

CITY OF ROSEBURG
Community Development Department
LAND USE APPLICATION PROCESS



The City of Roseburg Land Use and Development Ordinance (LUDO) regulates development projects within the City, as well as some areas outside the City limits but within the Urban Growth Boundary. Community Development reviews new development proposals, as well as changes to existing uses and developments for compliance with LUDO, the City of Roseburg Comprehensive Plan, and other applicable codes and programs.

Typical Land Use Review functions include:

- Coordinating pre-application meetings with potential applicants;
- Facilitating citizen participation in the land use process;
- Providing notice and information on land use applications to surrounding property owners and affected agencies;
- Completing a thorough review of proposed development projects and writing required legal findings;
- Making presentations on land use applications at Planning Commission and City Council public hearings;
- Conducting Site Plan Reviews for all development projects.

The goal of Community Development is to conduct thorough, accurate, balanced, expeditious and consistent reviews of land use applications to benefit the livability of the present and future citizens of the City of Roseburg. The review process, as well as submission of plans and materials may vary depending on the type of land use application(s) required.

All land use applications are to be submitted to the Community Development Department located at:

Roseburg City Hall

Monday through Friday – 8:00 a.m. to 5:00 p.m.
(Closed during the noon hour.)

Third Floor

Phone Number – 541-492-6750

900 SE Douglas Avenue

e-mail: tclemons@cityofroseburg.org OR

Roseburg OR 97470

e-mail: cmorgan@cityofroseburg.org

When a project requires multiple permits they may be filed concurrently. Application acceptance is based on:

- Having a completed application signed by the property owner(s)
- Fees, as established by City Council Resolution, paid at the time of submittal
- Required plans drawn at a standard architect or engineer scale, which show the name, address, phone number and preparer
- Plans assembled into sets per the number listed in the Submittal Requirements checklist.
- Plans submitted with the initial application are distributed for review by other City departments and agencies; if necessary, you may be contacted to provide additional plan sets
- When a PowerPoint Presentation is required (for permits to be reviewed by the Planning Commission and/or City Council), the presentation is to be submitted

once the application has been deemed complete, but no less than 72 hours prior to any public hearings

Timing:

Once any application has been received, per Oregon Revised Statutes (ORS) and LUDO the Community Development Department must determine if it is complete within 30 days. If the application is found to be incomplete the applicant will be notified in writing within 30 days as to any needed revisions or additional materials, as well as optional responses.

Once an application is deemed complete, it will be scheduled for consideration based on noticing requirements and the regular meeting schedule. Typically, an administrative land use application is reviewed and acted on within 45-days of being deemed complete. This allows for the preparation and mailing of the required 15-day public notice to property owners within 100 feet of the subject property. A land use application that needs to be reviewed and acted on by the Planning Commission will be scheduled based on the required 20-day public hearing notices sent to property owners within 300 feet of the subject property, as well as any 35-day notice to the Department of Land Conservation and Development (DLCD) required for certain types of applications. The Planning Commission holds regular meetings on the first Monday of each month.

Review Process:

For administrative land use permits, the applicant will be notified of the decision date and will also be required to post notices (provided by Community Development Department) in the vicinity of the project site. If the application is found to be in compliance with the LUDO approval criteria and there are no remonstrance (objections) received, staff will prepare a decision document to be forwarded to the applicant, agent, and owner. If remonstrances are received, the item may be forwarded to the Planning Commission for consideration.

For matters heard by the Planning Commission, a written staff analysis will be prepared to be available at least 7 days prior to the Planning Commission public hearing. This report will include a description of the proposal, analysis based on the approval criteria, conclusion and a recommendation. Draft Findings of Fact (decision) may also be provided at the initial meeting for the Planning Commission's consideration. If Findings of Fact are not adopted at the initial meeting, they are typically presented at the next regular meeting. Once Findings of Fact are adopted, the decision of the Commission is final unless an appeal is filed within 14-days of the decision.

Appeal procedure:

Any affected party, as defined in LUDO, may appeal a decision on a Land Use application. An administrative decision by the Community Development Director may be appealed to the Planning Commission. A decision by the Planning Commission may be appealed to the City Council. Filing an appeal requires submitting a "Notice of Review" (form available from Community Development) along with the appropriate fee, within 14-days of the decision. The appeal is to be submitted to the Community Development Department.

