

LAND USE AND DEVELOPMENT FEES

City of Veneta
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Land Use Applications are available at Veneta City Hall or online at
www.ci.veneta.or.us
Land Use

INTRODUCTION

This publication provides citizens and developers with information on fees related to land divisions and land developments within the City of Veneta, Oregon. The information presented is in a simplified form; therefore, applicants are advised to contact the City for specific information and application requirements.

FILING OF APPLICATIONS

The City may take up to 120 days to process an application. In most cases, the Planning Commission will consider a complete application for approval if it is received 30 days prior to its meeting, or 45 days prior to holding a public hearing. Applications shall be filed on forms provided by the City.

MEETING SCHEDULES:

Meetings are held at Veneta City Hall located in the Veneta Administrative Center at 88184 8th Street; Veneta, Oregon.

Veneta Planning Commission 1st Monday of each month - 7:00 p.m.
Veneta City Council..... 2nd & 4th Mondays of each month - 7:00 p.m.
Holidays Meetings cancelled due to holidays TBA

APPLICATION FEES & DEPOSITS

Fees and deposits are intended to cover the full cost for processing applications. They are not intended to cover the cost for interpretation of ordinances or for long-range planning.

Application Fees: Set fees are non-refundable and are based on average application processing costs rounded to the nearest \$25.

Application Deposits: Certain application fees are represented by a deposit amount. Applicants shall be charged for actual processing costs incurred by the City. City staff time shall be monitored for applications which require a deposit in lieu of a non-refundable fee. Any unused portion of the deposit shall be returned to the applicant upon completion of the application process, conditions of approval, and any ensuing appeals. Any additional costs incurred beyond the deposit amount shall be charged to and paid by the applicant on a monthly basis.

Technical Review/Publication Deposit: The actual costs charged to the City for technical review of land use applications shall be charged to the applicant. In addition, the actual costs of preparing and mailing notices to property owners within the notice area, the costs of publishing notices in newspapers, and any other mandated costs shall be charged to the applicant. Such costs shall be adjusted as soon as the specific amounts are known and any deficiency collected from the applicant, petitioner, or appellant before any further proceedings are had, or any overpayment refunded.

[Veneta Municipal Code Chapter 3.30]
[Fees set by Resolution]

COMPREHENSIVE PLAN

The Veneta Comprehensive Plan has been developed to guide Veneta's growth now and in the future. The Plan was designed to conform with all State of Oregon Land Use Planning Goals and to serve as the legal basis for all land use actions in Veneta. All applications for land development and land division shall comply with the Comprehensive Plan.

LAND DEVELOPMENT AND ZONING

All proposals for development of land must comply with the Veneta Land Development and Land Division Ordinances. No building permits will be issued until all zoning requirements are met.

OTHER APPLICATIONS

RIGHT-OF-WAY PERMIT: Anyone wishing to occupy, encroach on, or construct within a City right-of-way must have an approved right-of-way permit.

FEES

Permit (franchisees excepted) \$40

DEPOSITS (minimum, greater deposit may be required)

Opening Paved Street..... \$200

Opening Unpaved Street \$150

[Veneta Municipal Code Chapters 12.05 and 12.15]
[Resolution 989]

TREE REMOVAL PERMIT: Removal of tree(s) generally requires a permit. Prior to cutting trees on your property, contact City Hall for tree permit requirements and fees.

[Veneta Municipal Code Chapter 8.10]

FLOODPLAIN DEVELOPMENT PERMIT: Development within a Floodplain Subzone

FEES Application.....\$100

Technical Review/Public Notice.....*Actual Costs

DEPOSIT (Technical Review/Public Notice).....\$350

LEGAL LOT VERIFICATION

FEE.....\$175

AMENDMENTS

The Planning Commission is required to hold a public hearing after which they will make a recommendation to the City Council to either approve, disapprove, or modify the proposed amendment.

After receiving a recommendation from the Planning Commission, the City Council will hold a second public hearing on the proposed amendment and take final action.

