



## Community Development Department

315 Kennel Ave/PO Box 248

Molalla, OR 97038

Phone 503.759.0205

[www.cityofmolalla.com](http://www.cityofmolalla.com)

### Conditional Use Permit Submission Guide

MMC 17-4.4

*Notes:*

- *The City only accepts payment over the phone or in-person.*
- *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.

<b>Step</b>	<b>Applicant Action</b>	<b>City Action</b>	<b>Timeline</b>
<b>1. Pre-App</b>	Submit a Pre-App request. See Pre-Application Meeting Submission Guide.	City provides project guidance.	~3 weeks
<b>2. Application Submittal</b>	Incorporate all feedback. File Land Use Application (mark "Conditional Use Permit"). Pay fee.	Intake application and assign to a planner for review.	N/A
<b>3. Completeness Determination</b>	Monitor status and respond to staff inquiries.	Review for missing components. If incomplete, applicant has 180 days to correct.	~30 days
<b>4. Review</b>	Monitor status and respond to staff inquiries.	City reviews and renders a decision, includes a public hearing.	~120 days
<b>5. Decision</b>	Receive official Decision and read all Conditions of Approval.	Send official Decision to Applicant.	N/A
<b>6. Project Completion</b>	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](mailto:communityplanner@cityofmolalla.com) with any questions.