LAND USE APPLICATION SUBMITTAL REQUIREMENT

The following checklist will be used to determine completeness

- One complete/signed **application** form

5 copies of plans larger than 11" X 17"; 1 copy if 11" X 17" or smaller

Site Plan shall include:

- Title block
- North arrow and scale of drawing
- Vicinity map showing property location within the City of Roseburg
- Adjacent existing and proposed streets and name of each street, dimensioned to show width and distance from centerlines
- Points of access (vehicular and pedestrian from each street)
- All property lines and their dimensions and total lot area
- All existing and proposed building(s), their dimensions and setback from property line
- All existing and proposed paved surfaces, including walkways, driveways, etc.
- All existing and proposed parking spaces, loading spaces, and bicycle parking, and their dimensions
- All existing and proposed landscape areas
- All trash enclosures and/or recycling facilities
- All existing and proposed freestanding signs and their dimensions
- Location of nearest building on abutting lots illustrated with edge line and use type identified
- All existing and proposed pad, ground or wall mounted equipment, utility vaults, transformers, backflow devices, gas meters, fire hydrants, mail boxes, light poles
- All existing and proposed fences including height and types
- All existing and proposed easements and their purpose
- Existing contour lines at two-foot intervals

5 copies of plans larger than 11" X 17"; 1 copy if 11" X 17" or smaller

Elevations that includes**

- Title Block
- Elevations labeled appropriately north, south, east and west of all existing and proposed building(s)
- Height from top of nearest adjacent curb at the front property line to the highest point of the structure(s)
- General architectural features (windows, door, trim, roof pitch, etc.)

5 copies of plans larger than 11" X 17"; 1 copy if 11" X 17" or smaller

Floor Plans that includes**

- Use and dimensions of all existing and proposed areas
- All entrance and exit points
- All enclosed and/or covered parking areas

Supportive Findings of Fact statement - The applicant is required to submit at least one written document to support the application based on the applicable criteria provided in LUDO. (see Review/Approval Criteria for appropriate type of land use action)

Legal Description - It may be necessary to submit a metes and bounds legal description. Staff will advise as a part of the completeness check.

Fee(s) as established by the City Council

Electronic copy of plans for application that are to be reviewed by the Planning Commission and/or City Council as PowerPoint or PDF presentation. (Slides are not to be animated or have large borders)

*As noted, the initial submittal is distributed for review; additional plan sets may be needed to complete the processing.

**If the proposal does not include any structures and/or buildings, elevations and floor plans are not required.

I hereby certify that I have reviewed the above checklist and have provided all applicable Submittal Requirements for this project.

Applicant's Signature

Date

CITY OF ROSEBURG
Community Development Department



LAND USE APPLICATION

APPLICANT/AUTHORIZED AGENT:

CONTACT PERSON: (if different)

Mailing Address

Mailing Address

Phone Number: _____

Phone Number: _____

E-mail: _____

e-mail: _____

PROPERTY OWNER: *

Phone: _____

Mailing Address:

e-mail: _____

I hereby certify that the information furnished herein is the data and information required for the project and the facts, statements, and information presented is true and correct to the best of my knowledge. My signature authorizes the listed applicant/agent to act in my behalf relative to the processing of this application.

Signature

Date

Check as appropriate - Owner _____ Option Holder _____ Contract Buyer _____

PROPERTY INFORMATION:*

Legal Description: Assessor's Parcel Map Number:

Township _____ Range _____ Section _____ Lot Number _____ Tax Account _____

Township _____ Range _____ Section _____ Lot Number _____ Tax Account _____

Property Address/Location: _____

Comprehensive Plan Designation: _____ Proposed Change if any: _____

Existing Zoning: _____ Proposed Change if any: _____

Total land area: _____

PROJECT PROPOSAL: * (complete all applicable information)

Briefly describe the project, including:

Current use: _____

Proposed use: _____

Is any demolition proposed/needed? _____ Describe: _____

Estimated time schedule for development: _____

Land Use Action requested: _____

Site Data:

Site Use	Square Feet Existing	Square Feet Proposed
Area Covered by Building(s)		
Area paved for parking and/or walkways		
Landscape Area		
Total		

Building data:

Number of stories	Number of buildings	Gross floor area	Building Height
One story			
Two stories			
Three stories			
Four stories			
Total			

If residential complete the following:

Type of Unit	Existing number of units	Proposed number of units
Single Family		
Duplex		
Condominium/Townhouse		
Apartments (Rentals)		
Studio		
One bedroom		
Two bedrooms		
Three or more bedrooms		
Mobile/Manufactured Home		
Total number of units		

Parking Data:

Type	Existing spaces	New Spaces	Space dimensions
Open			
Carport			
Garage			
Total			

Number of compact parking spaces, if any: _____

Number of accessible parking spaces provided: _____

Briefly describe public and/or private utilities, including existing and proposed: _____

Is future division or lot area adjustment anticipated? _____

If commercial, estimated number of employees and hours of operation: _____/_____

Is the property located in the Hillside/Geologic Review Area or have slopes greater than 12%?

