OREGON CITY

Community Development – Planning

695 Warner Parrott Road | Oregon City OR 97045
Ph (503) 722-3789

Conditional Use Checklist

For information regarding processes, fees, restrictions, etc., contact:
Planning **(P)** at 503-722-3789 or **ocplanning@orcity.org**.
Public Works Development Services **(DS)** at 971-204-4601or **ocpublicworks@orcity.org.**

☐ 1. A **Completed Land Use Application** form or forms with All property owner signatures and complete contact information for the applicant, owner(s) and applicant's representative. (P)

☐ 2. A complete and **Detailed Narrative Description with Code Responses** of the proposed development and an explanation addressing all applicable approval criteria. For Conditional Use applications this requires applicable Comprehensive Plan Goals and Policies. A template is provided at the Pre-Application Conference. (P/DS)

☐ 3. **Neighborhood Association meeting:** (P)
   ☐ A sign-in sheet of the meeting attendees
   ☐ A Summary of issues discussed
   ☐ A letter from the Neighborhood Association or CIC indicating that a meeting was held.
   ☐ If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign sheet of attendees and a summary of issues discussed.

☐ 4. **Pre-Application Conference Notes from Planning and Development Services.** (P/DS)

☐ 5. **Additional Information or Reports**, if required in Pre-Application Conference (P/DS)

☐ 6. A current **Preliminary Title Report or Trio** for the subject property(ies). (P)

☐ 7. **Documentation** indicating there are **no liens favoring the City** for the subject site. (P)

☐ 8. **County Assessor's Office Receipt** indicating all taxes for the parcels involved are paid in full for the preceding tax year. (P)

☐ 9. **Application fees** to be paid once invoice is generated. (P)

☐ 10. **Electronic Version of Application Materials** (P/DS)

Note: There may be more information required once your application has been reviewed.
Incomplete applications will increase processing time.