

LAND USE REVIEW PROCEDURE TYPE II

A pre-application conference is optional, *but encouraged*, for Type II procedures.

APPLICATION SUBMITTED

The city's customer service goal is to determine completeness within 14 days.*

Completeness Check

DAY ZERO

COMPLETENESS DETERMINATION

Applicant has up to 180 days to provide needed information or application will be denied and no fees returned.

- Deemed complete: applicant provides 5 additional copies of the application materials.
- Deemed incomplete: a letter is mailed and emailed to the applicant detailing the needed information.

21 DAYS

PUBLIC NOTICE AND REFERRAL

15-Day Comment Period Notice of proposal mailed to all properties within 500 ft of the site.

- Notice sign posted on site.
- Application referred to other city departments and public agencies.

35 DAYS

DEADLINE FOR COMMENTS

V

Staff Analysis

DECISION

DAYS

14-Day Appeal Period

57 DECISION IS FINAL DAYS*

Comments are due within 15 days of notice. Comments are considered; analysis of proposal is made. Comments received after the 15 day comment period may still be considered.

Decision may be issued as early as 15 days following the date of the public notice. The city's customer service goal is to issue a decision within 21 days after the public notice was issued.

If not appealed, the decision is final in 14 days. An appeal may be made to the Planning Commission. The Planning Commission's decision may be appealed City Council. The City Council's decision can be appealed to the Land Use Board of Appeals (LUBA).

^{*}Timeline reflects Newberg Municipal Code requirements and the city's customer service goals. The city customer service goal is to issue a decision within 60 days or less. Oregon State law allows 30 days for a completeness determination and requires a final local decision within 120 days of complete application. Applicants always retain the right to postpone the decision or extend past 120 days.