- A. Amendments to the Comprehensive Plan or Map
Any person desiring to propose an amendment to the Veneta Comprehensive Plan text or an amendment to the Veneta Comprehensive Plan map shall submit an application, a copy of the proposed amendment, and a written statement explaining why the amendment is requested.

- B. Amendments to the Land Development and Land Division Ordinances or Zoning Map
Any **property owner** or **city resident** desiring to amend the text of these ordinances or the zoning map may submit an application, a copy of the proposed amendment, and a written statement explaining why the amendment is requested

FEES:

Comp Plan Designation and Zone Change (except SDP/subzone)	\$1,000
Comp Plan Text Amendment.....	\$ 800
Zone Change (map only) (except Specific Development Plan)	\$ 600
Land Development or Land Division Ordinance Text Amendment	\$ 200
Specific Development Plan Amendment (SDP).....	*Actual Costs
Technical Review/Public Notice.....	*Actual Costs

DEPOSITS: Application for Specific Area Plan Amendment (SDP subzone)	\$7,500
Technical Review & Public Notice.....	\$ 350

* See **APPLICATION FEES & DEPOSITS** for explanation of these costs. Applicants are responsible for the actual costs incurred by the City. Deposits in the amounts listed above are required at the time of application.

SITE PLAN REVIEW and/or SITE PLAN AMENDMENT

New Developments: Any person applying for a building permit for an industrial, commercial, public, semi-public, or multi-family development must apply for a Site Plan Review in accordance with the Veneta Land Development Ordinance, Article 6. Some other residential developments or uses also require a Site Plan Review.

Additions or Changes in Use to an approved Site Plan: Any person who wishes to add to an existing development or change the use for all or a portion of an existing development must apply for a Site Plan Amendment. A change in use may also require other types of permits and may be subject to additional System Development fees (See: System Development Charges).

Major Site Plan Amendments to an approved site plan shall follow the same procedure as for a new development.

Minor Site Plan Amendments - Depending on the circumstances, minor amendments may be approved by the Building and Planning Official. Land Development Ordinance, Article 6, Section 6.06]

- 1. FEES:
 - Application Processing *Actual Costs
 - Technical Review & Public Notice..... *Actual Costs

- 2. DEPOSITS:
 - Application for Site Plan Review (new developments) \$ 1,350
 - Application for Amendments
 - Major Amendment \$ 1,350
 - Minor Amendment (involving Planning Commission) \$ 450
 - Minor Amendment (administrative) \$ 350
 - Technical Review/Public Notice \$ 350

CONDITIONAL USE PERMIT

A Conditional Use Permit (CUP) is required for uses normally permitted within a basic zone, but which, due to the specifics of the proposed use, may cause a nuisance, health hazard, or impact on surrounding properties. See Land Development Ordinance, Article 4 for the specific conditional uses permitted in each zoning district and Article 8 for the application process and standards which must be met. Conditional Use Permits require a public hearing and may also require Site Plan Review. For Conditional Use Permits requiring a Site Plan, additional deposits are charged for staff time and technical review/public notice (see Site Plan Review)

- 1. FEES:
 - Application Processing..... *Actual Costs
 - Technical Review & Public Notice..... *Actual Costs

- 2. DEPOSITS:
 - Application for Conditional Use Permit.....\$775
 - Technical Review/Public Notice.....\$350

<p>* See APPLICATION FEES & DEPOSITS for explanation of these costs. Applicants are responsible for the actual costs incurred by the City. Deposits in the amounts listed above are required at the time of application.</p>

GREENWAY - OPEN SPACE SUBZONE (/GW)

Development within the Greenway Subzone (/GW) may require a Conditional Use Permit. See Veneta Land Development Ordinance, Article 4.11 and Conditional Use Permits.

