TYPE IV APPLICATION (LEGISLATIVE AMENDMENTS) -- 2015

OFFICE USE ONLY: (Pre-Application Conference is Optional for Type 2)
Total App. Fee: _____ File #:_____ Project Cost:_____
Less Pre-App Fee: _____ Date:_____

TYPES – PLEASE CHECK ALL THAT APPLY:

___Comprehensive Plan Text Amendment
___ Development Code Text Amendment
___ Comprehensive Plan Map (Large Areas) Amendment
___ Zoning Map (Large Areas) Amendment

APPLICANT INFORMATION:

APPLICANT:_____
ADDRESS:_____

GENERAL INFORMATION:

PROJECT NAME: _____ PROJECT LOCATION: _____
PROJECT DESCRIPTION/USE: _____
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
☐ Noticing Information
☐ Site Development Plan (12 reduced, 2 full sized)
☐ Criteria Response
☐ Owner Signature/Letter of Consent
☐ Title Report

Design Review Checklist:

☐ Site Analysis Diagram
☐ Architectural Drawings
☐ Landscape Plan
☐ Existing Features/Natural Landscape
☐ Drives/Parking/Circulation
☐ Drainage
☐ Buffering/Screening
☐ Signs/Graphics
☐ Exterior Lighting
☐ Trash/Refuse Storage
☐ Roadways/Utilities
☐ Traffic Study
☐ Special Needs for Handicapped

Preliminary Plat for Partition/Subdivision Checklist:

☐ Reproducible Final Plat (3 sets)
☐ Preliminary Plat File No.
☐ Preliminary Approval Conditions
☐ Phasing Plan (optional)

Minor Design Review: Duplex, Comm/Ind Checklist:

☐ Vicinity Map
☐ Tentative Plan
☐ Architectural Drawings (optional)
☐ Landscape/Fencing Plan
☐ Existing Features/Natural Landscape
☐ Roadways/Utilities/Drainage
☐ Proposed CCRs
☐ Traffic Study
☐ Phasing Plan (optional)

Variance Checklist:

☐ Landscape Plan
☐ Signs/Graphics

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

Attachments: General Information, Fee Schedule, Criteria, Checklists

GENERAL INFORMATION
Type IV Development Permit Process (Legislative Hearing)

Overview:
Type IV Permit applications are reviewed by the Planning Commission and City Council and include a mix of objective and subjective standards. Any interested party may appear before the hearing body and comment on the project.

Type IV Permits Include:
- Comprehensive Plan and Zoning Map Amendments
- Development Code/Comprehensive Plan or text amendment

Pre-Application Conference:

Please call to schedule a time for a pre-application meeting (required on Type IV applications) prior to submitting an application. The Development Review meetings are held every Wednesday. This meeting provides the opportunity to get advance information from the 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 $100, payable prior to the conference. If you continue with the application process after the pre-application conference, the pre-application fee will be applied to reduce the application fee for the project.

Submit Application

- Pay fees
- Complete application form(s)
- Submit plans and other required information
- A time and a date for a development review meeting will be set at this time.

Processing

- Staff will perform a completeness check of the application and notify applicant of any information that is missing or incomplete. **Processing time 0 to 30 days.**
- Staff will route the application to affected agencies and City departments **Processing time 14 to 20 days**
- Applicant will provide copies of mailed and posted notices to the City for review, mail the approved notice to property owners within 500 ft. of the site, post the site, and provide staff with an affidavit verifying that the notice was mailed and posted. **Processing time 14 to 20 days**

Planning Commission Hearing

- At the Planning Commission Hearing, the applicant and all interested parties are encouraged to testify. Testimony may be given orally or in writing.
- After public testimony, the Planning Commission may table, make a recommendation to the City Council or continue the item.

City Council Hearing

- A new public hearing will be held at the City Council. At the City Council hearing, the applicant and all interested parties are encouraged to testify. Testimony may be given orally or in writing. After public testimony, the City Council may approve, deny, table, or continue the item. The City Council's decision is final upon the effective date of the ordinance or resolution.

Appeals

- If the applicant, or other parties providing written testimony prior to or at the hearing, or parties providing oral testimony at the hearing; are dissatisfied with the decision of the City Council, they may file an appeal. City Council decisions may only be appealed to the Land Use Board of Appeals.

Helpful Hints:

Questions?

Information is free! Please do not hesitate to call (503) 537-1215 prior to submitting the application.

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 is missing information or suggestions for improvements.

