



General Land Use Application

CITY OF MILL CITY Application and Decision Making Procedures

Prior to filing an application, you may wish to discuss your proposal with city staff. If needed, they will arrange a pre-application meeting with the city planner to discuss your proposal.

1. APPLICATION FEES

Application fees are listed on the application form. Fees must be paid at the time the application is filed. The fully completed application form, required attachments and fees must be submitted before the city review begins.

2. REVIEW FOR COMPLETENESS

Upon submission of the application, the city planner will review the application for completeness. The city planner will determine, within 14 days from the date of submittal, if the applicant has provided all required information. If the application is incomplete, the city planner will notify the applicant of the items which need to be submitted. The application is not considered complete until certified complete by the city. The 120-day decision period will commence the day the application is certified complete.

3. STAFF REPORT

After the application is found to be complete, the city planner will prepare a staff report summarizing the application, decision criteria, whether the application complies with code requirements, agency referrals (responses from any affected local, county, state or federal agencies and local utilities), and staff recommendations. A copy of the staff report will be provided to the applicant seven (7) days prior to the public hearing.

4. PUBLIC HEARING BEFORE THE MILL CITY PLANNING COMMISSION

A public hearing will be conducted before the Mill City Planning Commission. The city will publish a hearing notice and send a notice to all property owners within the required notice area at least 10 days prior to the public hearing. The public hearing will be scheduled at the first available planning commission meeting after the notice requirements are met. The hearing provides an opportunity for all interested parties to comment on the application.

5. DECISION OF THE PLANNING COMMISSION

At the conclusion of the hearing and deliberation, the planning commission will either approve or deny the application based on the applicable code criteria. The Planning Commission may impose conditions of approval to assure compliance with city requirements. The Planning Commission decision is final for a site plan review, historic resource alteration/demolition permit, conditional use permit and variance application unless the decision is appealed.

6. APPEALS

Appeal of the planning commission decision may be filed by any person filing a Notice of Appeal within ten days of the date the city mails a Notice of Decision to all interested parties. If an appeal is filed, the city council will hold a public hearing to consider the appeal. The city council may uphold the original decision or approve the appeal. City council actions may be appealed to the State Land Use Board of Appeals pursuant to ORS 197.805 through 197.855.

7. ISSUANCE OF BUILDING PERMITS

Building permits will be issued only after the appeals period has been completed. Building permits may be withheld until the applicant reimburses the City for any outstanding fees or legal, engineering or administrative costs incurred by the City in reviewing the proposal.

8. FOR MORE INFORMATION

Call or write to City of Mill City, 444 1st Avenue, P.O. Box 256, Mill City OR 97360.

Phone: 503.897.2302.

Email: info@ci.mill-city.or.us

Website: www.ci.mill-city.or.us

General Land Use Application

TYPE OF APPLICATION:	Application Fee
<input type="checkbox"/> Pre Application Conference with Planner &/or City Engineer	\$ 200.00
<input type="checkbox"/> Conditional Use Permits:	
<input type="checkbox"/> Special Home Occupations	\$ 250.00
<input type="checkbox"/> CUP (<1.0 acre)	\$ 500.00
<input type="checkbox"/> CUP (1.0+ acre)	\$ 1000.00
<input type="checkbox"/> Historic Structure Demolition/Alteration	\$ 250.00
<input type="checkbox"/> Site Plan Review	
<input type="checkbox"/> Conversion Plan for areas to be annexed to City	\$ 500.00
<input type="checkbox"/> <1.0 acre - SPD Zone (single family home site)	\$ 500.00
<input type="checkbox"/> 1.0 + acre - SPD Zone	\$1,000.00
<input type="checkbox"/> <1.0 acre - Multi-Family & Commercial Projects	\$1,000.00
<input type="checkbox"/> 1.0 + acre - Multi-Family & Commercial Projects	\$1,000.00
<input type="checkbox"/> Residential Community Plan (2+ acres)	\$1,500.00
<input type="checkbox"/> Industrial (Buffering & Screening only)	\$ 200.00
<input type="checkbox"/> Other: _____	\$ _____
<input type="checkbox"/> Engineering / Legal Deposit	\$ _____

I understand that the application fee paid for this land use proceeding is in accordance with the current City of Mill City Land Use Fees Resolution. If the City incurs additional costs for engineering, legal, planning consultation, inspection fees or other direct costs related to this proposal, which are beyond the initial filing fee or deposit, then the city may require an additional deposit or fee to cover costs incurred. The additional fee shall be payable to the City upon receipt of a bill showing the documented City costs. If the property owner or applicant does not pay the additional fees which are invoiced, the City may withhold issuance of building permits, certificates of occupancy, utility service connections or subdivision/partition plats until the fees are paid. I agree to reimburse the City for the additional costs the City of Mill City may incur in reviewing and processing this application.