Yes _____ No _____

Is the property located in the Flood Plain? _____ If yes, Flood Certificate required.

Does the property have a City Historic designation? _____ If yes, describe: _____

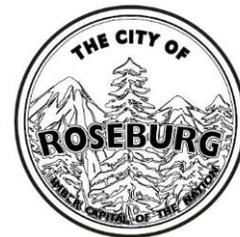
Was there a Pre-Application Conference? _____ If yes date: _____

Any other information that may be pertinent or useful for the review and analysis: _____

*Use Additional sheets if needed.

FOR STAFF USE ONLY

Dated Received:	Case Planner:
File No:	Administrative:
Received By:	Planning Commission:
Fee:	DLCD Noticing:



SUBDIVISION/SUBDIVISION REPLAT REVIEW APPROVAL CRITERIA

Application Filing Fee – One to 3 lots - \$365
Preliminary Subdivision - \$937 plus \$10 per lot
Construction Plan Review - \$104
Final Plat - \$104
Subdivision Re-plat - \$364
First Re-submittal - \$0
Second Re-submittal - \$104

Pre-Application Conference

A pre-application conference is required for all requests, unless the Director indicates otherwise. The purpose of the conference is to provide an exchange of information regarding applicable Codes, programs, plans, and policies, and to provide technical assistance. Conceptual plans are acceptable for this process; however, the more information provided the more details can be determined.

Purpose

A Subdivision or Subdivision Replat is to allow for the dividing of land to create more than three lots or parcels.

Procedure

The Community Development Director may review Subdivisions and Subdivision Replats administratively. A decision of the Director can be appealed to the Planning Commission upon filing a "Notice of Review." Also, depending on the type of project and/or community interest, the Director may refer the application to the Planning Commission for review and action.

Type of Review

Administrative applications require a public notice 15-days prior a decision. Notices are mailed to all property owners within 100 feet of the subject site, as well as being posted in the vicinity of the property. If the case is referred to the Planning Commission, 20-days prior, notices are mailed to all property owners within 300 feet of the subject site, as well as being posted in the vicinity of the property and published in the newspaper.

Approval Criteria

Per Section 6.1.050 of LUDO a decision on a preliminary subdivision plan shall be made within 180 days of filing a complete application and based on the following criteria being met

- The information required by Chapter 6 of LUDO has been provided;
- The design and development standards of LUDO have been met; and
- If the preliminary plan provides for development in more than one phase, the approving authority makes findings and conclusions that such phasing is necessary due to the nature of the development, and that the applicant will be able to comply with the proposed time limitations.

Additional LUDO Provisions

- Should the approving authority find that conditions of approval are necessary to ensure that the preliminary plan will meet all applicable standards, it shall approve the plan with conditions in cases where the necessary conditions of approval can be applied with sufficient specificity.
- Should the approving authority find that the preliminary plan submitted cannot be reasonably approved with conditions of sufficient specificity so as to ensure that the plan will meet all applicable standards, it shall deny the submitted plan with a statement indicating the areas of deficiency.
- The approving authority may require dedication or reservation of land and utility or drainage easements, and may impose conditions promoting redevelopment of the parcels, if, in view of the zoning and Comprehensive Plan Map designation, the acreage of the parcel or parcels in contiguous ownership makes additional partitioning of the subject property feasible.

An application for preliminary subdivision plan approval shall be initiated as provided in Chapter 5 of this Ordinance. The applicant shall file with the Director a preliminary subdivision plan and five (5) additional copies, together with such other data and plans as may be required by Chapter 6 of LUDO, to demonstrate the design and objectives of the subdivision.

In addition to the information listed on the submittal requirement checklist, the preliminary plan shall be clearly and legibly drawn. It shall show all required information to scale so that the approving authority may have an adequate understanding of what is proposed. Under ordinary circumstances, the scale of the drawing is to be one inch (1") equals one hundred feet (100'), or one inch (1") equals fifty feet (50') and shall include:

