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
Third Floor
900 SE Douglas Avenue
Roseburg OR 97470

Monday through Friday – 8:00 a.m. to 5:00 p.m.
(Except lunch hour)

Phone Number – 541-492-6750

E-mail: tclemens@cityofroseburg.org OR
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

Revised 2/1/2013
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 of 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

<table>
<thead>
<tr>
<th>APPLICANT/AUTHORIZED AGENT:</th>
<th>CONTACT PERSON: (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mailing Address: __________________________________________  Mailing Address: __________________________________________

Phone Number: ___________________________________________  Phone Number: ___________________________________________

E-mail: ___________________________________________  e-mail: ___________________________________________

<table>
<thead>
<tr>
<th>PROPERTY OWNER: *</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 ______

<table>
<thead>
<tr>
<th>PROPERTY INFORMATION:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Description: Assessor’s Parcel Map Number:</td>
</tr>
<tr>
<td>Township ___ Range ___ Section ___ Lot Number _____ Tax Account ______</td>
</tr>
<tr>
<td>Township ___ Range ___ Section ___ Lot Number _____ Tax Account ______</td>
</tr>
</tbody>
</table>

Property Address/Location: __________________________________________

Comprehensive Plan Designation: __________ Proposed Change if any: __________

Existing Zoning: __________ Proposed Change if any: __________

Total land area: __________

Revised 2/1/2013
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:

<table>
<thead>
<tr>
<th>Site Use</th>
<th>Square Feet Existing</th>
<th>Square Feet Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Covered by Building(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area paved for parking and/or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>walkways</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landscape Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Building data:

<table>
<thead>
<tr>
<th>Number of stories</th>
<th>Number of buildings</th>
<th>Gross floor area</th>
<th>Building Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>One story</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two stories</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three stories</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Four stories</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If residential complete the following:

<table>
<thead>
<tr>
<th>Type of Unit</th>
<th>Existing number of units</th>
<th>Proposed number of units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duplex</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condominium/Townhouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apartments (Rentals)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Studio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One bedroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two bedrooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three or more bedrooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile/Manufactured Home</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total number of units</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Parking Data:

<table>
<thead>
<tr>
<th>Type</th>
<th>Existing spaces</th>
<th>New Spaces</th>
<th>Space dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carport</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
Application Filing Fee - $781.00

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
Zone district boundaries are established to delineate each zone. Zoning shall be consistent with the City of Roseburg Comprehensive Plan and shall maintain the general purpose of the Land Use and Development Ordinance and the specific purpose of the applicable zone classification.

Procedure
A Zone Change request requires the decision-makers (Planning Commission and City Council) to consider both the positive and negative elements of the request via the public hearing process. If the applicant submits insufficient or unclear data it could result in denial of the application.

Type of Review
Zone Change applications require a 35-day Department of Land Conservation and Development notice and are considered by the Planning Commission with a recommendation forwarded to the City Council. Approval requires the City Council to adopt an Ordinance that entails a first and second reading (at successive meetings) and goes into effect 30 days after the second reading.

Approval Criteria
Per Section 5.4.030 of LUDO the following criteria shall be met in order to grant the request.

- The rezoning will conform to the Roseburg Urban Area Comprehensive Plan including the land use map and written policies.
- The site is suitable to the proposed zone with respect to the public health, safety, and welfare of the surrounding area.

Format for applicant Findings of Fact: The applicant is required to submit a written statement to support each criterion by facts consisting of two parts as provided in the following:

a. Factual information such as the surrounding zoning, consistency with the Comprehensive Plan land use designation and applicable policies, ability of property to adequately and appropriately support uses allowed by the
requested zone, etc. Facts should be referenced as to their source, plans, City plans, etc.

b. An explanation of how these factors result in a conclusion that supports the criteria.

Additional LUDO Provisions
Section 5.4.040 provides that reasonable conditions may be imposed which may include:

1) Special yards and spaces;
2) Fences and walls;
3) Special parking and/or loading provisions;
4) Street dedication and improvements or traffic control devices or facilities or bonds or other monetary contributions in lieu of improvements; (Ord.3279, 3/08)
5) Control of points of vehicular ingress and egress;
6) Special provisions for signs;
7) Lighting, landscaping, and maintenance of grounds;
8) Control of noise, vibration, odors, or other similar nuisances.