



**TYPE IV APPLICATION (LEGISLATIVE AMENDMENTS) -- 2016**

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**
   
  **Comprehensive Plan Map (Large Areas) Amendment**  
 **Development Code Text 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:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Fees              | <input type="checkbox"/> Noticing Information              | <input type="checkbox"/> Site Development Plan (12 reduced, 2 full sized) |
| <input type="checkbox"/> Criteria Response | <input type="checkbox"/> Owner Signature/Letter of Consent | <input type="checkbox"/> Title Report                                     |

**Design Review Checklist:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Site Analysis Diagram               | <input type="checkbox"/> Architectural Drawings     | <input type="checkbox"/> Landscape Plan  |
| <input type="checkbox"/> Existing Features/Natural Landscape | <input type="checkbox"/> Drives/Parking/Circulation | <input type="checkbox"/> Drainage  |
| <input type="checkbox"/> Buffering/Screening                 | <input type="checkbox"/> Signs/Graphics             | <input type="checkbox"/> Exterior Lighting <input type="checkbox"/> Trash/Refuse Storage |
| <input type="checkbox"/> Roadways/Utilities                  | <input type="checkbox"/> Traffic Study              | <input type="checkbox"/> Special Needs for Handicapped                                   |

**Preliminary Plat for Partition/Subdivision Checklist:**

- |   |  |
|---|--|
| <input type="checkbox"/> Reproducible Final Plat (3 sets) | <input type="checkbox"/> Preliminary Plat File No. |
| <input type="checkbox"/> Preliminary Approval Conditions  | <input type="checkbox"/> Phasing Plan (optional)   |

**Minor Design Review: Duplex, Comm/Ind Checklist:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Vicinity Map           | <input type="checkbox"/> Tentative Plan                      | <input type="checkbox"/> Architectural Drawings (optional) |
| <input type="checkbox"/> Landscape/Fencing Plan | <input type="checkbox"/> Existing Features/Natural Landscape | <input type="checkbox"/> Roadways/Utilities/Drainage       |
| <input type="checkbox"/> Proposed CCRs          | <input type="checkbox"/> Traffic Study                       | <input type="checkbox"/> Phasing Plan (optional)           |

**Variance Checklist:**

- |   |   |
|---|---|
| <input type="checkbox"/> Landscape Plan | <input type="checkbox"/> 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
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### 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.
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### **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: July 1, 2016

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

PRE-APPLICATION REVIEW.....	\$100
<b>TYPE I (ADMINISTRATIVE REVIEW)</b>	
ANY TYPE I ACTION NOT SPECIFICALLY LISTED IN THIS SECTION .....	\$161
PROPERTY CONSOLIDATION.....	\$161
CODE ADJUSTMENT .....	\$399
DESIGN REVIEW - TYPE I (DUPLEX OR COM. /IND. MINOR ADDITION REVIEW) 0.3% OF PROJECT VALUE, \$399 MINIMUM	
MINOR MODIFICATION OR EXTENSION OF TYPE I DECISION .....	\$161
MAJOR MODIFICATION OF TYPE I DECISION.....	50% OF ORIGINAL FEE
PARTITION FINAL PLAT .....	\$798 + \$71 PER PARCEL
PROPERTY LINE ADJUSTMENT .....	\$798
SIGN REVIEW.....	\$72 PLUS \$1.00 PER SQ. FT. OF SIGN FACE
SUBDIVISION, PUD, OR CONDOMINIUM FINAL PLAT .....	\$1596 + \$71 PER LOT OR UNIT
<b>TYPE II (LAND USE DECISION)</b>	
ANY TYPE II ACTION NOT SPECIFICALLY LISTED IN THIS SECTION .....	\$798
MINOR MODIFICATION OR EXTENSION OF TYPE II DECISION .....	\$161
MAJOR MODIFICATION OF TYPE II DECISION .....	50% OF ORIGINAL FEE
DESIGN REVIEW (INCLUDING MOBILE/MANUFACTURED HOME PARKS) 0.6% OF TOTAL PROJECT COST, \$798 MINIMUM*	
PARTITION PRELIMINARY PLAT .....	\$798 PLUS \$71 PER PARCEL
SUBDIVISION PRELIMINARY PLAT .....	\$1596 PLUS \$71 PER LOT
VARIANCE .....	\$798
*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.	
<b>TYPE III (QUASI-JUDICIAL REVIEW)</b>	
ANY TYPE III ACTION NOT SPECIFICALLY LISTED IN THIS SECTION.....	\$1691
ANNEXATION.....	\$2223 PLUS \$214 PER ACRE
COMPREHENSIVE PLAN AMENDMENT (SITE SPECIFIC).....	\$2084
CONDITIONAL USE PERMIT .....	\$1691
MINOR MODIFICATION OR EXTENSION OF TYPE III DECISION.....	\$161
MAJOR MODIFICATION OF TYPE III DECISION .....	50% OF ORIGINAL FEE
HISTORIC LANDMARK ESTABLISHMENT OR MODIFICATION .....	\$0
HISTORIC LANDMARK ELIMINATION .....	\$1938
SUBDIVISION PRELIMINARY PLAT .....	\$1596 PLUS \$71 PER LOT
PLANNED UNIT DEVELOPMENT .....	\$3376+\$71 PER LOT OR UNIT
ZONING AMENDMENT (SITE SPECIFIC) .....	\$2106
<b>TYPE IV (LEGISLATIVE AMENDMENTS)</b>	
COMPREHENSIVE PLAN TEXT AMENDMENT OR LARGE SCALE MAP REVISION.....	\$2395
DEVELOPMENT CODE TEXT AMENDMENT OR LARGE SCALE MAP REVISION.....	\$2395
<b>APPEALS</b>	
TYPE I OR II APPEAL TO PLANNING COMMISSION.....	\$459
TYPE I OR II APPEAL TO CITY COUNCIL.....	\$830
TYPE III APPEAL TO CITY COUNCIL.....	\$974
TYPE I ADJUSTMENTS OR TYPE II VARIANCES THAT ARE NOT DESIGNED TO REGULATE THE PHYSICAL CHARACTERISTICS OF A USE PERMITTED OUTRIGHT .....	\$258
<b>OTHER FEES</b>	
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 .....	\$5929 + \$71 PER LOT OR UNIT
URBAN GROWTH BOUNDARY AMENDMENT .....	\$3790
VACATION OF PUBLIC RIGHT-OF-WAY .....	\$1573
<b>LICENSE FEES</b>	
PEDD LER/SOLICITOR/STREET VENDOR .....	No fee (Business License fee only)
TEMPORARY MERCHANT .....	\$97/45 days or \$316/perpetual
<b>TECHNOLOGY FEE</b> .....	5% OF TOTAL PLANNING FEES

