

Land Use Review

PERMIT #:

DATE FILED:

FEE \$:

Permit Needed: _____ → Review Type (circle): I, II, III, or IV

The City of Joseph shall conduct Land Use Reviews as described in the City's Land Use Ordinances. The City Planning Official shall be responsible for determining the required review procedure.

Review Type	Review Procedure	Decision-maker
Type I	Proposal reviewed against the applicable criteria	Planning Official
Type II	Criteria review and neighbor notice	Planning Official
Type III	Criteria review, neighbor notice, and public hearing	Planning Commission
Type IV	Criteria review, neighbor notice, and two public hearings	City Council

Applicant/s	Name	_____	
	Address	_____	
	Phone	_____	Email _____

Property Owner/s (REQUIRED if different)	Name	_____	
	Address	_____	
	Phone	_____	Email _____

Property	Information can be found at https://www.cci400web.com:8183/WallowaCo_PropertyInq/		
	Zoning	_____	Ref. # _____
	Map #	_____	Tax Lot # _____
	Size	_____	(acres or square feet)

Short Project Description/ Proposed Use	_____



LAND USE REVIEW APPLICATION
 CITY OF JOSEPH
 201 NORTH MAIN
 P.O. BOX 15
 JOSEPH, OR 97846

541-432-3832
 PLANNER@JOSEPHOREGON.ORG

Land Use Review

PERMIT #:

The information described below is required at the time of application submission (Application Submission Requirements, §156.184). Application processing does not begin until the application is determined to be complete. **An incomplete application will postpone the decision or may result in denial of the request.** Please mark the items below to ensure your submittal is complete.

Application Checklist (attach additional pages as necessary)

<p>Proposal Narrative</p> <p>(For Type II-IV Reviews Only)</p>	<p>With all land use applications, the “burden of proof” is on the applicant. It is important that you clearly describe the nature of the request (who, what, when, where, and why as applicable). You must fully explain how your proposal complies with all of the applicable criteria within city ordinances on a point-by-point basis in order for this application to be deemed complete. A planner will provide the ordinances that pertain to your specific requests.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I have attached a letter showing compliance with the applicable approval criteria
<p>Plat Map</p>	<ul style="list-style-type: none"> <input type="checkbox"/> from OR Map at https://ormap.net/gis/index.html
<p>Plot Plan</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The applicant's entire property and the surrounding properties to a distance sufficient to determine the location of the development in the city, and the relationship between the proposed development site and adjacent properties and development. <input type="checkbox"/> North arrow (compass rose) <input type="checkbox"/> Property boundaries, dimensions, and setbacks <input type="checkbox"/> Existing structures and proposed structures with dimensions <input type="checkbox"/> Services and utility locations (sewer, water, power) [add source to get info] <input type="checkbox"/> Roads and property access <input type="checkbox"/> Easements and right-of-ways <input type="checkbox"/> Topography (2-ft contour intervals for slopes of less than 10% and five-foot intervals for steeper slopes) <input type="checkbox"/> All creeks, streams, ponds, springs, and other drainage ways (see FEMA Flood Map Service Center https://msc.fema.gov/portal/home AND Oregon Wetlands Mapper https://maps.dsl.state.or.us/swi/)
<p>Floor Plans</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Building elevations with height and width dimensions (See use zone of §156.02) <input type="checkbox"/> Building floor plans with dimensions and use of rooms <input type="checkbox"/> Roof material (must be non-reflective)



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Certification	<p>The applicant/owner understands and agrees that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The applicant/owner assumes all legal and financial responsibilities for establishing and clearly marking the location of all necessary property lines as determined necessary by the City for the proposed development; <input type="checkbox"/> Building setbacks shall be measured from an established property line, not from the street, curb, sidewalk, or other improvement that is not based on a recorded survey; <input type="checkbox"/> Any approvals associated with this request may be revoked if found in conflict with information represented in this application or other applicable laws; <input type="checkbox"/> The approval of this request does 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 Joseph ordinances, codes or regulations; <input type="checkbox"/> City officials shall enter the subject property to gather information pertinent to this request and inspect activity in conjunction with the development project; and <input type="checkbox"/> I/we am/are aware that there is a twenty-one (21) day appeal period following the date of the Planning Director's decision on this land use action.
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I/We, the undersigned, swear under penalty of perjury that the above responses are complete, accurate, made truthfully and to the best of my/our knowledge.

