



## Final Master Plan Review

<b>Application Type</b>		<i>(Applicant: check one)</i>
<b>Pre-Submittal Final Master Plan:</b>	<input type="checkbox"/>	<b>Final Master Plan Review Type I:</b>
		<input type="checkbox"/>
		<b>Final Master Plan Review Type II:</b>
		<input type="checkbox"/>
<b>Required Project Information</b>		<i>(Applicant: complete this section)</i>
<b>Applicant Name:</b>		<b>Phone:</b>
<b>Company:</b>		<b>Fax:</b>
<b>Address:</b>		
<b>Applicant's Rep.:</b>		<b>Phone:</b>
<b>Company:</b>		<b>Fax:</b>
<b>Address:</b>		
<b>Property Owner:</b>		<b>Phone:</b>
<b>Company:</b>		<b>Fax:</b>
<b>Address:</b>		
<b>ASSESSOR'S MAP NO:</b>	<b>TAX LOT NO(S):</b>	
<b>Property Address:</b>		
<b>Size of Property:</b>		
Acres <input type="checkbox"/>		Square Feet <input type="checkbox"/>
<b>Proposed Name of Project:</b>		
<b>Description of Proposal:</b>		
If you are filling in this form by hand, please attach your proposal description to this application.		
<b>Existing Use:</b>		<b>Tentative Case #:</b>
<b>Signatures:</b> Please sign and print your name and date in the appropriate box on the next page.		
<b>Required Project Information</b>		<i>(City Intake Staff: complete this section)</i>
<b>Associated Applications:</b>		
<b>Pre-Sub Case No.:</b>	<b>Date:</b>	<b>Reviewed by:</b>
<b>Case No.:</b>	<b>Date:</b>	<b>Reviewed by:</b>
<b>Application Fee: \$</b>	<b>Technical Fee: \$</b>	<b>Postage Fee: \$</b>
<b>TOTAL FEES: \$</b>	<b>PROJECT NUMBER:</b>	

## Owner Signatures

This application form is used for both the required pre-submittal meeting and subsequent complete application submittal. Owner signatures are required at both stages in the application process.

**An application without the Owner's original signature will not be accepted.**

### Pre-Submittal

The undersigned acknowledges that the information in this application is correct and accurate for scheduling of the Pre- Submittal Meeting. If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf. I/we do hereby acknowledge that I/we are legally responsible for all statutory timelines, information, requests and requirements conveyed to my representative.

Owner:

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print**

### Submittal

I represent this application to be complete for submittal to the City. Consistent with the completeness check performed on this application at the Pre-Submittal Meeting, I affirm the information identified by the City as necessary for processing the application is provided herein or the information will not be provided if not otherwise contained within the submittal, and the City may begin processing the application with the information as submitted. This statement serves as written notice pursuant to the requirements of ORS 227.178 pertaining to a complete application.

Owner:

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print**

## **Final Master Plan Review Application Process**

### **1. Applicant Submits a Final Master Plan Review Application for Pre-Submittal**

- The application must conform to the *Final Master Plan Review Submittal Requirements Checklist* on page 4 of this application packet.
- A pre-submittal meeting to discuss completeness is mandatory, and pre-submittal meetings are conducted every Tuesday and Friday, from 10:00 am - noon.
- Planning Division staff strives to conduct pre-submittal meetings within five to seven working days of receiving an application.

### **2. Applicant and the City Conduct the Pre-Submittal Meeting**

- The applicant, owner, and design team are strongly encouraged to attend the pre-submittal meeting.
- The meeting is held with representatives from Public Works Engineering and Transportation, Community Services (Building), Fire Marshall's office, and the Planning Division and is scheduled for 30 to 60 minutes.
- The Planner provides the applicant with a Pre-Submittal Checklist specifying the items required to make the application complete if it is not already complete, and the applicant has 180 days submit a complete application to the City.

### **3. Applicant Submits a Complete Application, City Staff Review the Application and Issue a Decision**

A complete application must conform to the *Final Master Plan Review Submittal Requirements Checklist* on page 4 of this application packet. A Final Master Plan application shall be reviewed under a Type I procedure. However, if the Preliminary Master Plan approval was reviewed under a Type III procedure, the Director may require the Final Master Plan to be reviewed under Type II procedure.

#### **A. Type I (Ministerial)**

- A Type I decision is made without public notice and without a public hearing since there are clear and objective approval criteria and/or development standards that do not require the use of discretion.
- Decisions address all the applicable approval criteria and/or development standards.
- Applications may be approved, approved with conditions, or denied.
- The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City and may not be appealed.

#### **B. Type II (Director's Decision)**

- A Type II decision, made after public notice, but without a public hearing, unless appealed, is issued within 120 days of submittal of a complete application.
- Mailed notice is provided to property owners and occupants within 300 feet of the property being reviewed and to any applicable neighborhood association. In

addition, the applicant must post one sign, provided by the City, on the subject property.

- There is a 14-day public comment period, starting on the date notice is mailed.
- Applications are distributed to the Development Review Committee, and their comments are incorporated into a decision that addresses all applicable approval criteria and/or development standards, as well as any written comments from those given notice.
- Applications may be approved, approved with conditions, or denied.
- The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City but may be appealed within 15 calendar days to the Planning Commission or Hearings Official.

### Final Master Plan Review Submittal Requirements Checklist

NOTE: **ALL** of the following items **MUST** be submitted for **BOTH** Pre-Submittal and Submittal. If you feel an item on the list below does not apply to your specific application, please state the reason why and attach the explanation to this form.

- Application Fee** - refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development Services Department. The applicable application, technology, and postage fees are collected at the time of complete application submittal.
- Final Master Plan Review Application Form**
- Narrative** that lists the conditions of approval, explains how each condition is met and references the applicable Preliminary Master Plan maps and diagrams or plan sheets that required revision as a condition of approval.
- Seven (7) Copies of the Final Master Plan Sets for Pre-Submittal OR Three (3) Copies of the Final Master Plan Sets for Submittal:** including the specific maps, diagrams, plan sheets or other documents referenced above that have been revised and/or demonstrate conformance with the Preliminary Master Plan approval.
- Copy of the Final Master Plan Reduced to 8 1/2" x 11"**, which will be mailed as part of the required neighboring property notification packet; where applicable – not needed for Type I.
- Additional Documents** requested as Conditions of Approval as part of the Preliminary Master Plan Review decision.