



Type I Application (Administrative Review)

File #: _____

HOME OCCUPATION APPLICATION INSTRUCTIONS:

Complete and return with required information to Community Development office. Once Fee's are paid the review of your Application will start. When Applying online all submittal information, including this Application Form must be uploaded to your online Project Application.

APPLICANT INFORMATION:

APPLICANT: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____ PHONE: _____ MOBILE: _____

OWNER (if different from above): _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

ENGINEER/SURVEYOR: _____ CONTACT: _____

EMAIL ADDRESS: _____ PHONE: _____ MOBILE: _____

GENERAL INFORMATION:

PROJECT LOCATION: _____ PROJECT VALUATION: \$ _____

PROJECT DESCRIPTION/USE: _____

MAP/TAX LOT NO. (i.e.3200AB-400): _____ SITE SIZE: _____ SQ. FT. _____ ACRE

COMP PLAN DESIGNATION: _____ CURRENT ZONING: _____

CURRENT USE: _____

SURROUNDING USES: _____

NORTH: _____ SOUTH: _____

EAST: _____ WEST: _____

SPECIFIC PROJECT CRITERIA AND REQUIREMENTS ARE ATTACHED

General Checklist: ☐ Fees ☐ Current Title Report ☐ Filled out Home Occ Criteria ☐ Owner Signature 2 Copies of full Application Packet

Home Occupation standards, general Type I Application information, Home Occupation criteria for the written criteria response, and Fee information is attached.

The above statements and information herein contained are in all respects true, complete, and correct to the best of my knowledge and belief. Tentative plans must substantially conform to all standards, regulations, and procedures officially adopted by the City of Newberg. All owners must sign the application or submit letters of consent. Incomplete or missing information may delay the approval process.

Applicant Signature _____ Date _____

Owner Signature _____ Date _____

Print Name _____

Print Name _____

NEWBERG PERMIT CENTER FEE SCHEDULE

Effective Date: April 1, 2022

5% Technology fee will be added to total fees (resolution No. 2016-3268)

