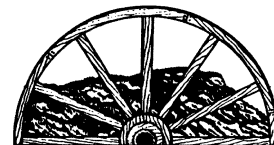


# APPLICATION FOR LAND USE REVIEW

COMMUNITY AND ECONOMIC  
DEVELOPMENT DEPARTMENT  
Planning Division  
1000 Adams Avenue, P.O. Box 670  
La Grande, OR 97850  
(541) 962-1307  
Fax (541) 963-3333



CITY of LA GRANDE  
THE HUB OF NORTHEASTERN OREGON

## FLOODPLAIN DEVELOPMENT PERMIT

### OWNER/APPLICANT INFORMATION

Applicant/Agent: _____	Land Owner: _____
Mailing Address: _____	Mailing Address: _____
City/State/Zip: _____	City/State/Zip: _____
Telephone: _____	Telephone: _____
Fax: _____	Fax: _____
Email: _____	Email: _____

### PROJECT INFORMATION

Site Address: _____	Description: _____
Legal Desc.: T___S, R___E, Section ____, Tax Lot _____	_____
Project Value: _____ (Based on contractors bid estimate.)	_____
Market Value: _____ (Based on UC Assessor Records.)	_____
Substantial Improvement: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<small>(Substantial Improvement is defined as any repair, reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the existing structure as listed on the Union County Assessor's records.)</small>	
	_____
	_____

### TYPE OF DEVELOPMENT

Check the appropriate box for the type(s) of development requested:

#### RESIDENTIAL:

- ☐ New Structure
- ☐ Addition to Structure
- ☐ Alterations/Repairs

#### NON-RESIDENTIAL:

- ☐ New Structure
- ☐ Addition to Structure
- ☐ Alterations/Repairs

#### OTHER DEVELOPMENT:

- ☐ Accessory Structure
- ☐ Retaining Wall/Fence
- ☐ Fill (Berm, Site Elevation)
- ☐ Dredge
- ☐ Excavation
- ☐ Levee/Dam
- ☐ Water Course Alteration

#### OTHER NOT LISTED:

- ☐ Other: (Explain) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### OTHER PERMITS

Are other permits required by the City, State or Federal jurisdictions for this project? ☐ Yes ☐ No  
(If yes, identify each permit that applies and the status of each permit. If a decision has been issued, a copy of the decision may be required.)

City Land Use Permit: File Number(s) \_\_\_\_\_

City Building Permits: ☐ Structural ☐ Mechanical ☐ Electrical ☐ Plumbing

Oregon Department of State Lands (DSL): ☐ Submitted ☐ Pending ☐ Decision Issued

Oregon Department of Environmental Quality (DEQ): ☐ Submitted ☐ Pending ☐ Decision Issued

Other (Explain): \_\_\_\_\_: ☐ Submitted ☐ Pending ☐ Decision Issued

APPLICATION FOR LAND USE  
REVIEW – PAGE 2

COMMUNITY AND ECONOMIC  
DEVELOPMENT DEPARTMENT

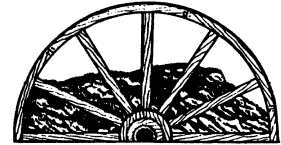
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PERMIT

ATTACHMENTS

**Attach a Site/Development Plan** – Drawn to a common engineering scale, showing the following information:

*(The Planning Division may waive the requirement to provide one or more of the following items based on the scale or scope of the project)*

- ☐ North arrow
- ☐ Property boundaries with lot dimensions
- ☐ Floodplain lines (and floodway if applicable)
- ☐ Existing and proposed site grade elevation and topography
- ☐ Dimensions and location of existing and proposed improvements
- ☐ Location of fill/removal/drainage (include estimated cubic yards of fill/removal)

**FOR NEW CONSTRUCTION OR SUBSTANTIAL IMPROVEMENT:**

- ☐ **Attach Statement/Narrative** – Describing in detail the proposed project and compliance with floodplain requirements in Article 3.12 of the Land Development Code Ordinance.
- ☐ **Attach Elevation Certificate** – For new construction or substantial improvement, Elevation Certificate (*FEMA Form 81-31*) shall be prepared by a Professional Land Surveyor, Engineer or Architect licensed in the State of Oregon.

