



Comprehensive Plan or Zoning Amendments

Application and Decision Making Procedures

Prior to filing an application, you may wish to discuss your proposal with the city hall staff. If needed, they will arrange a pre-application meeting with the city planner and city engineer to discuss your proposal. Please call or stop in at City Hall at 444 S. First Avenue in Mill City during working hours, 9:00 a.m. to 5:00 p.m., Monday through Friday.

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 of the application 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.

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 other agencies and 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, the planning commission will either recommend approval or denial of the application based on code criteria. The Planning Commission may recommend conditions of approval. The Planning Commission recommendation will then be forwarded to the City Council.

6. CITY COUNCIL DECISION

Upon receiving the recommendation from the Planning Commission, the Council will hold a separate public hearing. The Council must hold public hearings on all annexation, comprehensive plan amendments, zone changes and subdivisions. At the conclusion of the public hearing, the City Council will deliberate and then may either approve or deny the application.

7. APPEALS

A decision of the City Council may be appealed to may be appealed to the State Land Use Board of Appeals pursuant to ORS 197.805 through 197.855.

8. ISSUANCE OF BUILDING PERMITS

Building permits will be issued only after the appeal period has expired or if an appeal was filed, if the decision to approve an application has been upheld. 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.

9. FOR MORE INFORMATION

Call or write to Mill City City Hall, 444 1st Avenue, P.O. Box 256, Mill City OR 97360.
Phone: (503) 897-2302 Email: info@ci.mill-city.or.us

CITY OF MILL CITY
APPLICATION FOR A COMPREHENSIVE PLAN MAP
OR ZONING MAP AMENDMENT

TYPE OF APPLICATION:	Application Fee
<input type="checkbox"/> Comprehensive Plan	
<input type="checkbox"/> Comp Plan Map (inside UGB including annexation & zone change)	\$ 2,000.00
<input type="checkbox"/> Comp Plan Map (outside UGB up to 5 acres including annex and zone change)	\$ 2,500.00
<input type="checkbox"/> Comp Plan Map (outside UGB 5+ acres including annex and zone change)	\$ 3,500.00
<input type="checkbox"/> Comp Plan Text Amendment Only	\$ 1,250.00
<input type="checkbox"/> Zoning Code	
<input type="checkbox"/> Zoning Map (inside UGB, including annexation - no comp plan change)	\$ 2,000.00
<input type="checkbox"/> Zoning Map (inside city limits - no comp plan change)	\$ 1,500.00
<input type="checkbox"/> Zoning Text Amendment Only	\$ 1,000.00

* 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 will 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 (Attach map for any Comp Plan or Zoning Map Amendments):

2. APPLICANT:

Name: _____

Address: _____

City/State/Zip: _____

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

Email: _____

 DO NOT WRITE BELOW THIS LINE

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

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

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(s):

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. Existing Zoning: _____ Proposed Zoning: _____

Existing Plan Designation: _____ Proposed Plan Designation: _____

7. Current Use of the Property: _____

8. Proposed Use of the Property: _____

9. Comprehensive Plan Text Amendment(if proposed): _____ Copy of proposed amendment is attached.

10. Zoning Code Text Amendment (if proposed): _____ Copy of proposed amendment is attached.

Comprehensive Plan or Zoning Amendments

An application for a Comprehensive Plan map amendment or zoning map amendment is a request to change one of the plan designations on the Comprehensive Plan map or a land use zoning district on the City of Mill City Zoning Map.

This application may or may not include a concurrent application to annex a parcel of land. An annexation is an expansion of the city limits through the addition of territory to the jurisdictional boundaries of the City of Mill City. In conjunction with the annexation, the application must specify the comprehensive plan designation which is desired for the property. If the applicant proposes a different plan designation than that indicated in the plan, a comprehensive plan amendment application must also be submitted. The applications will be considered concurrently.

Please provide the following information. Answer each question. If you believe it does not apply to your proposal, indicate "Not applicable". The application may not be deemed complete unless all requested information is provided.

1. **COMPREHENSIVE PLAN CONFORMANCE:** How is the proposed application consistent with the existing goals and policies of the Mill City Comprehensive Plan?

