



Community Development Department

315 Kennel Ave/PO Box 248

Molalla, OR 97038

Phone 503.759.0205

www.cityofmolalla.com

Change of Use/Occupancy Submission Guide

MCC 17-4.9

Notes:

- *The City only accepts payment over the phone or in-person.*
- *Clackamas County reviews occupancy.*
- *Next steps and process requirements will be included in the Decision.*

Review Process & Timeline

This table provides a high-level overview of the application process, including estimated durations and the responsibilities of both the applicant and City.

Step	Applicant Action	City Action	Timeline
1. Application Submittal	File Change of Use/Occupancy Application. Pay fee.	Intake application and assign to a planner for review.	N/A
2. Completeness Determination	Monitor status and respond to staff inquiries.	Review for missing components. If incomplete, applicant has 180 days to correct before voiding.	~30 days
3. Review	Monitor status and respond to staff inquiries.	City reviews and renders a decision.	~120 days
4. Decision	Receive official Decision and read all Conditions of Approval.	Send official Decision to Applicant.	N/A
5. Project Completion	Complete all Conditions of Approval & needed processes as outlined by the Decision.	City confirms conditions are complete, may include inspection.	Ongoing

Please reach out to the Community Development Department at 503.759.0205 or communityplanner@cityofmolalla.com with any questions.