



Marion County
OREGON

Public Works Land Development Engineering & Permits
5155 Silverton Rd NE
Salem, OR 97305
Ph. (503) 584-7714; Fax (503) 373-4418
<http://co.marion.or.us/PW/Engineering/>

LDEP
Application FAQ

Marion County Land Development Engineering & Permits (LDEP) Application Frequently Asked Questions

Q1: Where is the application?

A1: The application, titled *General Land Development and Event Permit Application*, is available on our webpage as a fillable PDF under the heading General Documents:

<https://www.co.marion.or.us/PW/Engineering/permit>

Digital applications can be emailed to us at MCLDEP@co.marion.or.us. Hardcopy applications may be mailed or hand delivered to us at our office located at 5155 Silverton Rd, NE Salem, OR 97305.

Q2: This application is so confusing! What sections do I fill out for a _____ permit application?

A2:

Permit Applying for	Minimum Sections Required
Access (Driveway)	1, 2, 3, 6, 9
Work in Right-of-Way	1, 2, 3, 5, 6, 7
Erosion Prevention and Sediment Control	1, 2, 3, 6, 8
On-site Stormwater	1, 2, 3, 6, 10
Event	1, 2, 3, 6, 11
Utility Work in Right-of-Way	1, 2, 3, 6, 12
Annual Blanket	1, 2, 3, 5, 6, possibly 7 (based on answer to 6)

- The Worksite/Event Address and Affected/Fronting Parcel #(s) information in Section 1 must correlate to the same property.
- If a section asks for information you believe is not relevant to your project please state so or leave it blank. We will request additional information prior to issuance if deemed necessary.
- **Sign and date the last page** and complete the fee table if applicable.
- All applications (excluding Annual Blanket) require a **site plan** be submitted with the completed application for intake into the County permitting system to occur.

Q3: What is the status of my application?

A3: You can check the status of your application by visiting the Oregon ePermitting website:

<https://aca-oregon.accela.com/oregon/>

1. Hover over the yellow Search box at the top of the page and click Public Works Permits
2. Fill in the General Search boxes with the information known
 - a. It is recommended to use either the address or record number to search
3. Click Search
4. The application status is shown next to "Record Status" and may display such statuses as "App Submitted", "In Review", "Permit Issued", "Finaled", or "Expired".

Q4: My property doesn't have an address/I can't find the parcel number. What do I do?

A4: You can find this information using the County's GIS system:

<https://www.co.marion.or.us/IT/Pages/gis.aspx>

Our GIS maps function best using the most recent version of Google Chrome. It is recommended you use the **Property Viewer** (link available under Popular Applications). Navigate to your property and click it. This will bring up a window with information about your property. The Parcel number is the Taxlot Number provided in the pop-up menu. It will appear similar to: 072W08D 00300. Note this is not the Tax Account starting with an "R".

Q5: How do I know where the public right-of-way is?

A5: Please contact our County Surveyor's Office for questions regarding location of the public rights-of-way. Contact information available here: <https://www.co.marion.or.us/PW/Survey>

Q6: How much is the permit and how do I pay?

A6: Permit fees vary by permit type. Please see the *Permit and Fee Guide* available on our webpage under General Documents.

Payment can be made once the application material is entered into our permitting database and you are provided a record number (this will end with -PW). If an email address is provided on your application we will send you a link to pay online.

We encourage using the Oregon ePermitting website to pay for your permit using a credit or debit card. We also accept mailed in checks made out to "Marion County Public Works" and cash, check, debit and credit card payments made in person at our office through our Building department.

Q7: How do I schedule an inspection?

A7: Please see *Scheduling an Inspection* available on our webpage under General Documents.

Q8: How long does it take for me to get an LDEP issued permit?

A8: The *typical* turn-around time for a permit from the date of receiving a completed application to the date of issuance is 2 weeks. Please note that this is typical and your permit may be issued sooner or later than that 2 week period due to a variety of factors.

Q9: Do I have to give the County an email address on the application?

A9: No, but it is highly recommended. As we transition to a more paperless program we are using email to communicate pertinent permit related activities such as inspection results, fees to be paid, expiration notices, and requests for additional information. Email allows us to quickly and efficiently let you know what we require to move your permit to the next step in the process as to not cause delays in your project. If no email is provided please anticipate delays in communications regarding your permit.

Q10: I have more questions!

A10: Please email us at MCLDEP@co.marion.or.us or give us a call at (503) 584-7714 and ask for “Right-of-Way Permits”. We will be happy to assist you.