

## ARTICLE 2

### USE AND DEVELOPMENT PERMITS APPLICATION PROCESSING AND REVIEW PROCEDURES

**SECTION 2.010, SCOPE OF ARTICLE:** The provisions of this article set forth the means whereby applications required by this ordinance are to be submitted to the Planning Department, reviewed for completeness, filed, and forwarded to the appropriate review authority. When approved, a permit is to be issued by the Planning Director.

**SECTION 2.015, COORDINATION OF REVIEWS:** The Planning Director is responsible for coordination of the application review process. If a proposed use or development requires review by more than one review authority or involves a zone change request, the Director shall make reasonable effort to time the reviews to run concurrently.

**SECTION 2.020, APPLICATION FORM AND CONTENT:** Applications for permits and authorizations required by this ordinance shall be submitted on forms provided by the Planning Department or in the format prescribed by the department. Applications shall contain all information and drawings as required by this ordinance.

**SECTION 2.025, WHO MAY SUBMIT AN APPLICATION:** Applications for permits and authorizations required by this ordinance may be submitted by one of the following parties:

01. The owners of the subject property as shown on the real property records of the Wallowa County Assessor.
02. The purchaser of the subject property who submits a copy of a duly executed and recorded conveyance or deed.
03. A lessee in possession of the subject property who submits subject property.
04. A representative or agent of either number one or number two who submits a written authorization to act on behalf of the owners or purchasers and signed by same.

**SECTION 2.030, TYPES OF REVIEW:** The provisions of this ordinance shall provide for the following types of review of permit applications.

**Ministerial Review:** For permits requiring review against standards by

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the Wallowa County Planning Director.

**Administrative Review:** For permits requiring review against criteria by the Wallowa County Planning Director.

**Public Hearing Review:** For permits requiring review against criteria by the Planning Commission or the Wallowa County Court.

**SECTION 2.035, PRE-APPLICATION CONFERENCE:**

01. Prior to the filing of an application requiring either administrative or public hearing review, the applicant(s) or representative must schedule and attend a pre-application conference with the Planning Director. The purpose of the conference is to:
  - A. Acquaint the applicant with the substantive and procedural requirements of the ordinance.
  - B. Provide for an exchange of information regarding applicable elements of the land use plan which need to be addressed in the application.
  - C. Identify any technical or information assistance that may be available from the County.
  - D. Identify policies and regulations which create an opportunity for the applicant or which impose constraints upon the proposed use or development.
  - E. Identify the parties and interests including: local, state, and federal agencies which are entitled to notice of the applicant's filing and review.
02. The director shall provide the applicant a written summary of the conference. The summary should be mailed or delivered within ten days of the conference and shall include confirmation of the review procedures to be utilized, a list of parties to be notified of the application review, and the criteria and standards to be addressed in the review of the application.
03. A pre-application conference may be waived at the discretion of the Planning Director for Administrative Review or Public Hearing Review applications.

**SECTION 2.040, FILING AN APPLICATION:**

01. An application must be filed with the Planning Department on the proper application form or in the appropriate format and be accompanied by the full filing fee.
02. Upon receipt of the completed application and fee, the department shall place the date of receipt upon the original of the application. This date of receipt is

the filing date for the application.

03. Upon receipt of a filed application, the department shall open the file to review by the public.

**SECTION 2.045, REVIEW FOR COMPLETENESS OF APPLICATION:**

01. To be deemed complete and ready to be filed and reviewed, an application must contain at a minimum the following items:
  - A. A completed and signed application.
  - B. All required maps, drawings, and sketches.
  - C. Evidence the application addresses each applicable review standard and criterion.
  - D. Identification of the authority by which the applicant brings forth the application.
  - E. Other information as determined by the Director.
02. If the Director finds an application is incomplete, the applicant is to be notified as to what information is needed to complete the application. The applicant will be given up to 30 days from the date of notice to furnish the needed information.

**SECTION 2.050, REFERRAL OF AN APPLICATION:**

01. Upon receipt of a filed application, the department shall open the file to review by the public. The Planning Director shall refer to the appropriate review authority at such time as the application is deemed complete and upon receipt of appropriate fees.

**SECTION 2.055, APPLICATION REVIEW AND DECISION:** The review authority shall review the application in the appropriate manner prescribed by this ordinance and set out in Section 2.030. The decision of the review authority shall be rendered in the manner set forth for this particular type of review.

**SECTION 2.060, ISSUANCE OF PERMITS:** Following receipt of the written decision of the review authority which approves or conditionally approves an application

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brought forth under the provisions of this ordinance, the director shall issue the permit. Issuance of the permit shall be withheld until the period provided for appeal of the decision has expired or until all appeal reviews have been completed.

**SECTION 2.065, RESUBMITTING DENIED APPLICATIONS:** Except for permits falling under the Ministerial Review provisions, applications which have been denied and for which all appeal periods have expired shall not be resubmitted in the original or modified condition for a period of one year following the date of the denial (in the case of an appeal, the date of the final appeal decision) unless the applicant can demonstrate to the appropriate review authority the application is substantially different from the denied application or that changes in the governing ordinance and/or land use plan provisions warrant reconsideration of the application.

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