



# PAPA ONLINE USER GUIDE

PAPA = Post-Acknowledgement Plan Amendment

AUGUST 2020

# USER GUIDE SECTIONS



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# GETTING STARTED



Click the link below to go to the PAPA Online application:

[https://db.lcd.state.or.us/PAPA\\_Online](https://db.lcd.state.or.us/PAPA_Online)

# GETTING STARTED



A screenshot of the PAPA Online Submittal website. At the top, there is a green header with the Oregon Department of Land Conservation and Development logo and name. Below this is a dark blue navigation bar with "PAPA Online Submittal" on the left and "Log On" on the right. A left-hand sidebar contains three menu items: "Login", "Register", and "Report A Problem". The "Register" link is circled in red, and two red arrows point to it from the left. The main content area features a light green map of Oregon. Overlaid on the map is a "Login" form box. This box contains labels for "Username" and "Password", each followed by a white input field. A red arrow points to the "Password" field. Below the input fields is a "Submit" button and a "Forgot Password?" link.

New users click **Register** to sign-up.

Returning users enter your username & password.

If you have a problem logging in, click on **Report A Problem** to email the application administrator for help.

# NEW USER REGISTRATION FORM



## Create a New Account

Use the form below to create a new account.

\* = required field

\* Name:

Title:

\* Street Address

P.O. Box

\* City:  \* State  \* Zip

\* Email:  \* Phone:  x


\* Username:

**\* Jurisdictions Authorized to Submit Amendments for:**

Specific  All

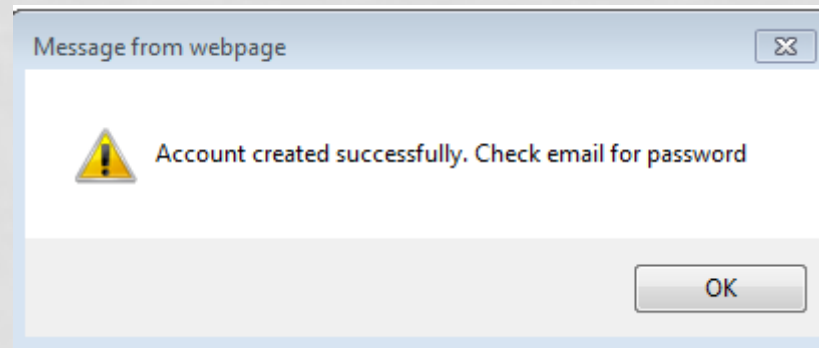
Aardvark

Select a jurisdiction, click the + button to add.

I'm not a robot  reCAPTCHA  
Privacy - Terms

- 1) Fill out required contact information.
- 2) Find the jurisdiction in the drop-down list for which you are authorized to submit information to DLCD.
- 3) Press the plus sign to save your selection.
- 4) Repeat Step #2 to add more jurisdictions, if applicable. All jurisdiction selections are reviewed and verified by DLCD.
- 5) Save your registration.

# REGISTRATION CONFIRMATION



Once the user information is entered and saved, a notification appears to confirm the account creation. Check your email for the initial password.

When you login for the first time, you will be prompted to change your password.

Notes: It may take DLCD a few days to fully process your request.

# PASSWORD SPECIFICATIONS



## Passwords must meet the following requirements:

- 10+ characters in length
- Must contain alpha and numeric characters
- Must contain at least one upper case letter and one lower case letter
- Must contain at least one special character

## Notes:

Alpha characters = letters of the alphabet

Numeric characters = numbers 0 – 9

Upper and lower case = AAbbCCdd

Special characters = !@#\$%^&\*()\_ | ? : ; + =

For security reasons, please do not use the same password as your work computer.

# FORGOT YOUR PASSWORD?



## Oregon Department of Land Conservation and Development

PAPA Online Submittal

Log On

[Login](#)

[Register](#)

Enter your username;  
Press **Submit** button.

### Reset Password

Enter your username and click the submit button and a new password will be emailed to the email address associated with the account.

Username

Submit



# FORGOT YOUR PASSWORD?



## Oregon Department of Land Conservation and Development

PAPA Online Submittal

Log On

[Login](#)

[Register](#)

The message in pink confirms your request for a password reset. Expect an email containing a new password. Don't forget to check your junk or spam folder.

### Reset Password

Reset Password email sent

Enter your username and click the submit button and a new password will be emailed to the email address associated with the account.

Username

Submit

# FORGOT YOUR PASSWORD?



Example email:

Hello,

A password reset has been requested for user XXXXXXXXX.

**Password:** zTKw!0|zv:C2?\_

Please login at [https://db.lcd.state.or.us/PAPA\\_Online](https://db.lcd.state.or.us/PAPA_Online) to access the system.