PLANNED DEVELOPMENT SUBZONE (/PD)

The Planned Development (/PD) Subzone is designed to encourage the creative development of **2-acre or larger** tracts of land. The PD idea encourages the application of new techniques and new technology to community development which will result in a superior living or development with arrangements with lasting values. The PD is further intended to achieve economics in land development, maintenance, street systems, and utility networks while providing opportunities to group buildings, create privacy, establish usable and attractive open spaces, create special recreational amenities, provide safer circulation patterns, and to acquire and protect solar access.

A Planned Development (/PD) subzone may be established in combination with any zone. For specific information and criteria see the Veneta Land Development Ordinance, Article 4, Section 4.13

- 1. FEES
 - Application Processing..... *Actual Costs
 - Technical Review/Public Notice *Actual Costs

- 2. DEPOSITS
 - Application for Preliminary (Conceptual) Plan..... \$ 350
 - Application for General Development Plan \$550 + \$25/unit
 - Application for Final Development Plan \$ 300
 - Application for Zoning Map Amendment (See Amendments)
 - Technical Review/Public Notice \$ 350

* See **APPLICATION FEES & DEPOSITS** for explanation of these costs. Applicants are responsible for the actual costs incurred by the City. Deposits in the amounts listed above are required at the time of application.

TEMPORARY USE PERMIT

Temporary uses are allowed on an interim basis. No temporary use permit can be approved if it would have the effect of permanently re-zoning or granting a privilege not shared by other property in the same zone. Temporary uses are limited to a maximum of one (1) year and must meet the criteria listed in the Land Development Ordinance, Article 7.

- 1. FEES:
 - Application.....\$ 350
 - Technical Review and Public Notice.....*Actual Costs
 - Renewal.....\$ 200

- 2. DEPOSITS:
 - Technical Review/Public Notice.....\$350

* See **APPLICATION FEES & DEPOSITS** for explanation of these costs. Applicants are responsible for the actual costs incurred by the City. Deposits in the amounts listed above are required at the time of application.

PROPERTY LINE ADJUSTMENTS

The relocation of a common property line between two butting properties. A property line adjustment may not create additional lots and must meet the criteria listed in the Land Division Ordinance, Article 3.

- 1. FEES:
Application.....\$550
- 2. DEPOSITS:.....N/A

LAND DIVISIONS

Preliminary review of a concept plan by the Building & Planning Official may be required prior to application.

PRE-DEVELOPMENT CONFERENCE \$ 500
 Prior to submitting a land division application an applicant shall provide a letter of intent to divide with a concept plan map for review by the Planning Official. The Planning Official may require a pre-development conference with the applicant and all affected agencies prior to acceptance of a land division application.

PRE-DEVELOPMENT MEETING..... \$ 130
 (2 staff members only/1 hour or less). If after having a pre-development conference an applicant needs additional meeting time (1 hour or less) a pre-development meeting may be scheduled. If the Planning Official determines a pre-development conference is not necessary, a pre-development meeting may be requested by the applicant. **This meeting cannot be used as a substitute for a Pre-Development Conference.**

A. PARTITIONS

Division of a parcel of land into two or three parcels within a calendar year (Land Division Ordinance, Article 5)

- 1. FEES
 Application Processing for Tentative Plans & Final Plats..... *Actual Costs
 Technical Review & Public Notice Costs (tentative maps & final plats) *Actual Costs
 Recording Fees (applicant is responsible for recording all documents)
- 2. DEPOSITS:
 Application for Tentative Plan \$ 700
 Application for Final Plat \$200
 Technical Review/Public Notice (paid at time of tentative plan, continued with final) .. \$ 350

B. SUBDIVISIONS

Division of land into four or more lots within a calendar year (Land Division Ordinance, Article 4)

- 1. FEES
 Application Processing for Tentative Maps & Final Plats..... *Actual Costs
 Final Plat Approval *Actual Costs
 Technical Review & Public Notice Costs (tentative maps & final plats) *Actual Costs
 Recording Fees (applicant is responsible for recording all documents)
- 2. DEPOSITS:
 Application for Tentative Map..... \$1,000 + \$25/lot
 Application for Final Plat \$350
 Technical Review/Public Notice (paid at time of tentative plan, continued with final) ... \$350

