



PAPA ONLINE USER GUIDE

Post-Acknowledgement Plan Amendment (PAPA)

OCTOBER 2016

GETTING STARTED



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

http://db.lcd.state.or.us/PAPA_Online

GETTING STARTED



Oregon Department of Land Conservation and Development

PAPA Online Submittal Log On

[Login](#)
[Register](#)
[Report A Problem](#)

Login

Username

Password

Submit

[Forgot Password?](#)

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:
First Name is required. Last Name is required.

Title:

* Street Address
Street Address is required.

P.O. Box

* City: City is required. * State State is required. * Zip
Zip is required.

* Email:
Email is required.

* Phone: Phone is required. X

* Username:
Username is required

* Jurisdictions of Interest

Specific All

At least one jurisdiction must be selected

Adair Village

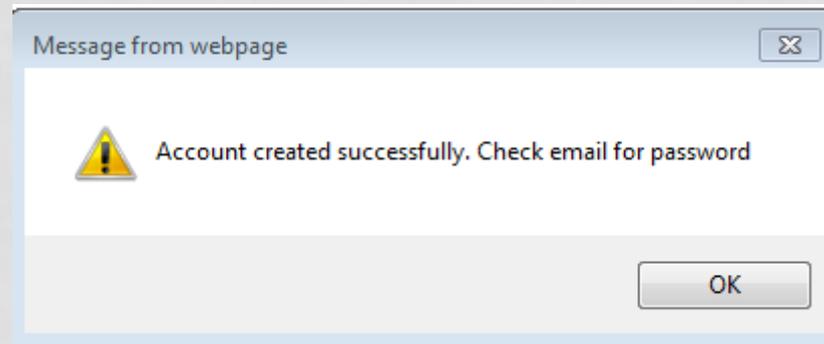
Select a jurisdiction, click the + button to add.


Save

- 1) Fill out required contact information.
- 2) Find your jurisdiction in the Jurisdictions of Interest list.
- 3) Press the plus sign to save your selection.
- 4) Save your registration.

Notes: Add additional jurisdictions, if applicable. All jurisdiction selections are verified by DLCD.

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.

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

HOME PAGE



PAPA Online Submittal

Rachel Smith ▾

Home

Report A Problem

Jurisdiction Tracking

Name	Type	Population	Regional Representative	CCI Type	Tracking
Adair Village	City	845	Moore, Ed	Planning Commission	<input checked="" type="checkbox"/>
Adams	City	370	Young, Grant	Independent	<input checked="" type="checkbox"/>
Adrian	City	180	Young, Grant	Independent	<input checked="" type="checkbox"/>
Albany	City	51670	Moore, Ed	Independent	<input checked="" type="checkbox"/>
Amity	City	1620	Lazarean, Angela	Planning Commission	<input checked="" type="checkbox"/>

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

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



PAPA Online Submittal

Rachel Smith ▾

[Home](#)

[Report A Problem](#)

Lincoln County -> Amendment 002-15

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
 - UGB amendment by city with population less than 2,500 within UGB

If you click on an amendment that is in process, the amendment screen gives you the choice of revising it, withdrawing/denying it, or letting DLCD know it has been adopted. (These options are the same as the paper Forms 1, 2 and 3.)

NEW PROPOSAL



Submit a New Proposal

NEW PROPOSAL



Please add at least one contact.

Please select at least one proposal type.

Please enter a summary of the proposed change.

Local File #:

This field is required.

Date of 1st Hearing:

This field is required.

? 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 amendment by city with population less than 2,500 within UGB

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

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

UGB amendment that adds more than 100 acres by Metro

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

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

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

NEW PROPOSAL



Adair Village -> New Proposal

* = required field

Please add at least one contact.

Please select at least one proposal type.

Please enter a summary of the proposed change.

* Local File #:

This field is required.

* Date of 1st

Hearing: This field is required.

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 amendment by city with population less than 2,500 within UGB
 - UGB amendment of 50 acres or less by a city with population 2,500 or more within UGB

* 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



Please add at least one contact.

Please select at least one proposal type.

Please enter a summary of the proposed change.

Local File #:

This field is required.

Date of 1st Hearing:

Days difference

Date of Final Hearing:

Type:

September 2016

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	

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
- UGB amendment that adds more than 50 acres by a city with population 2,500 or more within UGB
- UGB amendment that adds more than 100 acres by Metro
- 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

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.)

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

An exception to a statewide planning goal is proposed:

Goals Subject to Exception:

Total Acres:

Add specific location and code changes for each tax lot involved in the proposal. (see slide #18)

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

Type	Tax Lot	From	To	Acres
Add A New Location +				

A contact person is required.

Contacts

* Contacts

Add A New Contact +

Upload supporting documentation (optional, but preferred).

Documents

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



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 **This field is required.**

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](#)

Coastal jurisdictions have an additional required question regarding the amendment's impact on the Oregon Coastal Management Program enforceable policies.

Additional information on this item can be found by following the [click here](#) link.

ADDING LOCATION INFO



Both Comp. Plan and Zoning tax lot modifications can be entered.

Specify the "Type" associated with 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.

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

Type	Tax Lot	From	To	Acres
------	---------	------	----	-------

Add A New Location 

* Type

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

TRs N E -- 0 000 

* Tax Lot #

Plan Map From Plan Map To 

Zone From Zone To 

Description 

* Acres

* Address

* City * Zip

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)

Type	Tax Lot	From	To	Acres	
Comprehensive Plan Map Change	56325	Plan Map:Rural Commercial	Plan Map:Rural Industrial	0.85	

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

Description

* Acres

* Address

* City * Zip

Close Save Reset

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

Modify the info in the cloned record as needed.

