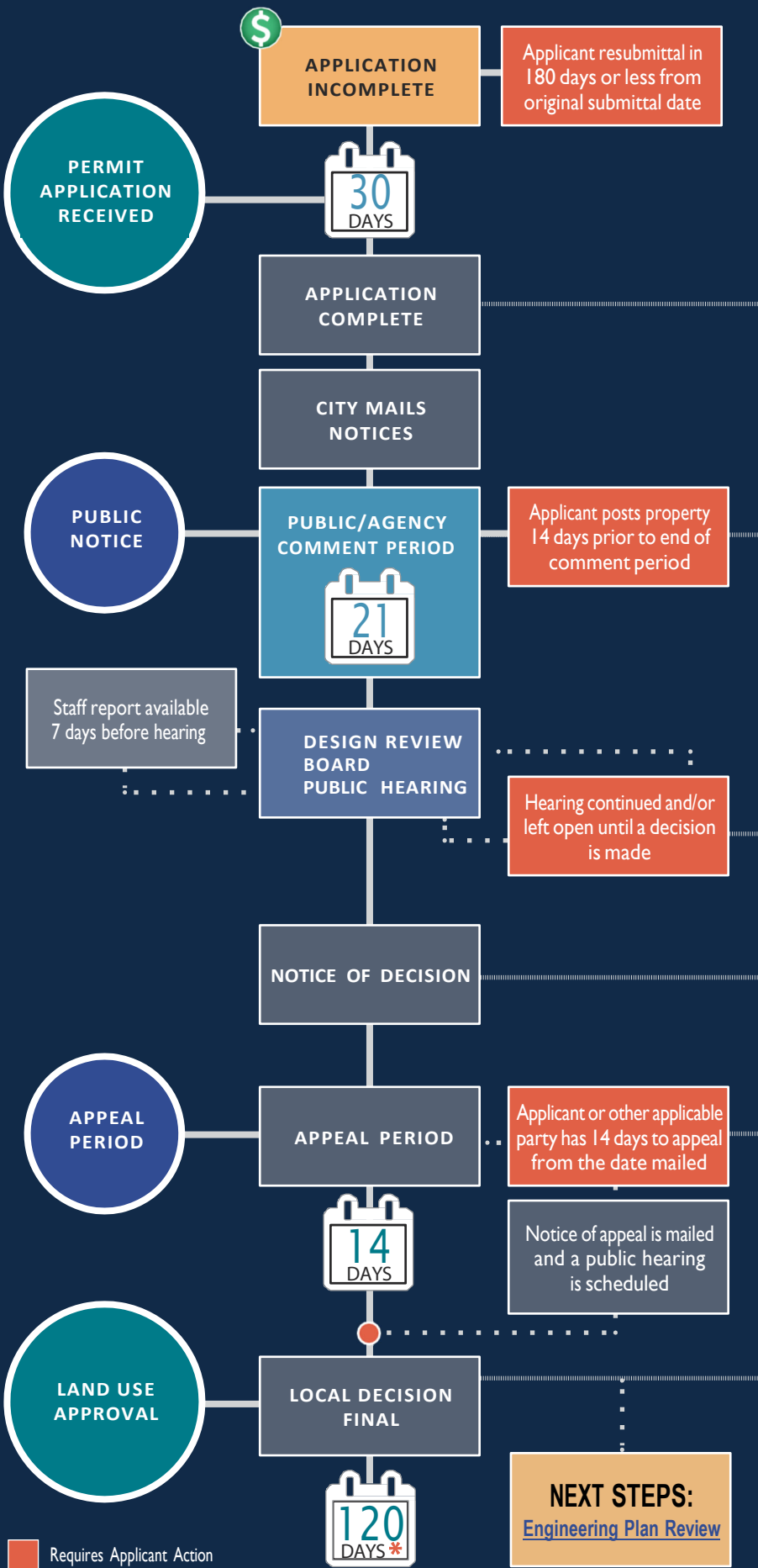


# LAND USE PROCESS | TYPE III

## DESIGN REVIEW BOARD PROCESS



### Helpful Links

- [Land Development Code](#)
- [Planning Division Fees](#)
- [Planning Division Application Forms](#)

Staff has 30 days to determine if the application is complete based on required information. If incomplete, a letter is mailed to the applicant.

**\$** An incomplete application may result in additional costs to prepare information.

The City publishes newspaper notice 14 days prior to the hearing and notice is made to public agencies and property owners near the site. Comments are recorded, considered, analyzed, and addressed by City staff in regards to the approval criteria.

A Design Review Board hearing may be continued or left open to obtain more information or further review the current information received.

A decision is made at the public hearing. Notice of decision is mailed by the City.

14-day appeal period from the date mailed. If no appeal is filed, the decision is final.

Type III applications are appealed to the City Council.

Applicant may, in writing, elect to extend to a certain date – total extensions not to exceed 245 days.

The local decision is effective on the day after the appeal period expires. If an appeal is filed, the decision is effective when the appeal is decided.

\* Diagram reflects City of Happy Valley code requirements. Oregon State law requires a final local decision within 120 days of a complete application. Applicants always retain the right to postpone the decision or to waive the 120 Day Rule.

**Requires Applicant Action**