



## **CITY OF ROSEBURG**

### **COMMUNITY DEVELOPMENT DEPARTMENT**

### **LAND USE APPLICATION PROCESS**

The City of Roseburg Land Use and Development Regulations within Chapter 12 of the Roseburg Municipal Code (RMC) regulates development projects within the City, as well as some areas outside the City limits within the Urban Growth Boundary. Community Development reviews new development proposals, changes to existing uses and developments for compliance with the RMC, the City of Roseburg Comprehensive Plan, and other applicable codes and programs.

Land Use applications available are: Annexation (AN), Boundary Line Adjustment (BLA), Comprehensive Plan Amendment (CPA), Conditional Use Permit (CUP), Partition (P), Planned Unit Development (PUD), Subdivision (S), Temporary Use Permit (TUP), Vacation of street or alley (VAC), Variance (V) and Zone Change (ZC). The review process and required plans and materials submitted may vary depending on the type of land use application(s) required. When a project requires multiple land use actions they may be filed concurrently.

Application acceptance is based upon:

- Completed application signed by the property owner(s)
- Application fees paid at the time of submittal
- Plans drawn at a standard architect or engineer scale

Land use applications are submitted to Community Development Department, in person or via email.

Roseburg City Hall  
3<sup>rd</sup> Floor  
900 SE Douglas Avenue  
Roseburg OR 97470

Monday through Friday 8:00 a.m. to 5:00 p.m.  
(Closed during the noon hour)  
Phone Number 541-492-6750  
e-mail: [cdd@cityofroseburg.org](mailto:cdd@cityofroseburg.org)

#### **TIMING:**

Per Oregon Revised Statutes (ORS) and RMC, Community Development must determine whether an application is complete within 30 days; if found to be incomplete, the applicant will be notified in writing within 30 days as to necessary revisions, additional information and optional methods to respond.

Once deemed complete the application is scheduled for consideration based on noticing requirements. Usually 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 being reviewed and acted on by Planning Commission is scheduled based on the required 20 day public hearing notice 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. Planning Commission holds regular meetings on the first Monday of each month.

**REVIEW PROCESS:**

For administrative land use permits, the applicant is notified of the decision date. If the application is found to be in compliance with the RMC approval criteria and there are no remonstrances (objections) received, staff prepares a decision document to be forwarded to the applicant, agent, and owner. If remonstrances are received, the item may be forwarded to Planning Commission for consideration.

For matters heard by Planning Commission, written staff analysis is available at least 7 days prior to Planning Commission public hearing. This report includes 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 Planning Commission consideration. If Findings of Fact are not adopted at the initial meeting, they are usually presented at the next regular meeting. Once Findings of Fact are adopted, the decision of Planning Commission is final unless an appeal is filed within 14 days of the decision.

**APPEAL PROCEDURE:**

Any affected party, as defined in RMC, may appeal a decision on a land use application. An administrative decision by the Community Development Director is appealed to Planning Commission. A decision by Planning Commission is appealed to 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. Appeal is submitted to the Community Development Department.

**CITY OF ROSEBURG**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**LAND USE APPLICATION**

**LAND USE(S) REQUESTED:**

*(Please check all that apply)*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Amendment                    | <input type="checkbox"/> Annexation             | <input type="checkbox"/> Boundary Line Adjustment |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Partition                |
| <input type="checkbox"/> Planned Unit Development     | <input type="checkbox"/> Subdivision            | <input type="checkbox"/> Vacation                 |
| <input type="checkbox"/> Variance                     | <input type="checkbox"/> Zone Change            |   |

---

**PROPERTY INFORMATION:**

Property Address/Location: \_\_\_\_\_

Township \_\_\_\_ Range \_\_\_\_ Section \_\_\_\_ Lot Number \_\_\_\_ Tax Account \_\_\_\_\_

Township \_\_\_\_ Range \_\_\_\_ Section \_\_\_\_ Lot Number \_\_\_\_ Tax Account \_\_\_\_\_

**BRIEFLY DESCRIBE THE PROPOSED LAND USE ACTION  
AND ANY ADDITIONAL INFORMATION PERTINENT FOR THE REVIEW:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT/AUTHORIZED AGENT:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PROPERTY OWNER: (if different)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PROPERTY OWNER 2: (for B.L.A.)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

## LAND USE APPLICATION SUBMITTAL REQUIREMENTS

The following checklist will be used to determine completeness: (depending on the land use action you are requesting, some items below may not apply to your submittal)

### ONE PAPER COPY IF 11" X 17" OR SMALLER. IF LARGER, AN ELECTRONIC SUBMITTAL IS REQUIRED.

**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
- ☐ All property lines and their dimensions and total lot area
- ☐ All existing and proposed building(s) and setback footage from property lines
- ☐ 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 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

**Elevations** that include\*

- ☐ 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.)

**Floor Plans** that include\*

- ☐ 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 shall submit a written statement to support the application based on the applicable criteria provided in the LUDR. (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.
- ☐ **Electronic copy of plans** for applications 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)
- ☐ **Appropriate Fee**
- ☐ **Owner Authorization form** (If someone other than the property owner(s) have signed on the application form)

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