



Land of Cheese, Trees and Ocean Breeze

TYPE 2 LAND USE APPLICATION CHECKLIST

- **COMPLETED APPLICATION**
PROPERTY OWNER MUST SIGN THIS APPLICATION.

- **FEE**
REVIEW FEE FOR TILLAMOOK COUNTY PUBLIC WORKS APPLIED WHEN PROPERTY ACCESSED BY PUBLIC ROAD.

- **CRITERIA RESPONSES**
PLEASE RESPOND TO ALL CRITERIA. DECISION OF REQUEST IS BASED ON CRITERIA AND DEMONSTRATION THAT CRITERIA ARE MET.

- **SITE PLAN**
IDENTIFICATION OF PROPERTY BOUNDARIES, LOCATION OF STRUCTURES AND SETBACKS, NATURAL FEATURES, SEPTIC SYSTEMS (IF APPLICABLE).

- **CONCEPTUAL PLANS**
ENGINEERING MAY BE REQUIRED FOR SUBMITTAL OF FLOODPLAIN DEVELOPMENT PERMIT. PLEASE ASK THE PLANNER.

- **OTHER INFORMATION**
SUPPLEMENTAL INFORMATION DEEMED NECESSARY TO REVIEW THE APPLICATION. THIS COULD INCLUDE A GEOLOGIC HAZARD REPORT, WETLAND DELINIATION OR OTHER SUPPLEMENTAL INFORMATION SPECIFIC TO THE PROPERTY.

State law requires Counties to complete review of a Type 2 land use application within 150 days, the timeline beginning from the date the application is deemed complete. Average timeframe for review of a Type 2 land use application in the Planning Division of Community Development is approximately 90 days from the date the application is deemed complete. Once an application is submitted to the Planning Division, the application will be assigned to a land use planner. Planner will review the application within 30 days of submittal to confirm if the application is complete. If the application is not complete, the planner will notify the applicant in writing to outline what is missing and required to be submitted to deem the application complete.

TYPE 2 LAND USE REVIEW PROCESS SUMMARY

Application Submittal: Application is assigned a number and given to land use planner.

30-Day Application Completeness Review: Planner reviews application for completeness. If application is not complete, notice is sent to the applicant and property owner. Applicant/property owner has 180 days from the date the application was submitted to submit the required missing information. If the information is not received within 180-days from the date of application submittal, the application is null and void.

Application Deemed Complete: Once the required missing information is received or if all information is included in the application submittal, the planner will deem the application complete. The 150-day review timeline begins and the planner prepares the required public notice.

Notice of Application Process: Once the application is deemed complete, the planner prepares the notice of application under review. Depending on the zoning of the property, notice is mailed to all landowners or within 250-feet or 750-feet from the outer boundaries of the property, depending on the zoning designation of the property. Notice is also sent to applicable local, state and federal agencies for review and comment. A copy of the application is posted on the Community Development Land Use Application page for public inspection: <https://www.tillamookcounty.gov/commdev/landuseapps>. The public comment period is 14 days and closes on the 14th business day at 4:00pm. Any copies of comments are provided to the applicant and property owner following the closure of the public comment period. A meeting may be scheduled with the applicant and property owner to go over the comments with the planner.

Planner Review: Following the closure of the public comment period, the planner will then prepare a staff report and notice of decision for Director review. This part of the process takes place in the order the application is received. (Planner application case load and complexity of applications varies per planner.) Once the Director has reviewed the staff report and planner's recommendation for decision and conditions of approval, a notice of decision is issued to the applicant, property owner and to those who received notice of application during the public comment period.

Notice of Decision: Notice of decision is mailed to all land owners and applicable local, state and federal agencies. A copy of the application is posted on the Community Development Land Use Application page for public inspection: <https://www.tillamookcounty.gov/commdev/landuseapps>. Notice of the decision, a copy of the staff report and all exhibits is mailed to the applicant and property owners.

Appeal Period: All decisions require a 12-day appeal period. The appeal period starts the day the decision is issued and if the 12th day falls on a weekend or holiday, the end of the appeal period is extended to 4:00pm on the next business day. The date and time of the end of the appeal period is stated on the Notice of Decision.

Decision Stands: If no appeal is filed within the specified appeal period, the decision stands.

Appeal Filed: If the decision is appealed within the specified appeal period, the planner will reach out to the applicant and property owner as quickly as possible to notify them of the appeal. A public hearing before the Tillamook County Planning Commission is required to hear the appeal. Appeal hearings require additional public notice and hearings generally take place within 30-45 days.

Conditions of Approval: Most decisions include a list of conditions (requirements) that must be met at the time of zoning and building permit application submittal to the Department of Community Development. Documentation that the conditions have been met must be included with the consolidated zoning and building permit application in order to submit for zoning and building permits. If you have any questions about the conditions of approval made part of your Type 2 land use approval, please contact the planner to schedule an appointment to go over the conditions of approval in preparation for submittal of a zoning and building permit.