Helpful Tip: Copy and Paste the password from the email into the application. This will prevent typos with complicated, computer generated passwords (like the sample password shown above.

# CHANGE YOUR PASSWORD



Oregon Department of Land Conservation and Development

PAPA Online Submittal

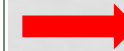
Rachel Smith

Home  
Reports  
Report A Problem

Jurisdiction Tracking

Jurisdiction Search:  Show All Jurisdictions:

Name	Type	Regional Representative
Adair Village	City	Moore, Ed
Adams	City	Young, Grant
Adrian	City	Young, Grant



Rachel Smith

Change Password  
My Profile  
Log Off



- 1) Click the drop down arrow next to your name to be given the option to update your profile, log off, or change your password.
- 2) Click on the Change Password option.
- 3) Complete the change password fields shown here. Your new password must meet the password requirements shown on [page #7](#).

PAPA Online Submittal

Home  
Reports  
Report A Problem

Change Password

Username rachel.smith

Current Password\*

New Password\*

Confirm Password\*

Save Cancel

# USER PROFILE UPDATES

A screenshot of the Oregon Department of Land Conservation and Development website. The header is green with the text "Oregon Department of Land Conservation and Development". Below the header is a dark blue bar with "PAPA Online Submittal" on the left and "Rachel Smith" on the right, circled in red. A red arrow points from the "Rachel Smith" dropdown to a separate menu. The main content area is titled "Jurisdiction Tracking" and contains a search bar and a table with three columns: "Name", "Type", and "Regional Representative".

Name	Type	Regional Representative
Adair Village	City	Moore, Ed
Adams	City	Young, Grant
Adrian	City	Young, Grant

A close-up of the user profile dropdown menu. The menu is white with a dark blue header containing "Rachel Smith" and a small downward arrow. The menu items are "Change Password", "My Profile" (circled in red), and "Log Off".

- Change Password
- My Profile
- Log Off

- 1) Click the drop down arrow next to your name to be given the option to update your profile, log off, or change your password.
- 2) Click on the My Profile option.

# USER PROFILE UPDATES



Use this screen to update your profile information.

If you edit any part of your profile, you will not be able to immediately edit or add PAPA records.

All profile edits - specifically the authorized jurisdictions list - will be reviewed and approved by DLCD prior to any future PAPA submissions.

**My Profile**

Use the form below to edit your profile

Please save or revert changes to navigate away from current tab.

\* = required field

\* Name:

Title:

\* Street Address

P.O. Box

\* City:  \* State  \* Zip

\* Email:  \* Phone:  x

\* Username:

\* Jurisdictions Authorized to Submit Amendments for:

Specific  All

Select a jurisdiction, click the + button to add.

# HOME PAGE



[Home](#)  
[Reports](#)

[Report A Problem](#)

## Jurisdiction Tracking

Jurisdiction Search:  **Show All Jurisdictions:**

Name	Type	Regional Representative
Adair Village	City	Moore, Ed
Adams	City	Young, Grant
Adrian	City	Young, Grant
Albany	City	Moore, Ed
Amity	City	Lazarean, Angela
Antelope	City	Edelman, Scott
Arlington	City	
Ashland	City	
Astoria	City	
Athena	City	

Total: 283

- 1) The jurisdiction(s) you selected when registering to use the online application will be listed on your home screen.
- 2) If you want see all jurisdictions, check the "Show All Jurisdictions" box.
- 3) Click on the jurisdiction name to see more specific information.

# AMENDMENT ACTIVITIES



There are 4 primary amendment activities in the PAPA Online application:

- New proposal
- Revision
- Adoption
- Withdrawal / Denial

# AMENDMENTS



Amendments

Search:  Include Archives:  New Amendment

Local File #	DLCD File #	Status	Status Date	Created Date	Proposal Type
112235	004-16	Proposed Change Submitted by Jurisdiction	8/24/2016	8/24/2016	UGB amendment by city with population less than 2,500 within UGB
1234-5	003-16	Proposed Change Submitted by Jurisdiction	8/19/2016	8/19/2016	UGB amendment that adds more than 50 acres by a city with population 2,500 or more within UGB

- 1) Once you click on the jurisdiction name, a list of amendments will be displayed.
- 2) Click on an amendment to browse, revise, withdraw, or adopt.
- 3) Check "Include Archives" to see all amendments for a jurisdiction. (Amendments are archived six months after acknowledgement.)
- 4) The New Amendment button will allow you to enter a new proposal/amendment.