- The proposed name of the subdivision.
- North point, scale, and date of the drawing.
- Appropriate identification clearly stating the map is a preliminary plan.
- Names and addresses of the landowners, subdivider, and the engineer, surveyor, land planner, or landscape architect responsible for designing the subdivision.
- The tract designation or other description according to the real estate records of Douglas County (Township, Range, Section, Tax Lot Number, Assessor's Tax Account Number, Lot Number, Block Number, and Subdivision or metes and bounds description).
- The boundary line (accurate in scale) of the tract to be subdivided, and approximate acreage of the property.
- Contour lines based upon U.S.G.S. data having the following intervals:
 - One (1) foot contour intervals for ground slopes up to five percent (5%).
 - Two (2) foot contour intervals for ground slopes between five percent (5%) and ten percent (10%).
 - Five (5) foot contour intervals for ground slopes exceeding ten percent (10%).
- The names of adjacent subdivisions or the names of recorded owners of adjoining parcels of non-subdivided land.
- The location, widths, and names of existing or platted streets or other public ways (including easements) within or adjacent to the tract, existing permanent

buildings, railroad rights-of-way and other important features, such as section lines, political subdivision boundary lines, and school district boundaries.

- Existing sewers, water mains, culverts, drainage ways, or other underground utilities or structures within the tract or immediately adjacent thereto, together with pipe sizes, grades and locations indicated.
- Location, acreage, and dimensions of parcels of land to be dedicated for public use or reserved in the deeds for the common use of property owners in the proposed subdivision, together with the purpose of conditions or limitations of such reservations, if any.
- Proposed plan for draining surface water from the development and accepting off-site runoff water, and a description of any effects on adjacent properties.
- The proposed street pattern or layout showing the name and widths of proposed streets and alleys, and curve radii of centerline and rights- of-way.
- Private streets and all restrictions or reservations relating to such private streets.
- Easements, together with their dimensions, purpose, and restrictions on use.
- List proposed suppliers of utility services and show locations of proposed facilities for sanitary sewer, storm drain, water lines, electric/telephone, fire hydrants, street lights, etc.
- Proposed blocks, numbered in consecutive order.
- Proposed lots, approximate dimensions, size and boundaries. Residential lots shall be numbered consecutively. Lots that are to be used for other than residential purposes shall be identified with letter designations.
- Sites, if any, for residences other than single-family dwellings.
- Parks, playgrounds, recreation areas, parkways, walkways, bikeways, signs, landscaping, and open space for public use, and any other special features that are to be part of the subdivision.
- Zoning classification of the land and Comprehensive Plan Map designation.
- Draft of proposed restrictions and covenants affecting the plat.
- Predominant natural features such as watercourses and their flows, marshes, rock outcroppings, and areas subject to flooding, sliding or other natural hazards.
- Show minimum setback lines if more restrictive than provided for in the Zoning Ordinance.

Development Phasing.

- A preliminary subdivision plan may provide for platting in as many as three (3) phases. The preliminary plan must show each phase and be accompanied by proposed time limitations for approval of the final plat for each phase.
- Time limitations for the various phases must meet the following requirements:
 - (1) Phase 1 final plat shall be approved within twenty-four (24) months of preliminary approval.
 - (2) Phase 2 final plat shall be approved within twenty-four (24) months of final approval of phase 1.
 - (3) Phase 3 final plat shall be approved within twenty-four (24) months of final approval of phase 2.

Duration of Preliminary Subdivision Plan Approval.

- Approval of a preliminary subdivision plan shall be valid for thirty-six (36) months from the date of approval of the preliminary plan, provided that if the approved preliminary plan provides for phased development, the approval shall be valid for the time specified for each phase, subject to the limitations of Section 6.1.180(3) of LUDO.
- If the approval includes Development Phasing the preliminary approval of the first phase shall be for twenty-four (24) months from the approval date; with the second phase to be within twenty (24) months of final approval of the first phase; the third phase within twenty (24) month of final approval of the second phase; but in no case shall the preliminary approvals for the entire subdivision exceed ten (10 years).
- If any time limitation is exceeded, approval of the preliminary subdivision plan, or of the phase of the preliminary subdivision plan, and any subsequent phases, shall be void. Any subsequent proposal by the applicant for division of the property shall require new action.

Granting of Extensions

- An applicant may request an extension of a preliminary subdivision plan approval, or, if the preliminary plan provides for phased development, an extension of preliminary approval with respect to the phase the applicant is then developing. Such request shall be considered an administrative action, and shall be submitted to the approving authority in writing, stating the reason why an extension should be granted.
- The approving authority may grant an extension of up to thirty-six (36) months of a preliminary subdivision plan approval and twelve (12) months for any phased development. Further extensions of up to one (1) year each may be granted by the approving authority if extraordinary circumstances are shown by the applicant.

Final Subdivision Plat Approval

Per Section 6.1.190 of LUDO the applicant shall initiate a request for final subdivision plat approval. Final Plat approval a ministerial action, and must be undertaken within 30-days of receipt of the final plat and conform to the requirements and standards set forth in LUDO.