

# GENERAL LAND USE APPLICATION INFORMATION

## Pre-Application Conference

Your proposal may require a pre-application conference with City staff. See the Code for details. You may also contact Jacob Graichen, City Planner, at (503) 397-6272 to determine if you need one.

## Application Procedures

- Step 1 ♦ Thoroughly complete the application and any attachments addressing applicable criteria.
- Step 2 ♦ Attach maps, plot plans and drawings.
- Step 3 ♦ Submit application and pay application fee.
- Step 4 ♦ Review by Planning Director for completeness.
- Step 5 ♦ Planning Director decisions are mailed to required parties in accordance with requirements in the Development Code. Planning Commission notices are mailed to required parties at least 20 days prior to the scheduled hearing date, or if two or more hearings are scheduled, at least 10 days prior to the first hearing.
- Step 6 ♦ Public hearing on date specific, if applicable.
- Step 7 ♦ Findings of Fact and Conclusions of Law mailed to parties, per applicable law.

Generally, an application involving the Director takes 2-6 weeks to process. An application requiring Planning Commission decision takes 6-10 weeks, and an application involving City Council decision and ordinance takes 16-24 weeks. These time lines are approximate.

## Applicable Criteria

All applicable criteria can be found in the City of St. Helens Community Development Code, which is Title 17 of the St. Helens Municipal Code (Code). The Code can be found in the lobby at City Hall, City Public Library (reference section), or on the web at [www.ci.st-helens.or.us](http://www.ci.st-helens.or.us).

## Property Owner(s) & Proof of Ownership

If the subject property has multiple owners (i.e., husband and wife), **all** the owners must sign and date the land use application form. Proof of ownership (i.e., deed, bill of sale, etc.) may be required.

## Final Decision / Findings of Fact & Conclusions of Law

A final action is a determination reduced to writing, signed, and filed by the appropriate approval authority. Findings are the written statement of the facts determined to be relevant by the approval authority as the basis for making its decision. The approval authority applies the relevant facts to the approval criteria or standards in order to reach its decision.

Until the final decision is formally made, building permits cannot be finalized. While the final decision allows the applicant to complete a building permit, there is a degree of risk that the final decision may be changed by an appeal (see appeal explanation below).

## Appeal of Decision

Notice of a final decision is mailed to the applicant, and others who submitted evidence/testimony into the record, informing them about the decision and their appeal rights. The time limit for an appeal or amendment of a final decision will be stated in the appeal notice.

## Home Occupations

All approved home occupations must acquire a City of St. Helens Business License and any other required licenses/certifications. Please contact the State of Oregon Corporation Division for further information about operating a business in Oregon, at (503) 986-2200. You can also visit them on the web at [www.filinginoregon.com](http://www.filinginoregon.com).

## Questions?

If you have any questions, please contact Jacob Graichen, City Planner, at (503) 397-6272. You may also e-mail him at [jacobg@ci.st-helens.or.us](mailto:jacobg@ci.st-helens.or.us).