# AMENDMENTS



Adair Village -> Amendment 044-16

(Read Only)

DLCD File #: 044-16

Status: Web Notice Posted

Revision Type: Jurisdiction Submission

Revise

Withdraw

Deny

Adopt

Local File #: 1030

Date of 1st Hearing: 12/01/2016

? 37 Days difference

Date of Final Hearing 01/01/2017

? 68 Days difference

- Type:
- Comprehensive Plan Map Change
  - Zoning Map Change
  - Comprehensive Plan Map & Zoning Map Change
  - Comprehensive Plan Text Change
  - Land Use Regulation Change
  - UGB using Simplified Method (div 38)
  - UGB amendment by city with population less than 2,500 within UGB (div 24)
  - UGB amendment of 50 acres or less by a city with population 2,500 or more within UGB (div 24)
  - UGB amendment adding more than 50 acres by city with population 2,500 or more within UGB (div 24)

If you click on an amendment that is in process, the amendment screen gives you the choice to revise, withdraw, deny, or adopt it. (These options are the same as the paper Forms 1, 2 and 3.)

# REPORTS / SEARCH PAPA

A screenshot of a web application interface. On the left is a vertical navigation menu with three items: "Home" (underlined), "Reports" (circled in red), and "Report A Problem". The main content area is titled "Jurisdiction Tracking" and contains a search box labeled "Jurisdiction Search:" followed by a text input field. Below the search box is a table with two columns: "Name" and "Type".

Name	Type
Adair Village	City
Adams	City
Adrian	City
Albany	City
Amity	City

The Reports link will open a new tab in your browser and allow you to query the PAPA database.

This will allow you to search for an amendment and then print it or download the file as a .pdf.

# REPORTS



## Oregon Department of Land Conservation and Development PAPA Online Reports

### Amendment Detail Report

Jurisdiction:  \* DLCD File #:  Local File #:

Submitted Online by Jurisdiction:  to  Recieved by DLCD:  to

Adopted by Jurisdiction:  to  Withdrawal:  to

Denial:  to

Show reports in new window/tab

- 1) You must select a jurisdiction in order to perform a search.
- 2) You can narrow your search using the other search options provided. Ie...using a date range or a file #.

# REPORTS



## Amendment Detail Report

Jurisdiction:  \* DLCD File #:  Local File #:

Submitted Online by Jurisdiction:  to  Recieved by DLCD:  to

Adopted by Jurisdiction:  to  Withdrawal/Denial:  to

Show reports in new window/tab



Jurisdiction	DLCD File#	Local File#	Submitted by Jurisdiction	Recieved by DLCD	Adopted by Jurisdiction	Withdrawal/ Denial	
Adair Village	001-17	170522		04/13/2017			<input type="button" value="Report Options"/>
Adair Village	001-16	160405		02/24/2016	04/05/2016		<input type="button" value="Report"/>
Adair Village	001-15	150804		06/30/2015	08/04/2015		<input type="button" value="Report"/>


- 
- 
- 
- 

- 1) If you search on a jurisdiction without any other parameters, you will likely have multiple pages of results. Use the page navigation buttons to review all results.
- 2) Hover your cursor over the Report Options button to see your amendment options.
- 3) Select the version of the amendment you would like to see, download or print.

Quick Step: Click the pdf image to download the .pdf file without viewing it.


# REPORTS



 Oregon Department of Land Conservation and Development  
PAPA Online Reports

Amendment Detail Report - Adoption

1 of 2? 100%

 Department of Land Conservation and Development  
DLCD

**PAPA Adoption: Adair Village - Amendment 001-16**

Local File #: 160405

1st Hearing: 04/05/2016 Days Difference: 41

Final Hearing: 04/05/2016 Days Difference: 41

Adoption: 04/05/2016

Ordinance: [Redacted]

Ordinance Signed: No

Proposal Type:

- Comprehensive Plan Map Change
- Zoning Map Change
- Comprehensive Plan Map & Zoning Map Change
- Comprehensive Plan Text Change
- Land Use Regulation Change
- UGB using Simplified Method (div 38)
- UGB amendment by city with population less than 2,500 within UGB (div24)

XML file with report data

CSV (comma delimited)

**PDF**

MHTML (web archive)

Excel

TIFF file

Word

1) Use the tools highlighted here to Save/Export the report to a variety of file types.

# NEW PROPOSAL



## Submit a New Proposal

# NEW PROPOSAL



Any information entered into this form and not saved within an hour of opening the form will be lost.

## Adair Village -> New Proposal

\* = required field

\* Local File #:

\* Date of 1st Hearing:

?  Days difference

Date of Final Hearing:

?  Days difference

- \* Type:
- Comprehensive Plan Map Change
  - Zoning Map Change
  - Comprehensive Plan Map & Zoning Map Change
  - Comprehensive Plan Text Change
  - Land Use Regulation Change
  - UGB using Simplified Method (div 38)
  - UGB amendment by city with population less than 2,500 within UGB (div 24)
  - UGB amendment of 50 acres or less by a city with population 2,500 or more within UGB (div 24)
  - UGB amendment adding more than 50 acres by city with population 2,500 or more within UGB (div 24)
  - UGB amendment that adds more than 100 acres by Metro (div 24)
  - Urban Reserve designation by Metro or a city with population 2,500 or more within UGB
  - Urban Reserve amendment adds more than 50 acres by city with population 2,500 or more within UGB

Select the proposal type(s).  
Select more than one if appropriate.

