



Community Development Department

315 Kennel Ave/PO Box 248

Molalla, OR 97038

Phone 503.759.0205

www.cityofmolalla.com

Site Design Review Submission Guide

MMC 17-4.2

Notes:

- *The City only accepts payment over the phone or in-person.*
- *Type II applications are administrative decisions made by staff; Type III applications require a public hearing.*
- *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. Pre-App	Submit a Pre-App request. See Pre-Application Meeting Submission Guide.	City provides project guidance.	~3 weeks
2. Application Submittal	Incorporate all feedback. File Land Use Application (mark "Site Design Review"). Pay fee.	Intake application and assign to a planner for review.	N/A
3. Completeness Determination	Monitor status and respond to staff inquiries.	Review for missing components. If incomplete, applicant has 180 days to correct.	~30 days
4. Review	Monitor status and respond to staff inquiries.	City reviews and renders a decision (may include a public hearing).	~120 days
5. Decision	Receive official Decision and read all Conditions of Approval.	Send official Decision to Applicant.	N/A
6. 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.