SIGNATURE OF AUTHORIZED APPLICANT: _____
Property Owner or Authorized Agent

1. BRIEFLY DESCRIBE PROPOSAL:

2. APPLICANT:

Name: _____

Address: _____

City/State/Zip: _____

Phone:

Work (____) ____ - _____ Home: (____) _____ - _____

Fax (____) ____ - _____ Email: _____

If applicant is not the property owner, fill out Section 3.

DO NOT WRITE BELOW THIS LINE

Application received by: _____ Date: _____ Fee Paid: \$ _____ Receipt No. _____

3. **LEGAL OWNERS:** WE, the following (Please print or type full name, address, city, state, and zip code),

Print Name: _____ Print Name: _____
Signature: _____ Signature: _____
Street Address: _____ Street Address: _____
City, State & Zip: _____ City, State & Zip: _____

being owners of record, contract purchasers, or authorized agent of owners of the subject property respectfully petition the City of Mill City for permission to develop the property in accordance with this application and hereby authorize the applicant and/or authorized agents to represent us during any land use proceedings before the City of Mill City.

4. **LOCATION:** Identify the exact location of the property (street address or, if not addressed, the County Assessor's tax lot number, and the closest intersecting streets):

Street Address: _____
Closest Intersecting Streets: _____
Assessor's Map & Tax Lot Number:
T9S R3E _____ Tax Lot(s): _____
T9S R3E _____ Tax Lot(s): _____
Size of Property: _____ acres or _____ square feet.

5. **LEGAL DESCRIPTION** (as it appears on the deed)

Lot No.: _____ Block No.: _____ Subdivision: _____

NOTE: If the application involves a fraction of a lot or a lot which is not within a platted subdivision, attach a full legal description in metes and bounds, marked "Exhibit A"

6. **ZONING:**

Existing Zoning: _____ Proposed Zoning: _____
Existing Plan Designation: _____ Proposed Plan Designation: _____

7. **CURRENT USE OF THE PROPERTY:** _____

CONDITIONAL USES AND SITE PLAN REVIEW

A conditional use permit or a site plan review is a detailed examination of the physical characteristics of a proposed development or improvement to property, with special attention given to the design of the development or improvements and the potential impacts on adjoining properties or land uses. Both a conditional use permit and a site plan review require the evaluation of specific criteria.

The Mill City Planning Commission will use the information provided by the applicant below to analyze the merits of this application. A decision to approve or deny the application is made based on how well the applicant meets the standards and criteria set forth in the Mill City Zoning Code. This application will not be accepted unless all required information is provided.

In order for the planning commission to approve a conditional use permit or a site plan and authorize the issuance of a building permit, the applicant must demonstrate the following criteria have been addressed:

1. **BUILDING LOCATIONS:** The site plan must show all existing and proposed buildings including setbacks from property lines. The plan should also show all public utilities (water, sewer, storm sewers and streets) on site or immediately adjacent to the property. The site plan shall be drawn to scale, including North point and lot dimensions.

- All existing and proposed buildings are shown
- All building setback lines are shown.
- All existing and proposed utilities are shown on the site plan. All existing buildings are shown.
- A legend including North point, scale and property dimensions are shown.

2. **FENCES, WALLS, SCREENING and HEDGES:** All proposed visual or physical barriers shall be shown on the site plan.

Multi-family dwellings must be buffered or screened from adjacent residential properties. The buffer area shall be a minimum of five feet in width for a one story building and seven and one-half feet in width for a building taller than one story. The buffer shall contain a continuous fence or wall a minimum of three feet in height, supplemented with landscape planting, so as to effectively screen the property from adjoining residential properties. Buffer areas may not be used for building, parking, or driveways, unless the area is the most suitable location for a driveway. Buffers may be used for landscaping, sidewalks or pathways and for utility placement. Barbed wire and electric fences are prohibited.