\*\*Some proposal types require maps and location information to be entered.

# NEW PROPOSAL



Any information entered into this form and not saved within an hour of opening the form will be lost.

## Adair Village -> New Proposal

\* = required field

\* Local File #:

\* Date of 1st Hearing:

?  Days difference

Date of Final Hearing

?  Days difference

- \* Type:
- Comprehensive Plan Map Change
  - Zoning Map Change
  - Comprehensive Plan Map & Zoning Map Change
  - Comprehensive Plan Text Change
  - Land Use Regulation Change
  - UGB using Simplified Method (div 38)
  - UGB amendment by city with population less than 2,500 within UGB (div 24)
  - UGB amendment of 50 acres or less by a city with population 2,500 or more within UGB (div 24)
  - UGB amendment adding more than 50 acres by city with population 2,500 or more within UGB (div 24)

\* County:

County Local File #

\* County 1st Hearing Date:

County Final Hearing Date:

If a UGB or URA Type is selected, additional County information is needed.



# HEARING DATES



Any information entered into this form and not saved within an hour of opening the form will be lost.

## Adair Village -> New Proposal

\* = required field

\* Local File #:

\* Date of 1st Hearing:

?  Days difference

Date of Final Hearing:

?

\* Type:

July 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Use the calendar to add hearing dates. The days difference will be automatically calculated.

UGB amendment of 50 acres or less by a city with population 2,500 or more within UGB (div 24)

UGB amendment adding more than 50 acres by city with population 2,500 or more within UGB (div 24)

# NEW PROPOSAL CONT.



Provide a summary of the proposal for public notices.



\* Summary of Proposed Change:

(Note: This text will be used for public notices.)

An exception to a statewide planning goal is proposed:

Notify DLCD of statewide planning goal exceptions and provide total acres.

Goals Subject to Exception:

Total Acres:

Add specific location and code changes for each tax lot involved in the proposal.



**Locations** (If there's a large number of tax lots associated with this amendment, please contact DLCD for assistance. [plan\\_amendments@state.or.us](mailto:plan_amendments@state.or.us))

Type	Tax Lot	From	To	Acres
<i>Add A New Location</i> <span style="float: right;">+</span>				

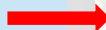
Additions and changes to tax lots won't be permanently saved until you click the "Save" button at the bottom of this page.

### Contacts

\* Contacts

*Add A New Contact* +

A contact person is required.



# NEW PROPOSAL CONT.



## Documents

Upload supporting documentation. Administrative rule requires that you include all of the following materials that may apply:

- The text of the amendment (e.g., plan or code text changes, exception findings, justification for change)
- Any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained
- A map of the affected area showing existing and proposed plan and zone designations
- A copy of the notice or a draft of the notice regarding a quasi-judicial land use hearing, if applicable
- Any other information necessary to advise DLCD of the effect of the proposal

Uploaded	Name	User
----------	------	------

Upload Document:

Maximum file upload size is 50MB. For files larger than this, please contact DLCD for assistance. [plan.amendments@state.or.us](mailto:plan.amendments@state.or.us)



Browse for files on your computer.  
Click the upload button. Repeat  
process for multiple documents.  
Click Save when finished.

# COASTAL JURISDICTIONS



\* Does this amendment impact the Oregon Coastal Management Program (OCMP) and its enforceable policies as it relates to your jurisdiction's plans and codes?  Yes  No  Unsure

If you answered "Yes" above, please list the proposed code and/or plan amendments that would alter your current OCMP enforceable policies. If the proposal includes one or more code or plan provisions meant to become new OCMP enforceable policies, please list these here as well.

For help or additional information on OCMP enforceable policies, please [click here](#).

\* Is this plan amendment related to a project being reviewed for a federal permit/license or for federal consistency under the Coastal Zone Management Act? *Examples include projects requiring U.S. Army Corps of Engineers Section 404 Permits, FERC Energy Citing Certificate, etc. This includes any project that requires a Joint Permit Application and associated Land Use Compatibility Statement.*  Yes  No  Unsure

If yes, enter the project name or federal permit number.

Coastal jurisdictions have additional required questions regarding the amendment's impact on the Oregon Coastal Management Program enforceable policies and federal consistency permit reviews under the Coastal Zone Management Act.

# ADDING LOCATION INFO



Both Comp Plan and Zone map changes can be entered.

Specify the Type of change for each tax lot entered.