EDIT LOCATION INFO



Locations

Type	Tax Lot	From	To	Acres			
Comprehensive Plan Map Change		Plan Map:Plan Map 1	Plan Map:Plan Map 2	2.30			
Zoning Map Change		Zone:Zone 1	Zone:Zone 2	1.35			
<i>Add A New Location</i>							



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		
TRS	<input type="text" value="5"/>	<input type="text" value="N"/>	<input type="text" value="6"/>	<input type="text" value="E"/>	<input type="text" value="14"/>	<input type="text" value="B"/>	<input type="text" value="C"/>	<input type="text" value="--"/>	<input type="text" value="0"/>	<input type="text" value="000"/>	

Tax Lot #

Plan Map From

Zone From

Description

Acres

Address

City Zip

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



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)

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 (optional, but preferred)

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



ADDING CONTACTS



Contact for New Proposal

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

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

If the person is the primary contact, check box.

Click Add when finished. Contact DLCD if a contact name is not found in the database. Add additional contacts if desired.

NEW PROPOSAL CONT.



Albany

Amendments

Search: Include Archives:

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

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*.



Revise an Amendment

AMENDMENT REVISION



Albany

Amendments

Search: <input type="text"/>	Include Archives: <input type="checkbox"/>	New Amendment			
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. See slides #30 and #33.

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

Adair Village -> Amendment 016-16

DLCD File #: 016-16 **Status: Proposed Change Submitted by Jurisdiction** Revision Type: Jurisdiction Submission

Revise

Local File #: 1007

Date of 1st Hearing: 08/31/2016

? 41 Days difference

Date of Final Hearing: 09/30/2016

? 71 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 amendment by city with population less than 2,500 within UGB
- UGB amendment of 50 acres or less by a city with population 2,500 or more within UGB
- UGB amendment that adds more than 50 acres by a city with population 2,500 or more within UGB
- UGB amendment that adds more than 100 acres by Metro
- 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: asdfa dad fasdf as

An exception to a statewide planning goal is proposed:

AMENDMENT REVISION



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

Adair Village -> Amendment 016-16

DLCD File #: 016-16

Status: Proposed Change Submitted by Jurisdiction

Revision Type: Jurisdiction Submission

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 amendment by city with population less than 2,500 within UGB

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

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

UGB amendment that adds more than 100 acres by Metro

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:

An exception to a statewide planning goal is proposed:

Goals Subject to Exception:

Total Acres:

Tell us what's different from the original proposal. Why is the amendment being revised?

REVISE HEARING DATES



Adair Village -> Amendment 016-16

DLCD File #: 016-16

Status: Proposed Change Submitted by Jurisdiction

Revision Type: Jurisdiction Submission

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 amendment by city with population less than 2,500 within UGB

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

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

UGB amendment that adds more than 100 acres by Metro

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:

An exception to a statewide planning goal is proposed:

Goals Subject to Exception:

Total Acres:

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





Withdraw/Deny an Amendment

AMENDMENT WITHDRAWAL/DENIAL



Albany -> Amendment 005-16

At the amendment screen,
press **Withdraw/Deny**.

DLCD File #: 005-16

Status: Web Notice Posted

Revision Type: Jurisdiction Submission

Revise

Withdraw/Deny

Adopt

Local File #: 1356-A

Date of 1st Hearing: 11/18/2016

? 25 Days difference

Date of Final Hearing: 12/15/2016

? 52 Days difference

- Type:
- Comprehensive Plan Map Change
 - Zoning Map Change
 - Comprehensive Plan Map & Zoning Map Change
 - Comprehensive Plan Text Change

AMENDMENT WITHDRAWAL/DENIAL



Albany -> Amendment 005-16

DLCD File #: 005-16

Status: Web Notice Posted

Revision Type: Jurisdiction Submission

* = required field

Local File #: 1356-A

*

Withdrawal/Denial Date: **Withdrawal Date is required**

Proposal Summary: Summary text here

* Reason for Withdrawal/Denial: **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)

Contacts

Contacts

Angela Lazarean Regional Representative (Local) X

Add A New Contact +

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

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

Upload Document:

Browse...

Upload

Maximum file upload size is 50MB. For files larger than this, please contact DLCD for assistance. 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 / denial date and the reason for the withdrawal or denial.

Provide / upload supporting documentation, if available.

AMENDMENT ACTIVITIES



Adopt an Amendment

AMENDMENT ADOPTION



Adair Village -> Amendment 015-16

From the Amendment screen, press **Adopt**.

DLCD File #: 015-16

Status: Web Notice Posted

Revision Type: Jurisdiction Submission

Revise

Withdraw

Adopt

Local File #:

1006

County:



Date of 1st Hearing:

08/31/2016

County Local File #



42

Days difference

County 1st Hearing

Date:

Date of Final Hearing

09/30/2016

County Final Hearing

Date:



72

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 amendment by city with population less than 2,500 within UGB
- UGB amendment of 50 acres or less by a city with population 2,500 or more within UGB

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.

Provide the total adopted acres.

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 asdfasdfads

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)

* 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"/>

AMENDMENT ADOPTION



Contacts

Contacts

Angela Lazarean Regional Representative (Local) X

Add A New Contact +

Documents

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

* Upload Document:

Maximum file upload size is 50MB. For files larger than this, please contact DLCDC for assistance. plan.amendments@state.or.us

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



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.