APPLICANT/OWNER CERTIFICATION

**The applicant/owner understands and agrees that:**

- The permit applied for, if granted, is issued on the representations made in this application;
- Any permit issued may be revoked if found in conflict with information represented in this application;
- Once a permit is revoked, all work shall cease until the permit is reissued or a new permit is issued;
- Any permit issued on this application will not grant any right or privilege to erect any structure or use any premises described for any purposes or in any manner prohibited by City of La Grande ordinances, codes or regulations;
- The applicant hereby authorizes City officials of the City of La Grande to enter the property and inspect activity in conjunction with the proposed development project.
- If issued, the permit will expire if no work is commenced within one (1) year of date of issuance.
- If issued in connection with another City land use or building permit, the permit will expire concurrently with all other approvals.

**Applicant Signature:** \_\_\_\_\_ **Owner Signature:** \_\_\_\_\_

STAFF USE ONLY

Application Submittal Checklist:

- ☐ Detailed Site/Development Plan
- ☐ Detailed Statement/Narrative Addressing Compliance with Floodplain Requirements.
- ☐ Elevation Certificate
- ☐ Submittal or Approval Documentation for Other Permits Associate with Project.

Flood Insurance Rate Map Panel Number: \_\_\_\_\_

Flood Zone: ☐ Floodway ☐ A ☐ AE ☐ AO

Base Flood Elevation: \_\_\_\_\_  
*(Required for all NEW construction or SUBSTANTIAL IMPROVEMENTS)*

Lowest Floor Elevation required for NEW construction or Substantial Improvements to a structure: \_\_\_\_\_  
*(Required for all NEW construction or SUBSTANTIAL IMPROVEMENTS)*

File Number: \_\_\_\_\_ Application Complete: \_\_\_\_\_

Application Fee: \_\_\_\_\_ 120 Day Deadline: \_\_\_\_\_

Receipt Number: \_\_\_\_\_ 245 Day Deadline: \_\_\_\_\_

The following instructions and process are for “**Floodplain Development Permit**” applications. *[per Ord. 3081, Series 2009]*

## **INSTRUCTIONS**

- ☐ 1. The **APPLICATION FOR LAND USE REVIEW** must be filled out completely. The applicant may be a property owner (of record) or an authorized agent of a property owner(s).
- ☐ 2. The application **FEE** shall accompany the application. The fee shall be paid before the application is deemed complete and processed by the Planning Division.
- ☐ 3. Complete the **SUPPLEMENTAL APPLICATION CHECKLIST** on Page 2 of this Instruction document.
- ☐ 4. Provide a **SITE PLAN** of the development area that includes the following information and/or specifications:
  - ☐ Vicinity Map/Location
  - ☐ Scale (common Engineering)  
*[1:10, 20, 30, 40, 50, 60, 100]*
  - ☐ North Arrow
  - ☐ Property Boundaries (Bold)
  - ☐ Property Dimensions
  - ☐ Existing Structures
  - ☐ Water Bodies
  - ☐ Adjacent Roads (include names)
  - ☐ Proposed Development Plan
  - ☐ Delineated Floodplain/Floodway
  - ☐ Base Flood Elevation(s) Throughout Site
  - ☐ Delineated Wetlands

## FLOODPLAIN DEVELOPMENT PERMIT

### *Supplemental Application Checklist*

Proposed Description of Works (check all that apply):

**A. Structural Development**

Activity

- ☐ New Structure
- ☐ Addition
- ☐ Alteration
- ☐ Relocation
- ☐ Demolition
- ☐ Replacement

Structure Type

- ☐ Residential
- ☐ Non-residential
- ☐ Combined Use (Residential & Commercial)
- ☐ Manufactured Home
- Manufactured Home Park? ☐ Yes ☐ No

