



Marion County
OREGON

Marion County Land Use Application Process



Process used to review land use applications

Marion County Planning Division
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This is a general summary of the procedures used by the Planning Division to review land use applications ***not requiring a hearing***. It is not to be considered a substitute for specific language in the Marion County Code. We encourage you to contact Planning staff before submitting your application. A planner can review your request, present viable options or alternatives, and determine the type of application necessary. This may save you additional time and expense. If you need more information on how to complete an application, the review process, or need assistance in completing forms, call or stop by our office. A planner is available Monday thru Friday, 8:00 a.m. to 4:00 p.m.

It is important to note: The development process can involve a number of agency permits and fees in addition to the land use application and fee including driveway permits, septic and building permits, surveyor fees, system development charges, etc.

What is the basic process?

1. Obtain a land use application(s) and applicable zoning information. The type of application required will depend on zoning regulations for the property and the nature of your proposal.
2. Complete the application, including information on how the applicable standards and criteria can be met. Please note all property owner(s) must sign the application form.
3. Submit the application, fee, and all required information to the Planning

Division. Please note we do not accept applications by mail.

4. A planner will review your application and prepare a report which will state whether the request is approved or denied (see below for more details).
5. Length of time for this process can vary, however, the average is 30 days.
6. The applicant, subject property owner(s) and adjacent property owners listed in County tax records as owning property within a certain distance of the subject property based on state law are mailed a copy of the decision. This decision may be appealed (see our handout entitled, “*Marion County Planning Division Land Use Hearings*” for more information).
7. If no appeal is filed, the decision will become effective.

How is my application reviewed?

1. When you submit your application, staff will determine if all required information has been included. If items are missing, the application may not be accepted.
2. Your case is assigned to a planner who will conduct a more thorough review of the application to determine if it is complete. If not complete, you will be given a specific period of time to submit additional information. If you fail to do this, the application will be processed “as-is”, which may result in a denial.

3. A copy of the application is then sent to a variety of public agencies and other organizations (school district, fire district, etc). requesting comments regarding issues that fall within their regulations.
4. The planner will then determine if your request meets the applicable regulations and criteria. The planner may contact you for more information and may conduct an on-site visit. The final decision is made by the Planning Director or designee.
5. The planner will prepare a report which will include:
 - Name of applicant, address of property, and nature of the request;
 - Description of the property, available services, and applicable land use restrictions and zoning regulations for the property and the surrounding area;
 - Responses from the agencies that reviewed the request;
 - The criteria the application must address and how the request does or does not comply;
 - Whether the request is approved or denied and the facts that support this decision;
 - Any “Conditions of Approval”, if the request is approved, that must be satisfied
 - Information on how the applicant or others can appeal the decision and the deadline to file an appeal.
 - The date when the decision will become final, if no appeal is filed.
6. This “Notice of Decision” is mailed to the applicant(s), subject property owner(s), any interested parties, and adjacent property owners as described in #6 above.
7. The Notice of Decision, if it is an approval, will contain conditions including permits or requirements from various agencies. The name of the agency, phone number and contact person is usually included.
8. Applicants are strongly encouraged to contact these agencies as soon as possible after receiving the decision to obtain specific information on other permits or requirements needed. This can sometimes be done while the land use application is being processed or during the appeal period, however, check to see which fees, if any, are refundable if the case is appealed.
9. Conditions to be fulfilled within a certain period of time, or before certain permits can be obtained, must be met. You must also comply with any conditions that are on-going or continuous. Failure to do so may invalidate the approval.
10. An appeal period, 15 days, begins when the Notice of Decision is mailed.
11. If appealed, the decision does not become final until the appeal is resolved.
12. If no appeal is filed, the decision becomes effective.

At any time during the application process, if you have questions or need clarification, contact the staff person assigned to your case.

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Visit our website at:
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