MILWAUKIE LAND USE & PERMIT PROCESS

For Development Proposals Requiring Minor Quasi-Judicial Review

1. **Pre-application Conference (2–4 weeks)**

   Pre-application conferences are held with developers and staff from Planning, Fire, Engineering, and Building departments for the purpose of identifying key technical issues, code requirements, and approval processes. Conferences are held weekly. Materials must be submitted at least two weeks in advance of scheduled conferences. Summary notes are mailed to the applicant approximately two weeks following the conference.

2. **Application Review for Minor Quasi - Judicial Development Proposals (2–4 months)**

   The review process consists of the following steps:

   A. Applicant submits land use application (45 days before hearing)
   B. Staff reviews for "completeness"
   C. Staff refers application to NDAs, departments, etc. (2 weeks to review/submit comments)
   D. Staff sends legal and neighborhood notices (20 days before hearing)
   E. Staff writes staff report (staff report made available to public 1 week before hearing)
   F. Planning Commission conducts a public hearing and renders decision
   G   Staff issues Notice of Decision (on behalf of Planning Commission)
   H. Applicant has 15 days to appeal decision to City Council
   I.   If appealed to City Council, a new staff report is prepared and a new hearing is conducted

3. **Applicant Resolves Land Use Conditions of Approval (imposed by Planning Commission) & Makes Final Site Plan Refinements**

4. **Building Permit Application Review (2–6 weeks)**

   A. Applicant submits building permit materials and demonstrates how conditions of approval are resolved
   B. Applicant pays fees and System Development Charges (SDCs)
   C. City issues building permits and may monitor compliance with ongoing conditions of approval

5. **Occupancy Approvals**

   A. Temporary: all fire, life, safety improvements must be completed
   B. Final: all required improvements must be completed and all conditions of approval resolved