<p>* See APPLICATION FEES & DEPOSITS for explanation of these costs. Applicants are responsible for the actual costs incurred by the City. Deposits in the amounts listed above are required at the time of application.</p>

VARIANCES

Any person may request a variance from a provision of the Veneta Land Development & Land Division Ordinance if the person believes the property to have no economically viable use without the variance. No variance shall be created to allow the use of property for a purpose not authorized within the zone in which the proposed use would be located. If a variance is being requested for the division of property, the application must be submitted at the time the land division application is filed. A variance may also be requested from the Veneta Wetland Protection Ordinance. For all variances a public hearing is required. The variance application shall clearly identify the section of the ordinance for which a variance is being requested. A separate application fee is required for each provision of the ordinances for which a variance is requested.

For specific criteria see

VENETA LAND DEVELOPMENT ORDINANCE, ARTICLE 10, Section 10.03
VENETA LAND DIVISION ORDINANCE, ARTICLE 2, Section 2.05
VENETA MUNICIPAL CODE CHAPTER 18.10 (WETLAND PROTECTION)

- 1. FEES
 - Application (with the exception of a wetland variance) \$ 425
 - Application for Wetland Variance *Actual Costs
 - Technical Review/Public Notice *Actual Costs

- 2. DEPOSITS:
 - Application for Wetland Variance \$ 700
 - Technical Review/Public Notice \$ 350

APPEALS

Any person who believes their interests are adversely affected, or that city ordinances or the Comprehensive Plan have not been followed in a land use decision, may appeal that decision. Appeals of administrative decisions are first made to the Veneta Planning Commission, Planning Commission decisions are appealed to the City Council, and Council decisions to the Land Use Board of Appeals (LUBA).

Failure to raise an issue by the close of the public hearing (in person or by letter), or failure to provide sufficient specificity to afford the City the opportunity to respond to the issue, precludes appeal to LUBA based on that issue.

- 1. FEES
 - Application \$ 525
 - Public Notice *Actual Costs

- 2. DEPOSITS:
 - Technical Review/Public Notice Costs \$ 350

* See **APPLICATION FEES & DEPOSITS** for explanation of these costs. Applicants are responsible for the actual costs incurred by the City. Deposits in the amounts listed above are required at the time of application.

SYSTEM DEVELOPMENT CHARGES (SDC)

System Development Charge means a reimbursement fee, an improvement fee, or a combination thereof assessed or collected at the time of increased usage of a capital improvement, at time of issuance of a development permit or building permit, or at the time of connection to the capital improvement. SDC includes that portion of a sewer or water systems connection charge that is greater than the amount necessary to reimburse the city for its average cost of inspection and installing connections with water and sewer facilities. Transportation SDC is a portion of the cost to compensate the City for the increased transportation system capacity capital costs and is based upon a 2025 population projection. SDC does not include fees assessed or collected as part of a local improvement district or a charge in lieu of a local improvement district assessment, or the cost of complying with requirements or connections imposed by a land use decision.

“Capital Improvements” include facilities or assets used for water supply, treatment, and distribution; waste water collection, transmission, treatment and disposal; drainage and flood control; transportation; or parks and recreation. Capital improvements do not include costs of the operation or routine maintenance of capital improvements.

A “change in use” of a building may result in additional SDC fees if the new use adds to the need for increased capacity in the system. The methodology used to determine the SDC fee is set by resolutions adopted by the Council.

FEES: SDC fees are established by Resolution of the City Council and are subject to a 4% administrative fee.

