

## City of Condon Planning Development Step Guide

Step	Explanation	Time Required	Fee
1	<p><b>Before You Begin:</b> Before you take any significant steps – buying a lot, building a house or accessory building, bring your preliminary plans to the city planner. Based on your plan and city ordinances the planner will discuss steps needed and what is allowed.</p>	Depends on the complexity of the project – few minutes to several hours	None
2	<p><b>Planning Permit Required:</b> A planning permit must be completed for the specific planning action that you are undertaking. With the planning permit the proper documentation and fees are needed. Building plans must be submitted at this time with the application. NOTE: A planning permit is needed for any structure on your lot. According to state building codes nothing is temporary so a permit is required</p>	A few days for the applicant depending on the complexity of the project	Planning application fees are listed on the application or in the city's fee resolution. These schedules do not include professional services that may be required.
3	<p><b>Initial Review:</b> City planning department will review submitted application and documentation and determine if it complies with city ordinances.</p>	Allow two weeks for staff review.	None – covered in Step 2
4	<p><b>Public Hearing:</b> Some applications – variances, conditional use permit, historical district, etc. may require a public hearing of the Planning Commission or Council. This step requires advertisements published 10 days prior to hearing and landowners within 250' of property to be notified. The city fulfills these requirements.</p>	Allow up to two months for a scheduled hearing and property public notification	Most fees are covered in the fee resolution. If a complex application the applicant is required for any professional/planning consultant fees. The applicant will be notified.

5	<p><b>Public Improvements:</b> Your project may require public improvements which would include new streets, sidewalks, water or sewer line. If public improvements are required the applicant must have the plan developed by a Licensed Oregon Engineer. The project would also need a survey by a Licensed surveyor. The plans must adhere to the City of Condon's Book of Standards.</p>	Allow up to two months	No city fees are involved with this step. All costs of the engineer and surveyor are the responsibility of the applicant.
6	<p><b>City Engineer Review:</b> The submitted engineered plans will be reviewed by the city's engineer. Recommendation of changes or approval will be given to the applicant. Prior to approval on public improvements the city must have proof of insurance for liability and a performance bond in the amount of the project. The performance bond must stay in affect until the warranty period has expired.</p>	Allow up to one month for city review	Applicant is responsible for cost of review by city's engineer. Also, the applicant is responsible for the cost of the recording of the survey at the Gilliam County Clerk's office.
7	<p><b>Commercial/Industrial Project:</b> If the project involves commercial or industrial building construction/improvements a site plan is required. See §152.412 This also includes a landscaping plan §152.413.</p>	Allow several weeks	No city fees involved
8	<p><b>System Development Charges:</b> If permit requires System Development Charges, they must be paid prior to state permit sign-off by the city.</p>	Allow 2-3 weeks	No city fees, but applicant is required to pay all state required fees.
9	<p><b>State Permit Required:</b> Following the city's approval of the application for a building project, if larger than 200 square feet, a state structural permit is required. The city will sign off on the permit for the applicant's submission to the State of Oregon Building Code Division.</p>	Allow 2-3 weeks	No city fees, but applicant is required to pay all state required fees.

10	<b>Recommended Changes:</b> For public improvements in Step 5, once the plans have been submitted and reviewed by the city's engineer and planning staff, changes will be given to the applicant.	Allow 1-3 days	None
11	<b>City of Right-of-Way:</b> If simple improvements are made within the city's right-of-way, a permit must be completed and all projects must adhere to the City of Condon's Book of Standards.	Allow 1-2 weeks	No city fees unless project is not completed to standards. If not completed to standards, the city may complete the project and be reimbursed by owner.
12	<b>Special District Eligible:</b> If public improvements (per Step 5 & 10) the applicant may be eligible to apply for a Local Improvement District or Reimbursement district. This is a form of cost recovery.	Allow 2-3 months as it must be approved at a city council meeting	Costs associated with forming a LID or RD is the responsibility of the applicant.
13	<b>Inspection and Oversight:</b> If the city has approved public improvements, they will provide general inspection and oversight during site work construction. The steps to complete the construction and warranty period are outlined in the Book of Standards.	Depends on applicant's project.	None
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\*several of these timelines may run concurrently and not each step taking 2-3 weeks.

*Approved by the Condon City Council July 2, 2007*