Applicant/s

Signature	Date	Signature	Date
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**Owner/s
(ALL ARE
REQUIRED)**

Signature	Date	Signature	Date
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DEPARTMENT USE ONLY

Meets Criteria
 Does Not Meet Criteria

Conditions

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Signature	Date	Permit Duration	Expires
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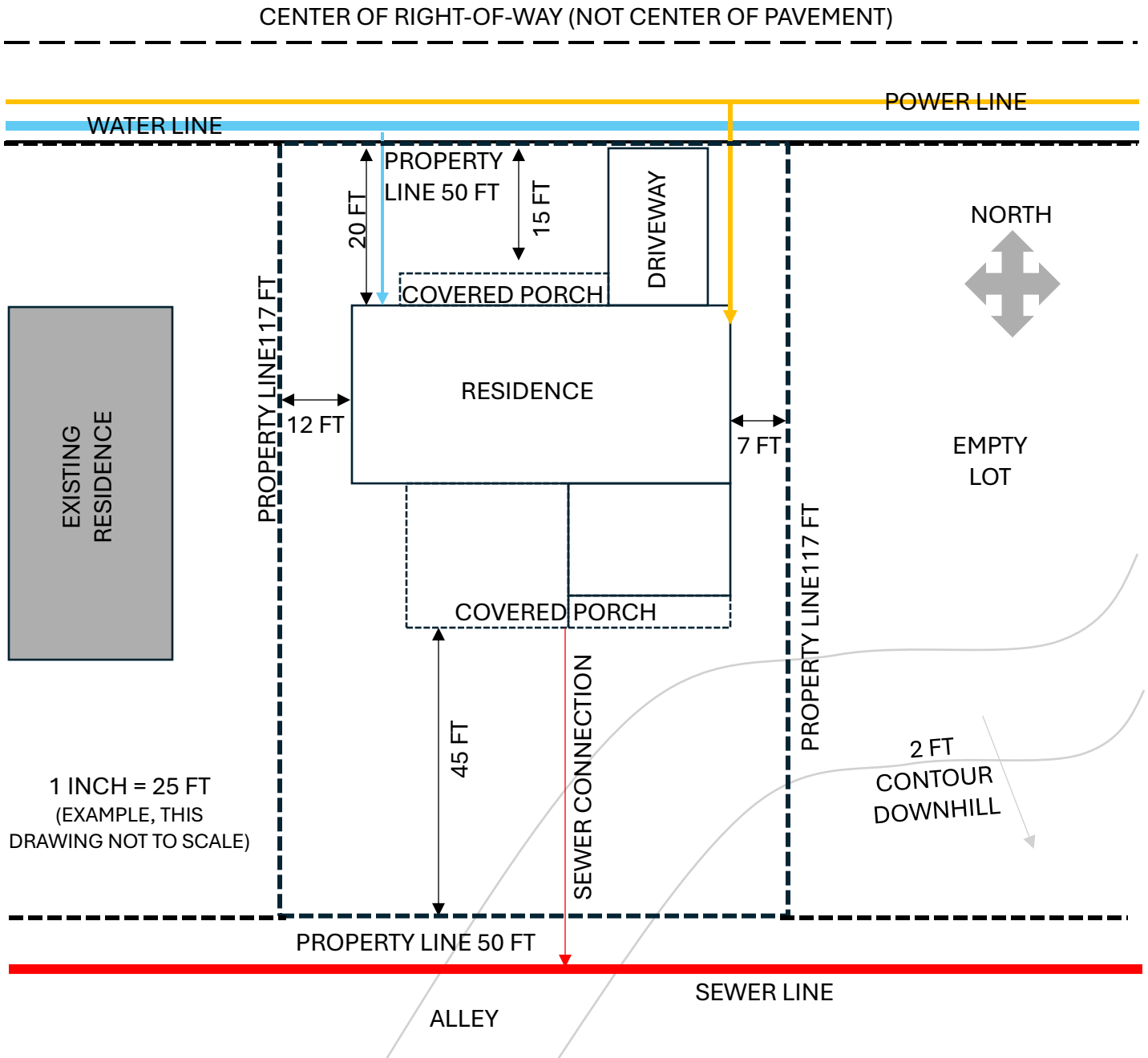
PROPOSED SITE PLAN
 REQUIREMENTS & EXAMPLE
 § 156.184 APPLICATION SUBMISSION REQUIREMENTS.

