge.

X

Signature of Applicant

Date

Printed Name of Applicant

PROPERTY OWNER(S): ALL property owners to this land use request are to sign, date and print their names verifying that the applicant is authorized to submit the specified land use request. If there are multiple parcels that are part of this land use request, please indicate which parcel you own. This page can be copied if there are more property owners than this space allows. Attach additional page if necessary.

Legal Owner(s) _____

Mailing Address _____

City, State, Zip _____

Parcel Map # _____

X

X

*Signature of Legal Owner**

*Signature of Legal Owner**

Date

Date

* * * * *

Legal Owner(s) _____

Mailing Address _____

City, State, Zip _____

Parcel Map # _____

X

X

*Signature of Legal Owner**

*Signature of Legal Owner**

Date

Date

ADDITIONAL PERSON(S) TO SEND NOTICE

Is there anyone else besides the property owner and adjacent property owners who would like to receive notice of this application during its' review period and notice of decision? (Realtor, Prospective Buyer, Attorney, etc.) Provide name and mailing address:

Name: _____

Address: _____

*ANYONE SIGNING AS 'POA' MUST FURNISH CERTIFIED COPY OF POWER OF ATTORNEY