- Buffering, fencing and/or screening is shown on the site plan. Must be completed prior to occupancy.

3. **LANDSCAPING:** Landscaping is an integral part of the site plan. All areas of the site shall be completely and permanently landscaped except for buildings, areas used for refuse containers, and areas set aside for access driveways, off-street parking, sidewalks, and pathways. All landscaped and buffered areas shall be continually maintained in an attractive manner.

The site plan should prevent the unnecessary destruction of major vegetation, preserve unique natural or historical features, provide for ground cover to prevent excessive runoff and dust control, and present an attractive setting for the development.

- a. Preserve existing street trees and any on-site healthy trees over 18 inches in diameter, unless removal is required for location of buildings or is necessary to protect safety or meet good silviculture practices.
- b. Provide and maintain vegetation and ground cover (grass, shrubs, bark, rock) on the site.
- c. Maintain indigenous vegetation on steep slope areas (25%), within riparian setbacks and in wetlands.

- d. Continuous hedges or shrubs in front yards shall not exceed 24 inches in height.
- e. Trees in front yards shall be trimmed to a height of 6 feet and planted 30 feet or more apart.
- f. Significant natural habitats shall be maintained to the maximum extent feasible.

Landscaping is shown on the site plan. The landscaping plan showing all existing and proposed landscaping, the extent and type of all proposed landscaping features including tree and planting types, irrigation systems, access ways, benches, and walkways. Landscaping must be completed prior to occupancy.

4. **SCREENING OF REFUSE CONTAINERS.** Except for one- and two-family dwellings, any refuse container or disposal area visible from a public street or abutting property zoned R-1 or R-2 shall be screened from view by placement of a solid wood, concrete block or similar fence or evergreen hedge at least five feet in height.

Screening of Refuse Containers is shown on the site plan.

5. **PUBLIC IMPROVEMENTS:** All new structures are required to have or to have the ability to have all public improvements installed as part of the development process. Therefore, the applicant must be prepared to install the required street, water, sewer, storm drainage, power, and communication lines. All required improvements must be installed prior to issuance of a certificate of occupancy. The city may require the applicant to provide a performance bond or financial guarantee that the improvements will be installed.

All public improvements must meet City of Mill City standard specifications. All design plans must be approved by the city prior to construction. The city will inspect all construction.

a. Are there adequate water, sewer, and storm drainage facilities available to serve the development (show on site plan)?

b. List public services currently available to the site:

Water Supply: _____-inch line available in _____ Street.

Sanitary Sewer: _____-inch line available in _____ Street.

Storm Sewer: _____-inch line available in _____ Street.

Natural Gas: _____-inch line available in _____ Street.

Telephone: _____ is _____ is not available in _____ Street.

Cable TV: _____ is _____ is not available in _____ Street.

Electrical: _____ is _____ is not available in _____ Street.

Utility easements _____ are _____ are not required (show on site plan)

c. If public and private utility services are not available, does the applicant intend to extend public services to the site concurrently with the development?

- Yes. No.

If yes, when will public improvements (water, sewer, streets, curbs, sidewalks, storm drainage) and underground utilities be installed to serve the development? If not, explain.

d. What effect will the development have on the city's ability to provide public services to the general area of the development? Must the city expand, oversize, or extend services to meet the demands created by the development? Who will pay for these improvements? Explain.

6. **ACCESS DRIVEWAYS AND TRAFFIC CIRCULATION:** The site plan must show driveways, ingress and egress, roadways, and pedestrian walks for safe and efficient vehicle and pedestrian circulation.

The location and improvement of an access driveway onto a public street shall meet the following requirements and must be shown on the site plan:

- a. Driveways shall have a width of ten (10) to sixteen (16) feet for one-way driveways and twenty (20) to thirty-two (32) feet for two-way driveways.
- b. There shall be a minimum separation of twenty-two (22) feet between driveways.
- c. Driveways shall be at least twenty (20) feet from the intersection with a minor street and thirty (30) feet from the intersection with an arterial or collector street.
- d. Driveway spacing, as well as driveways and driveway approaches, shall be consistent with the public works design standards as adopted by the city of Mill City.
- e. Driveway approaches must be paved at least 10' behind the back of the sidewalk or edge of pavement.