REQUIRED

- North arrow (compass rose)
- Scale
- Property boundaries, dimensions, and setbacks
- Existing structures and proposed structures with dimensions
- Roads and property access
- Services and utility locations (sewer, water, power)

WHERE APPLICABLE

- Easements and right-of-ways
- Topography (2-ft contour intervals for slopes of less than 10% and five-foot intervals for steeper slopes)
- All creeks, streams, ponds, springs, and other drainage ways (see FEMA Flood Map Service Center <https://msc.fema.gov/portal/home> AND Oregon Wetlands Mapper <https://maps.dsl.state.or.us/swi/>)



Important Information on your Zone Permit

Congratulations on your Zone Permit! Here are a few things to know and prepare for during the construction process.

PERMIT MODIFICATIONS

You must build and use the property as described in the submitted application. Any modification to the plans or use must be reviewed and approved in writing by the Planning Official. Substantial modifications may require a new application and approval process.

PERMIT EXPIRATION

Zone permits are good for one year; however, one-year extensions may be granted under the following conditions of Land Use Ordinance Section 156.187(B)(3):

- (a) No changes are made on the original approved site development review plan;
- (b) The applicant can show intent of initiating construction on the site within the one-year extension period;
- (c) There have been no changes to the applicable code provisions on which the approval was based. [...] (code changes may necessitate a new review); and
- (d) The applicant demonstrates that failure to obtain building permits within one year of site design approval was beyond the applicant's control.

NOTE: It is illegal to tamper with, cover, move, or bury survey stakes. Stakes should always be in place and visible.

PLANNING INSPECTIONS

City of Joseph Ordinance 2008-02 gives city officials the ability to access property and buildings for inspection purposes and City Policy No. 25-06 prescribed four mandatory inspections of zone permits. Here are the required planning inspections when they occur. **Please schedule inspections by calling City Hall at 541-432-3832. Keep this form to document your inspections and provide a copy to the City with a copy of the associated Certificate of Occupancy.**

Planning Inspection 1 – Pre-Construction Assessment

A preliminary site evaluation to certify location/accuracy, confirm setback compliance, and ensure site preparations align with approved plans.

Inspector Signature

Date of Inspection

Planning Inspection 2 – Foundation Verification

An Inspection conducted post-footing pour to certify the precision positioning of the structure and ensure all regulatory setbacks have been maintained. This is done after the footing has been poured, but before the stem wall pouring.

Inspector Signature

Date of Inspection

Planning Inspection 3 – Structural Framing Review

An audit of the vertical construction to ensure the structure adheres to height restrictions and to verify that site conditions remain consistent with the permit application. This is done concurrently with the Building Code framing inspection.

Inspector Signature

Date of Inspection

Planning Inspection 4 – Final Completion & Compliance Audit

A final site visit to confirm the finished structure mirrors the approved application. If necessary, confirm all requirements have been met for the issuance of a Certificate of Occupancy by Wallowa County Building Codes.

Inspector Signature

Date of Inspection

Zone Permit #:

Property Address:

Applicant Name:

Contact Phone #:



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*All expenses incurred are the responsibility of the applicant

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