



TYPE I APPLICATION -- 2021 (ADMINISTRATIVE REVIEW)

File #: _____

TYPES – PLEASE CHECK ONE:

Code Adjustment

Final Plat

Minor Design Review

Property Line Adjustment

Property Line Consolidation

Type I Extension or Type I Minor/Major Modification

Type II or Type III Extension or Minor Modification

Other: (Explain) _____

APPLICANT INFORMATION:

APPLICANT: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE: _____ MOBILE: _____ FAX: _____

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

ADDRESS: _____

ENGINEER/SURVEYOR: _____ PHONE: _____

ADDRESS: _____

GENERAL INFORMATION:

PROJECT NAME: _____ PROJECT LOCATION: _____

PROJECT DESCRIPTION/USE: _____ PROJECT VALUATION: _____

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

COMP PLAN DESIGNATION: _____ TOPOGRAPHY: _____

CURRENT USE: _____

SURROUNDING USES:

NORTH: _____ SOUTH: _____

EAST: _____ WEST: _____

SPECIFIC PROJECT CRITERIA AND REQUIREMENTS ARE ATTACHED

General Checklist: Fees Current Title Report Written Criteria Response Owner Signature

For detailed checklists, applicable criteria for the written criteria response, and number of copies per application type, turn to:

Code Adjustment	p. 4
Final Plat	p. 6
Minor Design Review	p. 10
Property Line Consolidation.....	p. 11
Property Line Adjustment.....	p. 12

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, 2021

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	\$182	
PROPERTY CONSOLIDATION	\$182	
CODE ADJUSTMENT	\$455	
DESIGN REVIEW - TYPE I (DUPLIX OR COM. /IND. MINOR ADDITION REVIEW)	0.3% OF PROJECT VALUE, \$455 MINIMUM	\$1,350
MINOR MODIFICATION OR EXTENSION OF TYPE I DECISION	\$182	
MAJOR MODIFICATION OF TYPE I DECISION	50% OF ORIGINAL FEE	
PARTITION FINAL PLAT	\$913 + \$80 PER PARCEL	
PROPERTY LINE ADJUSTMENT	\$913	
SIGN REVIEW	\$10 PLUS \$1.00 PER SQ. FT. OF SIGN FACE	
SUBDIVISION, PUD, OR CONDOMINIUM FINAL PLAT	\$1830 + \$80 PER LOT OR UNIT	
TYPE II (LAND USE DECISION)		
ANY TYPE II ACTION NOT SPECIFICALLY LISTED IN THIS SECTION	\$913	
MINOR MODIFICATION OR EXTENSION OF TYPE II DECISION	\$182	
MAJOR MODIFICATION OF TYPE II DECISION	50% OF ORIGINAL FEE	
DESIGN REVIEW (INCLUDING MOBILE/MANUFACTURED HOME PARKS)	0.6% OF TOTAL PROJECT COST, \$913 MINIMUM*	
PARTITION PRELIMINARY PLAT	\$913 PLUS \$80 PER PARCEL	
SUBDIVISION PRELIMINARY PLAT	\$1830 PLUS \$80 PER LOT	
VARIANCE	\$913	
TYPE III (QUASI-JUDICIAL REVIEW)		
ANY TYPE III ACTION NOT SPECIFICALLY LISTED IN THIS SECTION	\$1939	
ANNEXATION	\$2549 PLUS \$244 PER ACRE	
COMPREHENSIVE PLAN AMENDMENT (SITE SPECIFIC)	\$2389	
CONDITIONAL USE PERMIT	\$1939	
MINOR MODIFICATION OR EXTENSION OF TYPE III DECISION	\$182	
MAJOR MODIFICATION OF TYPE III DECISION	50% OF ORIGINAL FEE	
HISTORIC LANDMARK ESTABLISHMENT OR MODIFICATION	\$0	
HISTORIC LANDMARK ELIMINATION	\$2223	
SUBDIVISION PRELIMINARY PLAT	\$1830 PLUS \$80 PER LOT	
PLANNED UNIT DEVELOPMENT	\$3872+\$80 PER LOT OR UNIT	
ZONING AMENDMENT (SITE SPECIFIC)	\$2415	
TYPE IV (LEGISLATIVE AMENDMENTS)		
COMPREHENSIVE PLAN TEXT AMENDMENT OR LARGE SCALE MAP REVISION	\$2747	
DEVELOPMENT CODE TEXT AMENDMENT OR LARGE SCALE MAP REVISION	\$2747	
APPEALS		
TYPE I OR II APPEAL TO PLANNING COMMISSION	\$524	
TYPE I OR II APPEAL TO CITY COUNCIL	\$950	
TYPE III APPEAL TO CITY COUNCIL	\$1115	
TYPE I ADJUSTMENTS OR TYPE II VARIANCES (THAT ARE NOT DESIGNED TO REGULATE THE PHYSICAL CHARACTERISTICS OF A USE PERMITTED OUTRIGHT)	\$294	
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		\$67.50
EXPEDITED LAND DIVISION	\$6803 + \$80 PER LOT OR UNIT	
URBAN GROWTH BOUNDARY AMENDMENT	\$4348	
VACATION OF PUBLIC RIGHT-OF-WAY	\$1804	
FEE-IN-LIEU OF PARKING PROGRAM	\$13,780 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	\$134	
TEMPORARY MERCHANT	\$109/45 days or \$361/perpetual	

ADDITIONAL LAND USE REVIEW FEES - ENGINEERING DEPARTMENT

Planning Review, Partition, Subdivision & PUD's (Type 11/111 Application) -	\$296.71 - 19 lots, Plus \$13.90 per lot over 19 lots
Final Plat Review, Partition and subdivision	\$296.71 Plus\$7.45 per lot or parcel
Development review for public improvements on Commercial, Industrial, Multifamily Developments & Institutional zones	\$414.95 1st Acre \$237.02 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 October 24, 2008
Executive Order, December 16, 2002 pursuant to Resolution 99-2210

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
Executive Order April 1, 2015 (2015-42)
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

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
 - ▶ Duplexes
 - ▶ 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)
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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 plans

■ **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.
- **Face-to-Face:** It is best to submit an application in person. That way you can receive immediate feedback if there's missing information or suggestions for improvements.