PRE-APPLICATION REVIEW	\$100
TYPE I (ADMINISTRATIVE REVIEW)	
ANY TYPE I ACTION NOT SPECIFICALLY LISTED IN THIS SECTION	\$190
HOME OCCUPATION BUSINESS LICENSE REVIEW	\$190
ADU DESIGN REVIEW	\$190
COTTAGE CLUSTER DESIGN REVIEW	\$380
PROPERTY CONSOLIDATION	\$190
CODE ADJUSTMENT	\$475
DESIGN REVIEW - TYPE I (DUPLEX OR COM. /IND. MINOR ADDITION REVIEW)	0.3% OF PROJECT VALUE, \$475 MINIMUM
MINOR MODIFICATION OR EXTENSION OF TYPE I DECISION	\$190
MAJOR MODIFICATION OF TYPE I DECISION	50% OF ORIGINAL FEE
PARTITION FINAL PLAT	\$954 + \$83 PER PARCEL
PROPERTY LINE ADJUSTMENT	\$954
SIGN REVIEW	\$84 PLUS \$1.00 PER SQ. FT. OF SIGN FACE
SUBDIVISION, PUD, OR CONDOMINIUM FINAL PLAT	\$1912 + \$83 PER LOT OR UNIT
TYPE II (LAND USE DECISION)	
ANY TYPE II ACTION NOT SPECIFICALLY LISTED IN THIS SECTION	\$954
MINOR MODIFICATION OR EXTENSION OF TYPE II DECISION	\$190
MAJOR MODIFICATION OF TYPE II DECISION	50% OF ORIGINAL FEE
DESIGN REVIEW (INCLUDING MOBILE/MANUFACTURED HOME PARKS)	0.6% OF TOTAL PROJECT COST, \$954 MINIMUM*
PARTITION PRELIMINARY PLAT	\$954 PLUS \$83 PER PARCEL
SUBDIVISION PRELIMINARY PLAT	\$1912 PLUS \$83 PER LOT
VARIANCE	\$954
TYPE III (QUASI-JUDICIAL REVIEW)	
ANY TYPE III ACTION NOT SPECIFICALLY LISTED IN THIS SECTION	\$2026
ANNEXATION	\$2663 PLUS \$254 PER ACRE
COMPREHENSIVE PLAN AMENDMENT (SITE SPECIFIC)	\$2496
CONDITIONAL USE PERMIT	\$2026
MINOR MODIFICATION OR EXTENSION OF TYPE III DECISION	\$190
MAJOR MODIFICATION OF TYPE III DECISION	50% OF ORIGINAL FEE
HISTORIC LANDMARK ESTABLISHMENT OR MODIFICATION	\$0
HISTORIC LANDMARK ELIMINATION	\$2323
SUBDIVISION PRELIMINARY PLAT	\$1912 PLUS \$83 PER LOT
PLANNED UNIT DEVELOPMENT	\$4046+\$83 PER LOT OR UNIT
ZONING AMENDMENT (SITE SPECIFIC)	\$2523
TYPE IV (LEGISLATIVE AMENDMENTS)	
COMPREHENSIVE PLAN TEXT AMENDMENT OR LARGE SCALE MAP REVISION	\$2870
DEVELOPMENT CODE TEXT AMENDMENT OR LARGE SCALE MAP REVISION	\$2870
APPEALS	
TYPE I OR II APPEAL TO PLANNING COMMISSION	\$547
TYPE I OR II APPEAL TO CITY COUNCIL	\$992
TYPE III APPEAL TO CITY COUNCIL	\$1165
TYPE I ADJUSTMENTS OR TYPE II VARIANCES (THAT ARE NOT DESIGNED TO REGULATE THE PHYSICAL CHARACTERISTICS OF A USE PERMITTED OUTRIGHT)	\$307
EXHIBITOR LICENSE FEE APPEAL TO THE CITY COUNCIL	50% OF EXHIBITOR LICENSE FEE
OTHER FEES	
TECHNOLOGY FEE (This fee will be added to all Planning, Engineering and Building Fees, does not apply to SDC fees) 5% OF TOTAL EXPEDITED LAND DIVISION	\$7109 + \$83 PER LOT OR UNIT
URBAN GROWTH BOUNDARY AMENDMENT	\$4543
VACATION OF PUBLIC RIGHT-OF-WAY	\$1885
FEE-IN-LIEU OF PARKING PROGRAM	\$14,689 PER VEHICLE SPACE
BIKE RACK COST SHARING PROGRAM	\$100 PER RACK
LICENSE FEES	
GENERAL BUSINESS	\$50
HOME OCCUPATION	\$25
PEDDLER/SOLICITOR/STREET VENDOR	No fee (Business License fee only)
EXHIBITOR	\$140
TEMPORARY MERCHANT	\$113/45 days or \$377/perpetual

ADDITIONAL LAND USE REVIEW FEES - ENGINEERING DEPARTMENT

Planning Review, Partition, Subdivision & PUD's (Type II/III Application) - \$310.06 - 19 lots, Plus \$13.78 per lot over 19 lots

Final Plat Review, Partition and subdivision\$310.06 Plus\$7.79 per lot or parcel

Development review for public improvements on Commercial, Industrial, Multifamily Developments & Institutional zones
\$433.62 1st Acre \$247.69 Additional acre

ADOPTION AND REVISION HISTORY:
Adopted by: Resolution 98-2122, July 6, 1998
Amended by: Resolution 99-2214, December 8, 1999
Resolution 2000-2265, October 2, 2000
Resolution 2001-2318, November 19, 2001
Executive Order January 2, 2007 (Reso. 99-2210)
Executive Order, December 16, 2002 pursuant to Resolution 99-2210
Executive Order October 24, 2008
Executive Order April 1, 2015 (2015-42)

Executive Order, January 22, 2002 pursuant to Resolution 99-2210
Resolution 2004-2466, November 3, 2003
Resolution 2007-2752, December 3, 2007
Executive Order November 29, 2011(2011-32)
Executive Order October 24, 2012(2012-34)
Resolution 2014-3140, May 19, 2014
Resolution 2016-3268, April 18, 2016

Resolution 2017-3361 March 2017
Resolution 2018-3443 March 2018
Resolution 2019-3539 March 2019
Resolution 2020-3646 March 2020
Resolution 2021-3722 March 2021
Resolution 2022-3788 March 2022

GENERAL INFORMATION

Type I Development Permit Process (Administrative Decision)

Overview: Type I Permit applications are reviewed administratively using a process in which City staff applies clear and objective standards that do not allow much discretion. This process does not require public notice of the application or decision. Only the applicant may appeal the decision. Depending on the type of application, a Type I process can take as little time as a few days (i.e.: signs) or up to 60 days (i.e.: plat maps).