NEWBERG PERMIT CENTER FEE SCHEDULE Effective Date: April 1, 2015

PRE-APPLICATION REVIEW.....**$100**

TYPE I (ADMINISTRATIVE REVIEW)

ANY TYPE I ACTION NOT SPECIFICALLY LISTED IN THIS SECTION **$158**
PROPERTY CONSOLIDATION.....$**158**
CODE ADJUSTMENT **$392**
DESIGN REVIEW – TYPE I (DUPLEX OR COM. /IND. MINOR ADDITION REVIEW) **0.3% OF PROJECT VALUE, $392 MINIMUM**
MINOR MODIFICATION OR EXTENSION OF TYPE I DECISION **$158**
MAJOR MODIFICATION OF TYPE I DECISION.....**50% OF ORIGINAL FEE**
PARTITION FINAL PLAT .....**$784 + $70 PER PARCEL**
PROPERTY LINE ADJUSTMENT **$784**
SIGN REVIEW.....**$71 PLUS $1.00 PER SQ. FT. OF SIGN FACE**
SUBDIVISION, PUD, OR CONDOMINIUM FINAL PLAT .....$**1568 + $70 PER LOT OR UNIT**

TYPE II (LAND USE DECISION)

ANY TYPE II ACTION NOT SPECIFICALLY LISTED IN THIS SECTION **$784**
MINOR MODIFICATION OR EXTENSION OF TYPE II DECISION **$158**
MAJOR MODIFICATION OF TYPE II DECISION .....**50% OF ORIGINAL FEE**
DESIGN REVIEW (INCLUDING MOBILE/MANUFACTURED HOME PARKS) **0.6% OF TOTAL PROJECT COST, $784 MINIMUM***
PARTITION PRELIMINARY PLAT ..... **$784 PLUS $70 PER PARCEL**
SUBDIVISION PRELIMINARY PLAT ..... **$1568 PLUS $70 PER LOT**
VARIANCE **$784**
***FOR ANY DESIGN REVIEW FEE IN EXCESS OF $10,000, 50% OF THE DESIGN REVIEW FEE IS DUE AT TIME OF APPLICATION AND 50% DUE AT TIME OF BUILDING OR SIMILAR PERMIT ISSUANCE.**

TYPE III (QUASI-JUDICIAL REVIEW)

ANY TYPE III ACTION NOT SPECIFICALLY LISTED IN THIS SECTION..... **$1661**
ANNEXATION..... **$2183 PLUS $210 PER ACRE**
COMPREHENSIVE PLAN AMENDMENT (SITE SPECIFIC)..... **$2047**
CONDITIONAL USE PERMIT **$1661**
MINOR MODIFICATION OR EXTENSION OF TYPE III DECISION.....**$158**
MAJOR MODIFICATION OF TYPE III DECISION .....**50% OF ORIGINAL FEE**
HISTORIC LANDMARK ESTABLISHMENT OR MODIFICATION **$0**
HISTORIC LANDMARK ELIMINATION **$1904**
SUBDIVISION PRELIMINARY PLAT ..... **$1568 PLUS $70 PER LOT**
PLANNED UNIT DEVELOPMENT ..... **$3316+$70 PER LOT OR UNIT**
ZONING AMENDMENT (SITE SPECIFIC) **$2069**

TYPE IV (LEGISLATIVE AMENDMENTS)

COMPREHENSIVE PLAN TEXT AMENDMENT OR LARGE SCALE MAP REVISION..... **$2352**
DEVELOPMENT CODE TEXT AMENDMENT OR LARGE SCALE MAP REVISION..... **$2352**

APPEALS

TYPE I OR II APPEAL TO PLANNING COMMISSION.....**$451**
TYPE I OR II APPEAL TO CITY COUNCIL.....**$815**
TYPE III APPEAL TO CITY COUNCIL.....**$957**
TYPE I ADJUSTMENTS OR TYPE II VARIANCES THAT ARE NOT DESIGNED TO REGULATE THE PHYSICAL CHARACTERISTICS OF A USE PERMITTED OUTRIGHT **$253**

OTHER FEES

COMMUNITY DEVELOPMENT FEE .....**0.75% OF PROJECT COST**
CITY HALL FEE.....**0.25% OF PROJECT COST**
(THE ABOVE TWO CHARGES ADDED TO ANY BUILDING PERMIT APPLICATION)
EXPEDITED LAND DIVISION .....**$5824 + $70 PER LOT OR UNIT**
URBAN GROWTH BOUNDARY AMENDMENT **$3723**
VACATION OF PUBLIC RIGHT-OF-WAY **$1545**

LICENSE FEES

PEDD LER/SOLICITOR/STREET VENDOR ..... **No fee (Business License fee only)**
TEMPORARY MERCHANT..... . **$95/45 days or $310/perpetual**

ADDITIONAL LAND USE REVIEW FEES

Planning Review, Partition and Subdivision (Type 11/111 Applications)..... **$254 - 19 lots, Plus $11 per lot over 20 lots**
Final Plat Review, Partition and subdivision .....**$254 Plus ..... $6 per lot or parcel**
Development review for public improvements on Commercial, Industrial & Multifamily Developments
$355 1st Acre $203 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)

§15.302.030 - TYPE IV COMPREHENSIVE PLAN/ZONING MAP AMENDMENT CRITERIA

The City may initiate plan map amendments affecting large areas and multiple ownerships under the Type IV procedure. No public notice is required to initiate the amendment. Initiation must be done by resolution of the Planning Commission or City Council. These map changes include those that have widespread and significant impact beyond the immediate area of change.