## ADDITIONAL LAND USE REVIEW FEES

Planning Review, Partition and Subdivision (Type 11/111 Application) -	\$258.50 - 19 lots, Plus \$11.50 per lot over 20 lots
Final Plat Review, Partition and subdivision .....	\$258.50 Plus .....\$6.50 per lot or parcel
Development review for public improvements on Commercial, Industrial & Multifamily Developments	
\$361.50 1st Acre \$206.50 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 2001-2316, 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

## **§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 2016

<b>INFO SUBMITTED COMPLETE *</b>	<b>MAIL NOTICE TO PROPERTY OWNERS **</b>	<b>NEWSPAPER AD POST ON SITE ***</b>	<b>DISTRIBUTE PACKET TO COMMISSION (mandated)****</b>	<b>MEETING DATE</b>
5 weeks prior to meeting	3 weeks prior to meeting	2 weeks prior to meeting (On Wednesday)	8 days prior to meeting (On Wednesday)	2 nd Thursday (4th Thursday - Optional)
December 10, 2015	December 24, 2015	December 30, 2015	January 6, 2016	January 14, 2016
January 7, 2016	January 21, 2016	January 27, 2016	February 3, 2016	February 11, 2016
February 4, 2016	February 18, 2016	February 24, 2016	March 2, 2016	March 10, 2016
March 10, 2016	March 24, 2016	March 30, 2016	April 6, 2016	April 14, 2016
April 7, 2016	April 21, 2016	April 27, 2016	May 4, 2016	May 12, 2016
May 5, 2016	May 19, 2016	May 25, 2016	June 1, 2016	June 9, 2016
June 9, 2016	June 23, 2016	June 29, 2016	July 6, 2016	July 14, 2016
July 7, 2016	July 21, 2016	July 27, 2016	August 3, 2016	August 11, 2016
August 4, 2016	August 18, 2016	August 24, 2016	August 31, 2016	September 8, 2016
September 8, 2016	September 22, 2016	September 28, 2016	October 5, 2016	October 13, 2016
October 6, 2016	October 20, 2016	October 26, 2016	November 2, 2016	November 10, 2016
November 3, 2016	November 17, 2016	November 23, 2016	November 30, 2016	December 8, 2016

\* Information must be complete and fees must be paid by this date (add 20 days to submittal date for comprehensive plan and zone change application due to 35 days DLCD notice.

\*\* 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**

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**THE FOLLOWING INFORMATION IS ONLY REQUIRED FOR ZONING MAP OR COMPREHENSIVE PLAN 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.