2. **NEED:** Identify and explain the demonstrated need in the community for the proposed annexation, comprehensive plan map amendment or zoning map amendment. Explain the result of the annexation.

3. **ANNEXATION:**

Does the proposal include the annexation of land to City? Yes. No. If yes, # of acres: _____

If yes, is the property proposed for annexation contiguous to the city limits? Yes. No.

Does the annexation require any of the following items?

- a. A comprehensive plan map amendment? Yes. No.
- b. Creation of a new land use designation? Yes. No.
- c. Addition of any new plan policies? Yes. No.
- d. Addition of any new plan elements? Yes. No.
- e. A zoning map amendment? Yes. No.

Attach an explanatory statement for each of the items above for which the answer is "yes."

4. **PUBLIC SERVICES**

a. 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.

b. Do the city's capital improvement plans show that service can be provided to the site? Describe.

c. If public and private utility services are not available, does the applicant intend to extend public services to the site concurrently with the comprehensive plan amendment or zone change? 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 proposal? Yes. No. Explain.

5. **NEIGHBORHOOD COMPATABILITY:** How will the developments proposed for the property be compatible with the character of the surrounding area?

6. **COMPATIBILITY WITH URBAN GROWTH POLICIES:** Will the comprehensive plan amendment, zone change and/or annexation comply with the urban growth policies of the City of Mill City?

Yes. No. Explain.

7. **COMPLIANCE WITH STATE AND LOCAL LAW:** Does the proposed comprehensive plan amendment, zoning map amendment and/or annexation comply with applicable statewide planning goals and administrative rule requirements and/or any other state laws? Yes. No.

8. **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 the above questions is "yes," how will the proposed annexation comply with all standards for riparian setbacks or flood hazard protection?

9. **HISTORIC SITES OR STRUCTURES:** Do any historic sites or structures listed in the City of Mill City Comprehensive Plan or in the Historical Landmarks Inventory exist on the property? Yes. No.

Name of Historic Building or Landmark: _____

If "yes," how will the historic resource be affected by the proposal?

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

If yes, how will the proposal avoid or protect the wetlands as required by the City's wetlands requirements in Chapter 17.72 of the Mill City Municipal Code?

11. **NATURAL RESOURCES:** Are there any other natural resources or hazards on the property? Yes. No.

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.

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

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

PLANNING

Name

Firm

Street Address

City, State, Zip

(____) _____ - _____
Work Phone

(____) _____ - _____
Cell

Email

ENGINEERING

Name

Firm

Street Address

City, State, Zip

(____) _____ - _____
Work Phone

(____) _____ - _____
Cell

Email

REQUIRED ATTACHMENTS

1. **Legal Description:** Copy of deed with lot and block description or attach a metes and bound description.
2. **Applicant's Proposal / Site Plan:** One reproducible site plan or map, 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.
3. **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.
4. **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.
5. **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.
6. **Property Owner Authorization for Annexation:** If the application requests annexation of a parcel of land, the application must include the Property Owner concurrence form signed by 100% of the property owners.
7. **Proposed Findings of Fact:** The City may require the applicant to prepare 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.

CITY OF MILL CITY
APPLICATION FOR ANNEXATION TO THE CITY

PROPERTY OWNERS' CONCURRENCE

Property Description:

Assessor's Map and Tax Lot: T9S R3E Section _____, Tax Lot _____

Physical Address (if any): _____

Property Owners' Authorization:

List below (please print) the names and mailing addresses of all owners of property affected by this annexation application. Each property owner must indicate his concurrence with this application by his written signature to the right of the printed name and address line (if necessary, attach extra pages):

We, the undersigned property owners, concur with the application for annexation of the above described property to the City of Mill City.

(1) _____
Owner's name (Print) _____ Signature _____

_____ Mailing Address City State Zip Phone _____ Email _____

(2) _____
Owner's name (Print) _____ Signature _____

_____ Mailing Address City State Zip Phone _____ Email _____

(3) _____
Owner's name (Print) _____ Signature _____

_____ Mailing Address City State Zip Phone _____ Email _____

(4) _____
Owner's name (Print) _____ Signature _____

_____ Mailing Address City State Zip Phone _____ Email _____