**B. Other Development Activities**

- ☐ Fill ☐ Grading ☐ Utilities
- ☐ Watercourse Alteration (Including Dredging and Channel Modification)
- ☐ Drainage Improvements (Including Culvert Work)
- ☐ Road, Street or Bridge Construction
- ☐ Driveway, Parking Lot or Vehicle Circulation Areas
- ☐ Other (Please Specify) \_\_\_\_\_

**C. Special Flood Hazard Zone**

- ☐ A ☐ AE ☐ AO ☐ A1 ☐ A2 ☐ AEFW

**D. Per the floodplain map, what is the zone, panel number and base flood elevation (BFE) of the area of proposed development: Zone: \_\_\_\_\_ Panel # \_\_\_\_\_ BFE: \_\_\_\_\_.**

**E. Is the proposed development in or adjacent to a potential wetland?** ☐ Yes ☐ No

**F. Have other Federal, State or local permits been obtained** (e.g. Joint Permit Application-ODSL)? ☐ Yes ☐ No  
If yes, what type: \_\_\_\_\_

**G. Is the proposed development in an identified floodway?** ☐ Yes ☐ No

If yes, is a "No Rise Certification" from a registered engineer with supporting data attached? ☐ Yes ☐ No

**H. Does the proposed development alter or relocate a watercourse?** ☐ Yes ☐ No

If yes, to what extent? (Provide a description and map on separate page.)

**I. Is the proposed development within 170' from a watercourse?** ☐ Yes ☐ No

If yes, evidence will need to be provided (biologist's report, an Army Corp. permit, etc.) demonstrating that the project will not adversely affect threatened or endangered species or critical habitat. All adverse effects must be mitigated so that no net loss or a net beneficial gain is achieved.

## **PROCESS**

The following outlines the application review process for a Site Plan. **The applicant can anticipate this process taking a minimum of three (3) weeks, from the date the application is deemed complete.**

*Steps A, B and C generally apply to larger applications that involve multiple review agencies or may have significant adverse impacts on the community.*

*Most applications include a simplified Step A, then proceed to Step D.*

*(See Section 9.1.003)*

- ☐ **A. *Pre-Application Meeting.*** A pre-application meeting may be required for projects that involve multi-agency review, include significant right-of-way improvements or may have significant adverse impacts on the community. When required, such meeting will be arranged by the Planning Division Staff and shall include applicable City Departments.
- ☐ **B. *Development of Concept Plan.*** The applicant prepares and submits a Concept Plan based on information from the Pre-Application Meeting.
- ☐ **C. *Neighborhood Meeting and Plan Refinement.*** When deemed necessary by the City, the applicant shall arrange for a neighborhood meeting, held at a “public neutral” place of assembly. The meeting shall be designed to present the concept plan and receive public input. The plan is then refined prior to Application Submittal.

- ☐ **D. *Application Submittal.*** From the date the application is submitted, the Planning Division has thirty (30) days to deem an application incomplete or complete.

- ☐ **E. *Application is Deemed Complete.***

Incomplete. If the application is deemed incomplete, the applicant will be provided a letter identifying all issues that need to be addressed for the application to become Complete.

Complete. Upon determination of a Complete application, the City has 120 days to issue a final decision.

- ☐ **F. *Processing & Public Notice.*** Once the application is deemed complete, the application is circulated to each City Department and to local utility and service agencies for review and comment. Public Notice is also mailed to the owner of each property located within 100 feet of the property proposed for development. This review process is required to remain open for a period of not less than ten (10) business days; approximately two (2) weeks. If during this review process it is determined that additional information or detail is necessary, the applicant will be notified in writing and a revised Site Plan may be requested.
- ☐ **G. *Administrative Decision.*** At the conclusion of the Processing and Public Notice period, the City Planner will issue a decision of approval, conditional approval or denial. The applicant will be notified in writing, which includes a document entitled Findings of Fact. This document outlines the review criteria, land use standards, and findings by which the decision was based.
- ☐ **H. *Planning Commission Involvement.*** A Site Plan Application will be presented to the Planning Commission when is in conjunction with a Conditional Use Permit and/or Variance Permit request. The Planning Commission is also the review body that will review and consider any appeals relating to the administrative decision issued by the City Planner.