- (1) *Sewer (Wastewater).....\$ 4,925.14 for standard residential 5/8” meter**
 - (2) Water.....\$ 1,937.00 per ERU
 - (3) *Transportation.....\$ 1,924.58 per EDU
 - (4) *Stormwater (Drainage) Based on size of house or use as follows:
 - Small Residential (up to 1,000 sq ft.....\$ 99.97/DU
 - Medium Residential (1,001-2,999 sq ft..... \$161.07/DU
 - Large Residential (3,000 sq ft +).....\$.0556 X impervious surface
 - Manufactured Home Park..... \$99.97 X # of spaces plus actual impervious surface X \$.0556
 - All Other Uses\$.0556 X impervious surface
 - (5) *Parks.....\$ 3,634.96 per Benefited Dwelling Unit
- Administrative fee (add 4% to the total of the SDC charges)**
 APPEAL \$100.00

* Subject to annual increases based on 20-City ENR

[Resolutions 935 - Parks]

[Resolution 1035 - Sewer]

[Resolution 817 - Water]

[Resolution 899 - Stormwater/Drainage]

[Resolution 927 Administrative Fee & Appeal Fee]

NOTE: Parks, Transportation, Stormwater, and Wastewater (Sewer) SDCs Increase Annually January 1st by 20-City ENR

System Development Charges are payable upon issuance of:

- (1) A building permit;
- (2) A development permit;
- (3) A development permit for development not requiring the issuance of a building permit;
- (4) A permit to connect to the water system; or
- (5) A permit to connect to the sewer system.

*ERU Equivalent Residential Units is the average amount of wastewater used by a single family dwelling during one year. The ERU was determined to be 109,704 gallons per year. All single family dwellings, without regard to the actual amount of wastewater used by the residence, are assigned one (1) ERU. The ERU value for all other uses has been calculated and adopted by Resolution of the City Council.

*EDU Equivalent Dwelling Unit

*DU Dwelling Unit

* Sewer (Wastewater) is based on meter size & fee increases accordingly (SEE BELOW)

Sewer (Wastewater) Systems Development Charges based on meter size

Meter Size	Meter Flow Factor	Meter SDC
Residential 5/8"	1.00	\$ 4,925.14
3/4"	1.50	7,387.72
1"	2.50	12,312.86
1 1/2"	5.00	24,625.72
2"	8.00	39,401.15
3"	16.00	78,802.30
4"	25.00	123,128.60
6"	50.00	246,257.20
8"	80.00	394,011.52
10"	115.00	566,391.56

Service Connection Fees for Water and Sewer are in addition to System Development Charges

WATER CONNECTION COSTS

The following fees shall be paid prior to any connection to the Veneta Municipal Water System:

Single Water Meters - Installation/Connection

	3/4" Meter.....	\$ 800.00
	1" Meter.....	\$ 900.00
	1 1/2" Meter.....	Cost plus
20%		
	2" Meter.....	Cost plus
20%		
	2-1/2" Meter.....	\$ 1,250.00 or cost plus 20%, whichever is greater
	Meters 3" and larger.....	Cost plus 20%
	Fire Sprinkler Meters.....	Cost plus 20% (all sizes)

Multiple Dwelling Units - Installation/Connections

When individual meters are installed for each dwelling unit	\$800.00 per unit
When a single master meter is used for all dwelling units	\$200.00 per unit

SEWER CONNECTION COSTS

The applicant for connection of a building to the public sewer system shall obtain a permit from the City and shall pay the following sewer connection fees prior to the connection of such building to the public sewer.

Residential

Single Family Dwelling.....	\$200.00
Mobile/Manufactured Home	\$200.00
Multiple Family Dwelling	\$200.00 per dwelling unit
Mobile/Manufactured Home Park	\$200.00 per space

Commercial

Home Occupation	\$200.00
Commercial.....	\$200.00 per connection
Public.....	\$200.00 per connection
Semi-Public.....	\$200.00 per connection

Industrial \$200.00 per connection

Additional Charges: A \$200.00 additional charge shall be collected on property within the City which is not abutting a right-of-way or easement with a City sewer line. This \$200.00 additional charge shall also apply to

panhandle or flag lots where the portion of the lot where the structure is located has not been fully assessed for sewer improvements or paid the cost of sewer improvements to serve the lot. The payment of a connection fee does not waive the City's right to assess a benefiting property for the cost of installing a City sewer line in the future.