7. **STREET IMPROVEMENTS:** City streets must be adequate to meet the demands of the development. The City's public works standards require new developments to be adjacent to fully improved streets with curbs, sidewalks, asphaltic concrete (AC) paving and storm drainage improvements. The City may require dedication of additional street right-of-way or require the applicant to make street improvements concurrently with the development.

8. **PARKING REQUIREMENTS:** Asphalt parking areas, handicapped parking, loading, and driveway improvements may be required. Efforts must be taken to minimize the impact of noise, odors, fumes, or other impacts on adjacent properties. All parking area improvements must be shown on the site plan.

- a. Off-street parking shall be provided in compliance with the standards of Section 17.44.060 of the zoning code.

b. Off-street parking areas for residential structures with three or more dwelling units shall be set back a minimum of fifteen (15) feet from property lines abutting a street and ten (10) feet from lots zoned either R-1 or R-2.

_____ Building size _____ square feet	_____ Number of employees
_____ Number of required parking spaces	_____ Number of parking spaces shown on plan.
_____ # of handicapped accessible spaces required	_____ # of handicapped spaces provided
_____ # of loading zone spaces required	_____ # loading zone spaces provided

8. **LIGHTING:** Outdoor lighting shall be shown on the site plan. Lighting is to be designed to eliminate excessive brightness or glare upon adjacent properties, streets, or traffic areas.

9. **CONTINUOUS MAINTENANCE AND UPKEEP OF THE PROPERTY:** Describe how on-going maintenance for all improvements and facilities will be provided:

10. **FLOOD HAZARDS:** Is the property located in a flood plain? Yes. No.
Is the property located adjacent to a waterway? Yes. No.

If the answer to either of these questions is yes, how will the proposed development comply with all standards for riparian setbacks or flood hazard protection?

11. **HISTORIC SITES OR STRUCTURES:**

Do any historic sites or structures listed on the City of Mill City Comprehensive Plan, Historic Landmarks Inventory, exist on the property? ___ Yes. ___ No.

If yes, Name of Historic Building or Landmark: _____

If yes, how will the historic resource be affected by the proposal? (attach description of changes proposed)

12. **WETLANDS:** Are there any wetlands on the site as shown on the Mill City Local Wetlands Inventory? Yes. No.

If yes, how will the development comply with the City's wetlands requirements in MCMC Chapter 17.72?

13. **NATURAL RESOURCES and/or HAZARDS:** Are there any other natural resources or hazards on the property.
 Examples: steep slopes greater than 20%, riparian corridors along Elizabeth Creek, Cedar Creek, DeFord Creek, Snake Creek or the North Santiam River, geologic rock outcroppings, etc.

Yes. No.

If yes, describe them and the impact the development may have on these resources. Will any steps be taken to protect these natural resources?

14. **DEED COVENANTS AND RESTRICTIONS:** Will any deed covenants or deed restrictions apply to the development?

Yes. ___ No. If yes, attach as Exhibit B.

15. **CONSULTANTS:** Please list below planning and engineering consultants.

PLANNING

ENGINEERING

Name

Name

Firm

Firm

Street Address

Street Address

City State Zip

City State Zip

(_____) _____ - _____
Work Phone

(_____) _____ - _____
Work Phone

(_____) _____ - _____
FAX

(_____) _____ - _____
FAX

E-mail

E-mail

REQUIRED ATTACHMENTS

1. Applicant's Proposal / Site Plan: One reproducible master, drawn to scale, showing the proposal. When a site plan is required, the applicant should show all surrounding properties, neighboring streets and roads, existing uses of the property, all details of the proposed development including all public improvements, landscaping, parking structures, and other information required in the Zoning Code. More than one sheet can be submitted.
2. Vicinity Map: The vicinity map may be drawn on the same map as the site plan. All properties, streets, and natural features within 250 feet of the perimeter of the parcel shall be shown on the vicinity map.
3. Restrictive Deeds and Covenants: If the applicant desires to impose restrictive deeds and covenants on the development, these may be submitted with the site plan.
4. Property Owner Authorization: If the applicant is not the owner of the property, the application shall be accompanied by a notarized statement certifying that the applicant has the authorization of the owner(s) to file the application.
5. Proposed Findings of Fact: The City may request that the applicant prepare proposed findings of fact which indicate how the proposal complies with LCDC Goals and Guidelines, the City of Mill City Comprehensive Plan and the City of Mill City Zoning Code.