Based on the Type, enter Comp Plan From/To codes, Zoning From/To codes, or both, to indicate the change in tax lot designation.

Overlay Zones can be added or removed to individual tax lot locations, as applicable.

**Locations** (If there's a large number of tax lots associated with this amendment, please contact DLCD for assistance. [plan.amendments@state.or.us](mailto:plan.amendments@state.or.us))

Type	Tax Lot	From	To	Acres
<i>Add A New Location</i>				
<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>* Type</span> <div style="border: 1px solid #ccc; padding: 2px;">Comprehensive Plan Map &amp; Zoning Map Change</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 20%;"> <p>* Township</p> <p>TRS <input type="text" value="TR"/> <input type="text" value="S"/></p> </div> <div style="width: 10%;"> <p>* Township Direction</p> <p><input type="text" value="N"/></p> </div> <div style="width: 10%;"> <p>* Range</p> <p><input type="text" value="1"/></p> </div> <div style="width: 10%;"> <p>* Range Direction</p> <p><input type="text" value="E"/></p> </div> <div style="width: 10%;"> <p>Section</p> <p><input type="text" value="1"/></p> </div> <div style="width: 10%;"> <p>Quarter Section</p> <p><input type="text" value="1"/></p> </div> <div style="width: 10%;"> <p>Quarter Section</p> <p><input type="text" value="1"/></p> </div> <div style="width: 10%;"> <p>Anomaly</p> <p><input type="text" value="--"/></p> </div> <div style="width: 10%;"> <p>Map Suffix Type</p> <p><input type="text" value="0"/></p> </div> <div style="width: 10%;"> <p>Map Suffix Number</p> <p><input type="text" value="000"/></p> </div> </div> <div style="margin-top: 10px;"> <p>* Tax Lot # <input type="text"/></p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>* Plan Map From <input type="text"/></p> <p>* Zone From <input type="text"/></p> <p><b>Overlay Removed</b> <input type="text"/></p> </div> <div style="width: 45%;"> <p>* Plan Map To <input type="text"/></p> <p>* Zone To <input type="text"/></p> <p><b>Overlay Added</b> <input type="text"/></p> </div> </div> <p>Description <input type="text"/></p> <p>* Acres <input type="text" value="0"/></p> <p>* Address <input type="text"/></p> <p>* City <input type="text"/></p> <p>* Zip <input type="text"/></p> <div style="text-align: right; margin-top: 10px;"> <span>Close</span> <span><b>Save</b></span> <span>Reset</span> </div> </div>				

Note: Be sure to add the acres and address for the tax lot entered.

# QUICK ADDITION - CLONE



**Locations** (If there's a large number of tax lots associated with this amendment, please contact DLCD for assistance. [plan\\_amendments@state.or.us](mailto:plan_amendments@state.or.us))

Type	Tax Lot	From	To	Acres			
Comprehensive Plan Map & Zoning Map Change	12345	Plan Map:Forest Zone:Farm-Forest 20	Plan Map:Rural Park/Recreation Zone:Public & Institutional	21.40			←

*Add A New Location*

Please modify the location data to save clone.

\* Type

\* Township  \* Township Direction  \* Range  \* Range Direction  Section  Quarter Section  Quarter Section  Anomaly  Map Suffix Type  Map Suffix Number

\* Tax Lot #

\* Plan Map From  \* Plan Map To

\* Zone From  \* Zone To

Overlay Removed  Overlay Added

Description

\* Acres

\* Address

\* City  \* Zip

Modify the info in the cloned record as needed. Click Save.

The "clone" button is a quick way to add additional location info for nearby or similar tax lots.

# EDIT LOCATION INFO



**Locations** (if there's a large number of tax lots associated with this amendment, please contact DLCD for assistance. [plan\\_amendments@state.or.us](mailto:plan_amendments@state.or.us))

Type	Tax Lot	From	To	Acres	
Comprehensive Plan Map & Zoning Map Change	12345	Plan Map:Forest Zone:Farm-Forest 20	Plan Map:Rural Park/Recreation Zone:Public & Institutional	21.40	

*Add A New Location*

If you make a mistake, use the edit tool to edit the info.

Please modify the location data to save clone.

\* Type

\* Township  \* Township Direction  \* Range  \* Range Direction  Section  Quarter Section  Quarter Quarter  Anomaly  Map Suffix Type  Map Suffix Number

\* Tax Lot #

\* Plan Map From  \* Plan Map To

\* Zone From  \* Zone To

Overlay Removed  Overlay Added

Description

\* Acres

\* Address

\* City  \* Zip

# NEW PROPOSAL CONT.



**Locations** (If there's a large number of tax lots associated with this amendment, please contact DLCD for assistance. [plan.amendments@state.or.us](mailto:plan.amendments@state.or.us))

Type	Tax Lot	From	To	Acres	
Comprehensive Plan Map Change	56325	Plan Map:Rural Commercial	Plan Map:Rural Industrial	0.85	
Comprehensive Plan Map Change	56328	Plan Map:Rural Commercial	Plan Map:Rural Industrial	1.30	
<i>Add A New Location</i>					

## Contacts

\* Contacts

*Add A New Contact*

← A contact name is required.