TYPE I PERMITS INCLUDE:

- ▶ Adjustments to Development Code Standards
- ▶ ADU & Cottage Cluster Design Review
- ▶ Fences and trash enclosures
- ▶ Final plat maps for subdivisions and partitions
- ▶ Minor remodels or additions for commercial, industrial and multi-family residential
- ▶ Modifications, paving, landscaping, re-striping or re-grading of parking lots
- ▶ Property line adjustments or consolidations
- ▶ Signs (freestanding and building mounted)
- ▶ Major Modification of TYPE I Decision
- ▶ Home Occupation Business License Review

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- **Pre-Application Conference:** Please call to schedule a time for a pre-application meeting (optional) prior to submitting an application. The Development Review Meetings are held every Wednesday. This meeting provides the opportunity to get advance information from Planning, Engineering, and Building divisions all at once. It is likely to save you time and effort later. The non-refundable pre-application conference fee is \$105.00, payable prior to the conference.

- **Submit Application**

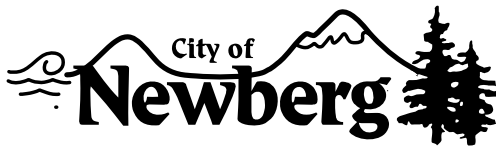
- Pay fees
- Complete Application Form(s): duplexes, signs, and minor additions require concurrent submittal of a Building Permit Application.
- Submit required criteria per Application type
- Provide 2 copies of the full Application Packet

- **Processing**

- Staff will perform a completeness check of the application and notify applicant of any information that is missing or incomplete.
- If the application is complete, staff will notify applicant by phone or in writing that the application has been approved or requires modifications so that it may be approved.
- Building permit fees may need to be paid at this time.

Helpful Hints:

- **Questions?** Information is free! Please do not hesitate to call (503) 537-1240 prior to submitting the application.
- **Time:** Make sure the application is complete. Incomplete applications will delay the processing. Please go through the detailed checklist to make sure you have everything. The more work you can do prior to submittal, the faster the application can be processed.
- **Partial Applications:** Please do not submit partial applications. If the application, plans, and fee are not submitted together; processing will be delayed and the application may not be accepted for review.



CITY OF NEWBERG HOME OCCUPATION STANDARDS *BUSINESS LICENSE IS REQUIRED*

15.415.060 Home occupation

Home occupations shall be processed as a Type I procedure. Home occupation uses shall comply with the following standards:

- (1) Signs shall comply with the standards of NMC 15.435.010 et seq.
- (2) There is no display that will indicate from the exterior that the building is used in whole or in part for any purpose other than a dwelling.
- (3) The building retains the characteristics of a residence.
- (4) There is no outside storage of materials, parts, tools, supplies, or other items related to the use as a home occupation, other than nursery plants.
- (5) No more than one outside paid employee shall be permitted to work at the residence at any given time.
- (6) The use does not destroy the residential character of the neighborhood.
- (7) All work being performed at the site is done within the confines of a building and no noise, odor, dust, smoke or other evidence of the home occupation permeates beyond the confines of the property.
- (8) The Home Occupation is incidental to the use of the building and site for residential purposes.
- (9) The work does not involve the use of hazardous substances or materials which might create a fire hazard or danger to the environment or neighboring properties, including but not limited to gasoline, paint, oxygen/acetylene tanks, or other flammable or hazardous materials.

1. Any signs for the business shall comply with the standards of [NMC 15.435.010](#) et seq.

3. The building retains the characteristics of a residence.

4. There is no outside storage of materials, parts, tools, supplies, or other items related to the use as a home occupation, other than nursery plants.

5. No more than one outside paid employee shall be permitted to work at the residence at any given time.

6. The use does not destroy the residential character of the neighborhood.

7. All work being performed at the site is done within the confines of a building and no noise, odor, dust, smoke or other evidence of the home occupation permeates beyond the confines of the property.

8. The home occupation is incidental to the use of the building and site for residential purposes.

9. The work does not involve the use of hazardous substances or materials which might create a fire hazard or danger to the environment or neighboring properties, including but not limited to gasoline, paint, oxygen/acetylene tanks, or other flammable or hazardous materials. [Ord. 2499, 11-2-98; Ord. 2451, 12-2-96. Code 2001 § 151.540.]