§ 15.220.020 TYPE I DESIGN REVIEW

Definition: A process to provide for review and approval of the design of certain developments and improvements in order to promote functional, safe and innovative site development that is compatible with the surrounding environment. Approval of a Type I design review project cannot be granted unless certain criteria have been satisfied. Design review approval shall be based on written findings. Site design review shall be required prior to issuance of building permits or commencement of work for all improvements noted below.

Type I site design review applies to the following activities:

- (a) Single-family dwellings.
- (b) Duplexes.
- (c) Institutional, commercial, or industrial additions which do not exceed 1,000 square feet in gross floor area.
- (d) Multi-family additions which do not exceed 1,000 square feet in gross floor area and do not add any new units, or new construction incidental to the main use on an existing developed site which do not exceed 1,000 square feet in gross floor area and do not add any new units.
- (e) Institutional, commercial, or industrial interior remodels which do not exceed 25 percent of the assessed valuation of the existing structure.
- (f) Multi-family remodels which do not exceed 25 percent of the assessed valuation of the existing structure and do not add any new units.
- (g) Signs which are not installed in conjunction with a new development or remodel.
- (h) Modifications, paving, landscaping, re-striping, or re-grading of an existing duplex, multi-family, institutional, commercial or industrial parking lot.
- (i) Fences and trash enclosures.

TYPE I DESIGN REVIEW CRITERIA

Type I applications require a written response to applicable criteria to determine whether approval is justified. Please provide a written response to each of the applicable criteria for a Type I design review. **Your written response should address how you meet each of the following criteria.**

- (1) **Parking.** Parking areas shall meet the requirements of § 15.440.010.
- (2) **Setbacks** and general requirements – The proposal shall comply with §§ 15.415.010 et seq. dealing with height restrictions and public access; and §§ 15.410.010 et seq. dealing with setbacks, coverage, vision clearance, and yard requirements.
- (3) **Landscaping** requirements – The proposal shall comply with § 15.420.010 dealing with landscape requirements and landscape screening.
- (4) **Signs** – Signs shall comply with §§ 15.435.010 et seq. dealing with signs.
- (5) **Zoning** district compliance – The proposed use shall be listed as a permitted or conditionally permitted use in the zoning district in which it is located as found in §§ 15.304.010 through 15.328.040 of this code.

TYPE I DESIGN REVIEW APPLICATION CHECKLIST

The following items must be submitted with each application. All diagrams, maps and plans must be drawn to scale. Incomplete applications will not be processed and incomplete or missing information may delay the review process. Check with the Planning Division regarding additional requirements for your project.

- FEES**
- APPLICATION FORM**
- CURRENT TITLE REPORT**
- WRITTEN CRITERIA RESPONSE** – Provide a written response that addresses how your project meets the Type I design review criteria.
- SITE PLAN.** Make sure the plans are prepared so that they are at least 8 ½ x 11 inches in size and the scale is standard, being 10, 20, 30, 40, 50, 100 or multiples of 100 to the inch (such as 1”:10’, 1”:20’ or other multiples of 10). Include the following information in the plan set (information may be shown on multiple pages):
 - Existing Site Features: Indicate the location and design of all on-site buildings and other facilities such as mail delivery, trash disposal, above ground utilities, loading areas, and outdoor recreation areas. Include appropriate buffering and screening as required by the code.
 - Existing Drainage & Grading: Show the direction and location of on and off-site drainage on the plans. This shall include site drainage, parking lot drainage, size and location of storm drain lines, and any retention or detention facilities necessary for the project. Provide an engineered grading plan if necessary.
 - Existing Utilities: Show the location of and access to all public and private utilities, including sewer, water, storm water and any overhead utilities.
 - N/A Public Improvements: Indicate any public improvements that will be constructed as part of the project, including sidewalks, roadways, and utilities.
 - Existing Access, Parking, and Circulation: Show proposed vehicular and pedestrian circulation, parking spaces, parking aisles, and the location and number of access points from adjacent streets. Provide dimensions for parking aisles, back-up areas, and other items as appropriate. Indicate where required bicycle parking will be provided on the site along with the dimensions of the parking spaces.
 - Existing Exterior Lighting Plan: Show all exterior lighting, including the direction of the lighting, size and type of fixtures, and an indication of the amount of lighting using foot candles for analysis.
 - Existing Landscape Plan: Include a comprehensive plan that indicates the size, species and locations of all planned landscaping for the site. The landscape plan should have a legend that indicates the common and botanical names of plants, quantity and spacing, size (caliper, height, or container size), planned landscaping materials, and description of the irrigation system. Include a calculation of the percentage of landscaped area.
 - N/A ADA Plan Compliance: Indicate compliance with any applicable ADA provisions, including the location of accessible parking spaces, accessible routes from the entrance to the public way, and ramps for wheelchairs.
 - Architectural Drawings: Provide floor plans and elevations for all planned structures.
 - N/A Signs and Graphics: Show the location, size, colors, materials, and lighting of all exterior signs, graphics or other informational or directional features if applicable.
 - None Other: Show any other site elements which will assist in the evaluation of the site and the project.