## Documents

Uploaded	Name	User
----------	------	------

Upload Document:

Upload supporting documents

Maximum file upload size is 50MB. For files larger than this, please contact DLCD for assistance. [plan.amendments@state.or.us](mailto:plan.amendments@state.or.us)





# ADDING CONTACTS



Contact for New Proposal X

Search for an existing contact by typing the name in the Selection box. Click 'Add' when finished.

Select an Existing Contact

Name

Title

Email

Phone  Ext.

Street Address

P.O. Box

City  State  Zip

Is this person a primary contact for this amendment?

Primary Contact

If a contact person cannot be found in the selection list above, please send a request to DLCD via email to add a new contact to the database: [plan.amendments@state.or.us](mailto:plan.amendments@state.or.us)

Search for a contact name; begin typing the name and select from options presented.

Contact DLCD if a contact name is not found in the database.

If the person is the primary contact, check box.

- Click Add when finished.
- Repeat this process to add additional contacts, if desired.

# NEW PROPOSAL CONT.



## Lincoln County

### Amendments

Local File #	DLCD File #	Status	Status Date	Created Date	Proposal Type
1856-ABCD	001-17	Proposed Change Submitted by Jurisdiction	6/15/2017	6/15/2017	Comprehensive Plan Map & Zoning Map Change

See the newly submitted amendment on your jurisdiction's list of amendments. You can make a change to the amendment while the status reads: *Proposed Change Submitted by Jurisdiction*.

You will also receive an email notification to let you know the proposal was received by DLCD.

#### Lincoln County

Your notice of a proposed change to a comprehensive plan or land use regulation has been received by the Oregon Department of Land Conservation and Development.

Local File #: 1856-ABCD

DLCD File #: [001-17](#)

Proposal Received: 6/15/2017

First Evidentiary Hearing: 6/29/2017

Final Hearing Date: 7/20/2017

Submitted by: rachel.smith

If you have any questions about this notice, please reply or send an email to [plan.amendments@state.or.us](mailto:plan.amendments@state.or.us).

# AMENDMENT REVISION



## Revise an Amendment

# AMENDMENT REVISION



Albany

Amendments

Local File #	DLCD File #	Status	Status Date	Created Date	Proposal Type
13589	007-16	Proposed Change Submitted by Jurisdiction	10/24/2016	10/24/2016	Comprehensive Plan Map Change

Click on an existing amendment to open the amendment screen and view the details/information provided to DLCD.

# AMENDMENT REVISION



At the amendment screen, press **Revise**, to make changes to the original proposal submitted.

The options presented to the user are based on the Status of the amendment. After an amendment has been posted on the DLCD web site, the user will have the option to Revise, Withdraw/Deny, or Adopt the amendment.

Prior to web posting, only the Revise option is presented, as shown here.

Adair Village -> Amendment 046-16

(Read Only)

DLCD File #: 046-16

Status: Proposed Change Submitted by Jurisdiction

Revision Type: Department Review

Revise

Local File #: 1032

Date of 1st Hearing: 12/01/2016

? 31 Days difference

Date of Final Hearing: 01/01/2017

? 62 Days difference

- Type:
- Comprehensive Plan Map Change
  - Zoning Map Change
  - Comprehensive Plan Map & Zoning Map Change
  - Comprehensive Plan Text Change
  - Land Use Regulation Change
  - UGB using Simplified Method (div 38)
  - UGB amendment by city with population less than 2,500 within UGB (div 24)
  - UGB amendment of 50 acres or less by a city with population 2,500 or more within UGB (div 24)
  - UGB amendment adding more than 50 acres by city with population 2,500 or more within UGB (div 24)
  - UGB amendment that adds more than 100 acres by Metro (div 24)
  - Urban Reserve designation by Metro or a city with population 2,500 or more within UGB
  - Urban Reserve amendment adds more than 50 acres by city with population 2,500 or more within UGB
  - Urban Reserve designation or amendment by a city with population less than 2,500 within UGB
  - Urban Reserve amendment by Metro
  - Other
  - Periodic Review Task

Summary asdfasd fasdf asd

An exception to a statewide planning goal is proposed:

# AMENDMENT REVISION



After selecting **Revise**, this screen displays the original proposal details.

Revise the proposal summary text, if needed. Then, tell us what's different from the original proposal. Why is the amendment being revised?