Amendment criteria. The city must demonstrate:

a) The proposed change is consistent with and promotes the objectives of the Newberg Comprehensive Plan and this code;
b) There is a public need for a change of the kind in question;
c) The need will be best served by changing the classification of the particular piece of property in question as compared with other available property.

If you are requesting approval of a comprehensive plan / zoning text or map amendment, please provide a written response to each of the criteria listed above. The comprehensive plan / zoning text or map amendment cannot be granted unless the above criteria have been satisfied. The burden of proof, or demonstration of need for the amendment is the responsibility of the applicant and not the City. If you are requesting comprehensive plan or zone change approval, please respond to the following questions:

a) List specific Newberg Comprehensive Plan and the Newberg Development Code goals and policies which apply to this project. Is the proposed change consistent with these goals and policies? Explain.
b) Identify the specific public need for this zone change or comprehensive plan amendment. How does the property meet this need?
c) Identify why the public need is best served by changing the classification of this property as compared to other available property. What is the impact of this proposed revision on the existing vacant land inventory within the City?

Planning Commission Schedule of Meetings 2015

Location: Public Safety Building - Training Room, 401 E. Third Street. 7 PM.

	APPLICATION DEEMED COMPLETE * 5 weeks prior to meeting	MAIL NOTICE TO PROPERTY OWNERS ** 3 weeks prior to meeting	NEWSPAPER AD, POST ON SITE *** 2 weeks prior to meeting (On Wednesday)	DISTRIBUTE PACKET TO COMMISSION (mandated)**** 8 days prior to meeting (On Wednesday)	MEETING DATE 2 nd Thursday (4th Thursday - Optional)
	December 4, 2014	December 18, 2014	December 23, 2014	December 31, 2014	January 8, 2015
	January 8, 2015	January 22, 2015	January 28, 2015	February 4, 2015	February 12, 2015
	February 5, 2015	February 19, 2015	February 25, 2015	March 4, 2015	March 12, 2015
	March 5, 2015	March 19, 2015	March 25, 2015	April 1, 2015	April 9, 2015
	April 9, 2015	April 23, 2015	April 29, 2015	May 6, 2015	May 14, 2015
	May 7, 2015	May 21, 2015	May 27, 2015	June 3, 2015	June 11, 2015
	June 4, 2015	June 18, 2015	June 24, 2015	July 1, 2015	July 9, 2015
	July 9, 2015	July 23, 2015	July 29, 2015	August 5, 2015	August 13, 2015
	August 6, 2015	August 20, 2015	August 26, 2015	September 2, 2015	September 10, 2015
	September 3, 2015	September 17, 2015	September 17, 2015	September 30, 2015	October 8, 2015
	October 8, 2015	October 22, 2015	October 28, 2015	November 4, 2015	November 12, 2015
	November 5, 2015	November 19, 2015	November 25, 2015	December 2, 2015	December 10, 2015

* *The application must be deemed complete by the Planning staff and fees paid by this date in order to be considered for the next Planning Commission meeting (add 20 days to submittal date for comprehensive plan and zone change application due to 35 days DLCD notice). After an application is submitted the Planning staff will check it for completeness. This typically takes two weeks, and can take up to 30 days.*

** *500 foot notice to property owners abutting the site. Notice must also be mailed prior to any hearing*

*** *An ad must be placed in "Newberg Graphic's" Wednesday edition at least 10 days prior to the Planning Commission Meeting*

**** *Packet must be in the mail to the Planning Commission and distributed to the Library, Department Heads and interested parties on this Distribution date: City Hall Bulletin Board: Planning Commissioners: Planning Staff: Director: City Manager: Support Team: Council*

DEVELOPMENT CODE/COMPREHENSIVE PLAN TYPE IV MAP OR TEXT AMENDMENT

The following information shall be submitted with each application Diagrams/maps/plans must be drawn to scale. Incomplete applications will not be processed. Incomplete or missing information may delay the review process. Some items may be included on the same plan sheet. Check with the Planning Division staff regarding additional requirements for your project.

❑ **FEES**

❑ **PUBLIC NOTICE INFORMATION.**

Submit one original 8-1/2x11" reproducible document together with 12 copies of the following information. In addition, submit two (2) full size copies of all plans**.**

❑ **CRITERIA RESPONSE**

❑ **PROPOSED TEXT LANGUAGE**

THE FOLLOWING INFORMATION IS ONLY REQUIRED FOR ZONING MAP OR COMPREHESIVEPLAN MAP AMENDMENTS.

❑ **MAP AND LEGAL DESCRIPTION**

Provide a map and legal description which correspond to one another. The map and description must be capable of closure and be certified by an engineer or surveyor. If not certified, the map and description must be approved by the Department of Revenue as per ORS 308.225.

❑ **LAND USE PLAN**

Indicate types and intensities of existing and proposed development, transportation corridors (including pedestrian and vehicular corridors), watercourses, significant natural features, open space, significant stands of mature trees, wildlife travel corridors, and adjoining development.

❑ **DEVELOPMENT CONCEPT**

Development Concept: Indicate methods by which physical and related social environment of the site, surrounding area, and community will be enhanced.