The Application Process

Legislative matters must be submitted a minimum of 50 days prior to the first hearing.

Administrative decisions are typically processed within 40 days, including notice. We do our best to process them faster, depending on workload. Some simple non-discretionary actions may be approved same or next day.

Failure to provide complete and/or accurate information may result in delay or denial of your request. Acceptance and deposit of required fees does not constitute a “complete” application.

Depending on the date of submittal and quality of the application, applicants can expect an action before the Planning Commission to require 45-90 days between submittal and a final decision.

Incomplete applications will not be acted upon or scheduled for a public hearing until the Planning Department receives all required submittal materials and fees.

- The City is required by Oregon law to issue a decision for quasi-judicial actions within 120 days of acceptance as complete applications.
- Legislative actions do not have a time limit.