Any information entered into this form and not saved within an hour of opening the form will be lost.

## Adair Village -> Amendment 046-16

DLCD File #: 046-16

Status: Proposed Change Submitted by Jurisdiction

Revision Type: Department Review

\* = required field

\* Local File #:

\* Date of 1st Hearing:

?  Days difference

Date of Final Hearing

?  Days difference

\* Type:  Comprehensive Plan Map Change

Zoning Map Change

Comprehensive Plan Map & Zoning Map Change

Comprehensive Plan Text Change

Land Use Regulation Change

UGB using Simplified Method (div 38)

UGB amendment by city with population less than 2,500 within UGB (div 24)

UGB amendment of 50 acres or less by a city with population 2,500 or more within UGB (div 24)

UGB amendment adding more than 50 acres by city with population 2,500 or more within UGB (div 24)

UGB amendment that adds more than 100 acres by Metro (div 24)

Urban Reserve designation by Metro or a city with population 2,500 or more within UGB

Urban Reserve amendment adds more than 50 acres by city with population 2,500 or more within UGB

Urban Reserve designation or amendment by a city with population less than 2,500 within UGB

Urban Reserve amendment by Metro

Other

Periodic Review Task

\* Revised Proposal:

(Note: This text will be used for public notices.)

\* What Changed:

An exception to a statewide planning goal is proposed:

# REVISE HEARING DATES



Any information entered into this form and not saved within an hour of opening the form will be lost.

## Adair Village -> Amendment 046-16

DLCD File #: 046-16

Status: Proposed Change Submitted by Jurisdiction

Revision Type: Department Review

\* = required field

\* Local File #:

\* Date of 1st Hearing:

?  Days difference

Date of Final Hearing:

?  Days difference

- \* Type:
- Comprehensive Plan Map Change
  - Zoning Map Change
  - Comprehensive Plan Map & Zoning Map Change
  - Comprehensive Plan Text Change
  - Land Use Regulation Change
  - UGB using Simplified Method (div 38)
  - UGB amendment by city with population less than 2,500 within UGB (div 24)
  - UGB amendment of 50 acres or less by a city with population 2,500 or more within UGB (div 24)
  - UGB amendment adding more than 50 acres by city with population 2,500 or more within UGB (div 24)
  - UGB amendment that adds more than 100 acres by Metro (div 24)
  - Urban Reserve designation by Metro or a city with population 2,500 or more within UGB
  - Urban Reserve amendment adds more than 50 acres by city with population 2,500 or more within UGB
  - Urban Reserve designation or amendment by a city with population less than 2,500 within UGB
  - Urban Reserve amendment by Metro
  - Other
  - Periodic Review Task

\* Revised Proposal:

(Note: This text will be used for public notices.)

\* What Changed:

An exception to a statewide planning goal is proposed:

You can change the hearing dates, but the days difference will stay the same.



## Withdrawal/Denial of an Amendment



# WITHDRAWAL / DENIAL



Adair Village -> Amendment 044-16

(Read Only)

DLCD File #: 044-16

Status: Web Notice Posted

Revision Type: Jurisdiction Submission

Revise

Withdraw

Deny

Adopt

Local File #: 1030

Date of 1st Hearing: 12/01/2016

? 37 Days difference

Date of Final Hearing 01/01/2017

? 68 Days difference

- Type:
- Comprehensive Plan Map Change
  - Zoning Map Change
  - Comprehensive Plan Map & Zoning Map Change
  - Comprehensive Plan Text Change
  - Land Use Regulation Change
  - UGB using Simplified Method (div 38)
  - UGB amendment by city with population less than 2,500 within UGB (div 24)
  - UGB amendment of 50 acres or less by a city with population 2,500 or more within UGB (div 24)
  - UGB amendment adding more than 50 acres by city with population 2,500 or more within UGB (div 24)

At the amendment screen, press **Withdraw** or **Deny**, respectively.

# WITHDRAWAL



## Lincoln County -> Amendment 002-15

DLCD File #: 002-15

Status: Web Notice Posted

Revision Type: Department Review

\* = required field

Local File #:

\* Withdrawal Date:

Withdrawal Date is required

Proposal Summary

\* Reason for

Withdrawal:

Withdrawal reason is required

**Locations** (If there's a large number of tax lots associated with this amendment, please contact DLCD for assistance. [plan.amendments@state.or.us](mailto:plan.amendments@state.or.us))

### Contacts

#### Contacts

Ted Williams Planner

Add A New Contact

**Documents** - If the withdrawal includes an order, resolution, or ordinance, upload a copy

Uploaded	Name	User
6/24/2015	Testingdocument.pdf	

Upload Document:

Maximum file upload size is 50MB. For files larger than this, please contact DLCD for assistance. [plan.amendments@state.or.us](mailto:plan.amendments@state.or.us)



Some information about the amendment is provided and is not editable by the jurisdictions. (The local file # and the original proposal summary are not editable fields.)

