Questions?
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**Development Review Guide**

1 **Gather Information**
   - What is zoning?
   - Is desired use permitted?
   - Is a land use application required?

2 **Pre-Application**
   - Apply for a Pre-Development Meeting or Conference with City staff to have questions answered
   - Provide a conceptual plan (land division or development plan) with filing fee/ deposit and list of questions
   - At scheduled conference/meeting, staff provides written feedback on conceptual design

3 **Formal Application**
   - Apply for formal application (Refer to Ordinance for submittal requirements)
   - 30 day application completeness review
   - Staff sends completeness letter to:
     - a) Request missing/incomplete information
     - b) Notify application is complete in order to begin processing
   - Staff begins processing application. Planning Commission meeting/ hearing scheduled
   - Decision issued within 120 days (max) from date of completeness determination

4 **Public Improvement**
   - Apply for Public Improvement Plan review (3 hard copies of plans and one digital copy) after land use decision is issued
   - Staff sends comments to applicant
   - Applicant submits revised plans
   - City Engineer issues final approval of Public Improvement Plans which indicates amount of performance bond required and requests contractors written schedule
   - Applicant submits copy of performance bond in the amount required and contractors written schedule

5 **Notice to Proceed**
   - City Engineer issues notice to proceed on public improvements

6 **Building Permit**
   - Submit application online (e-permitting) with plans
   - Plans reviewed by Building Official. When complete, permit is issued
   - Construction begins
   - Request inspections
   - Certificate of Occupancy or letter of completion issued.

Last Updated: 6/26/18