



**GENERAL  
 LAND USE APPLICATION**

Receipt # \_\_\_\_\_ Letter of Intent Received \_\_\_\_\_  
 Submission Date \_\_\_\_\_ Associated File # \_\_\_\_\_  
 Planning File # \_\_\_\_\_

Print Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Print Applicant (If not owner): \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Print Agent: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

Assessor's Map Number (Township, Range, Section, Quarter Section)	Tax Lot(s)	Acres	Zone

Subject property address(es): \_\_\_\_\_  
 Subzone (if applicable): \_\_\_\_\_

**Check all applicable APPLICATIONS and DEPOSITS below**

Technical Review/Public Notice Deposit (for ALL applications except Property Line Adjustments) \$350

**APPLICATION DEPOSITS** (Application fees are calculated by ACTUAL PROCESSING COSTS)

**SITE PLAN REVIEW**

\_\_\_\_\_ Site Plan Review/Major Amendment \$1,350  
 \_\_\_\_\_ Site Plan Minor Amendment (Administrative) \$350  
 \_\_\_\_\_ Site Plan Minor Amendment (Planning Commission) \$450

**PLANNED DEVELOPMENTS**

\_\_\_\_\_ Conceptual Plan \$350  
 \_\_\_\_\_ General Development Plan \$550+25/unit  
 \_\_\_\_\_ Final Development Plan \$300

**OTHER APPLICATIONS PROCESSED WITH DEPOSITS**

\_\_\_\_\_ Conditional Use Permits (Note: Some Conditional Use Permits also require a Site Plan Review) \$775  
 \_\_\_\_\_ Specific Area Plan Amendment – NE Employment Center & Southwest Area Plan (/SDP) \$7,500  
 \_\_\_\_\_ Variance to the Veneta Wetland Protection Ordinance (Veneta Municipal Code Chapter 18.10) \$700

**APPLICATIONS WITH FIXED FEES** (These are non-refundable)

_____ Appeals \$525	_____ Amendments (except Specific Area Plan above)
_____ Variance \$425 x ( ) Provisions = Total Fee	_____ Comprehensive Plan (text only) \$800
	_____ Ordinance (text only) \$200
	_____ Zone Change (map only) \$600
	_____ Plan Designation & Zoning Map \$1,000

**I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE TRUE, COMPLETE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Property Owner Signature: \_\_\_\_\_  
 Applicant Signature: \_\_\_\_\_

**Request for Consolidation of Land Development and/or Land Division Applications**

I hereby request that my applications be consolidated. I understand that by consolidating these applications, any limited land use action (site review, partition, subdivision) that is combined with a quasi-judicial action (variance, conditional use permit, or other action requiring a public hearing) may be subject to a public hearing and the 14-day limitation for written comments will be waived. Wetland Variances requiring a joint decision by the City Council and Veneta Planning Commission may not be combined with any other land use hearing.

Applicant \_\_\_\_\_ Owner(s) \_\_\_\_\_

**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. Development requiring more than one type of review (such as site plans and conditional use permits) must pay all applicable fees and deposits

**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.

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

**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 abutting property owners or others required to be notified, 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.

**TREE PERMITS:** For developments which require the cutting of trees for streets, utilities and/or buildings, a tree removal permit must be submitted at the time of the development application.

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

**COMPLETENESS REVIEW:** Upon receipt of a Land Use Application, City planning staff will review the application for completeness within 30 days. If your application is deemed incomplete you will be given 30 days to submit the required information to make it complete. Once the application is complete it will be scheduled for review by the Veneta Planning Commission and public notices will be sent.

**BUILDING PERMITS:** Building permits are issued by the City of Veneta; 88184 8th Street; Veneta, Oregon (541) 935-2191. If a Site Review is required it must be approved prior to issuance of a building permit.

**APEALS:** Any land use decision may be appealed. Planner decisions may be appealed to the Planning Commission. Planning Commission decisions may be appealed by the City Council. Council decisions may be appealed to the State Land Use Board of Appeals.

## GENERAL INFORMATION FOR LAND USE APPLICATIONS

- (1) Petitions, applications and appeals provided for in this ordinance shall be made on forms prescribed by the City.
- (2) An applicant shall be advised that all permits or zone changes necessary for a development project may be merged into a consolidated review process. Zone changes and permits required through the application of the overlay district and discretionary permit procedures shall be available for a consolidated permit process. For purposes of this ordinance, a consolidated permit process shall mean that the hearing body shall, to the greatest extent possible, apply concurrent notice, public hearing and decision making procedures to the permits and zone changes which have been consolidated for review.
- (3) Applications shall be accompanied by plans and specifications drawn to scale, showing the actual shape and dimensions of the lot to be built upon; the sizes and locations on the lot of all existing and proposed structures; the intended use of each structure; the number of families, if any, to be accommodated thereon; the relationship of the property to the surrounding area and such other information as is needed to determine conformance with this ordinance.
- (4) The failure to raise an issue in person or by letter filed in a timely manner precludes appeal and the failure to specify to which criterion the comment is directed, precludes appeal based on that criterion.
- (5) Approval or denial of a land use regulation or limited land use application shall be based upon and accompanied by a brief statement that explains the criteria and standards considered relevant to the decision, states the facts relied upon and explains the justification for the decision based on the criteria standards and facts set forth.
- (6) The decision of the Planning Commission will be issued with a Final Order. If a written Notice of Appeal is not filed within 15 days of the date the Final Order of the Planning Commission decision is mailed, the decision becomes final.

**PRIOR TO PREPARING AN APPLICATION, applicants should check with City Staff to make sure they have the most updated versions of the Veneta Comprehensive Plan, Land Development Ordinance, and Land Division Ordinance. Ordinances are available on the City website, [www.ci.veneta.or.us](http://www.ci.veneta.or.us).**