Provide the withdrawal date and the reason for the withdrawal.

Provide / upload supporting documentation, if available.

# DENIAL



## Lincoln County -> Amendment 002-15

DLCD File #: 002-15

Status: Web Notice Posted

Revision Type: Department Review

\* = required field

Local File #:

\* Denial Date:

Denial Date is required

Proposal Summary

\* Reason for Denial:

Denial reason is required

Locations (If there's a large number of tax lots associated with this amendment, please contact DLCD for assistance. [plan.amendments@state.or.us](mailto:plan.amendments@state.or.us))

### Contacts

#### Contacts

Ted Williams Planner ✖

Add A New Contact +

Documents - If the denial includes an order, resolution, or ordinance, upload a copy

Uploaded	Name	User
6/24/2015	Testingdocument.pdf	

Upload Document:

Maximum file upload size is 50MB. For files larger than this, please contact DLCD for assistance. [plan.amendments@state.or.us](mailto:plan.amendments@state.or.us)



Save

Some information about the amendment is provided and is not editable by the jurisdictions. (The local file # and the original proposal summary are not editable fields.)

Provide the denial date and the reason for the denial.

Provide / upload supporting documentation, if available.

# AMENDMENT ADOPTION



## Adopt an Amendment

# AMENDMENT ADOPTION



Lincoln County -> Amendment 002-15

(Read Only)

DLCD File #: 002-15

Status: Web Notice Posted

Revision Type: Department Review

Revise

Withdraw

Deny

Adopt

Local File #: Test affected agency

Date of 1st Hearing: 06/30/2015

? 6 Days difference

Date of Final Hearing: 09/18/2015

? 86 Days difference

- Type:
- Comprehensive Plan Map Change
  - Zoning Map Change
  - Comprehensive Plan Map & Zoning Map Change
  - Comprehensive Plan Text Change
  - Land Use Regulation Change

At the amendment screen, press **Adopt**.

# AMENDMENT ADOPTION



For UGB and URA amendments, provide the County hearing dates and the County date of adoption.

An ordinance number is required.

Enter the date of Adoption.

Note any changes from the original proposal.

Tax lot location information changes should be reflected here. Use the edit, delete, clone, or Not Adopted check box, to make changes to the amendment record so that it matches the final adoption.

## Adair Village -> Amendment 015-16

DLCD File #: 015-16

Status: Web Notice Posted

Revision Type: Jurisdiction Submission

\* = required field

Please attach at least one document.

Local File #: 1006

1st Hearing Date: 08/31/2016

Final Hearing Date: 09/30/2016

\* Ordinance:   
Ordinance Number is required.

Ordinance Signed?

\* Date of Adoption (by Jurisdiction):   
Adoption Date is required.

Summary  
asdfasf asdfasd fasdf asd adsigasd fad as f fasdfasd asfasdfads

Summary of adopted change (if different from proposal summary):

Total Acres: 0.00

Adopted Acres: 0.00

Locations (If there's a large number of tax lots associated with this amendment, please contact DLCD for assistance. [plan.amendments@state.or.us](mailto:plan.amendments@state.or.us))

\* Has location information changed from the initial proposal?  Yes  No

If yes, please add additional locations that were not part of the proposal, or put a check mark by locations that are not included in the adoption.

Type	Tax Lot	From	To	Acres	Not Adopted
Comprehensive Plan Map Change	1011			1.00	<input type="checkbox"/>
Add A New Location					

\* County:    
County is required.

\* County Local File #:    
County Local File number is required.

\* County 1st Hearing Date:    
County First Hearing date is required.

County Final Hearing Date:

\* County Ordinance:    
County Ordinance Number is required.

Ordinance Signed?

\* County Date of Adoption:    
County Adoption Date is required.

Provide the total adopted acres.

# AMENDMENT ADOPTION



## Contacts

Contacts

Ted Williams Planner



## Documents

Uploaded	Name	User
6/24/2015	Testingdocument.pdf	

\* Upload Document:

Maximum file upload size is 50MB. For files larger than this, please contact DLCD for assistance. [plan.amendments@state.or.us](mailto:plan.amendments@state.or.us)

Documents to support the adoption notification are **required**.

Upload documents and Click Save.



# TIPS FOR SUCCESS



- **Save** as you complete each action.
- Complete any submittals or revisions within **one hour** to avoid timing out.
- Check acreages to make sure they add up or match, as appropriate.
- Don't forget to upload **all** relevant documents.
- If you have a problem, click on **Report a Problem** and send an email describing the issue. Attach a screen capture to help us resolve your issue more quickly.