

**Submittal requirements required for all
Periodic Review Work Tasks and UGB-URA Amendments**
Any submittal that is missing any element will be return to the jurisdiction.

Please send to the Department of Land Conservation and Development the following:

1. A CD and one hard copy of the complete work task to Larry French, Periodic Review Specialist; and a CD and one hard copy to your regional representative, include the following to be a complete work task submittal, **any submittal minus any of the parts below will be returned:**

2. PR Submittal Form 1 plus the following:

3. PR Notice to Public on objection rights;

4. Participation list of persons who participated in orally or in writing; and

5. List of Persons requesting copy of ordinance.

6. **Any task submittal over 500 pages MUST INCLUDE AN INDEX OF ALL SUBMITTED MATERIALS;**

and the following from OAR 660-025-0130---->

7A. If the local record does not exceed 2,000 pages, a submittal must include the entire local record, including but not limited to adopted ordinances and orders, studies, inventories, findings, staff reports correspondence, hearings minutes, written testimony and evidence, and any other items specifically listed in the work program.

OR

7B. If the local record exceeds 2,000 pages, a submittal must include adopted ordinances and orders, findings, hearing minutes, written testimony and evidence, and detailed index listing items not included in the submittal. Items in the local record not included in the submittal must be made available for public review during the period for submitting objections under OAR 660-025-140. The Director or Commission may require submission of any materials not included in the initial submittal.

7. Send all of the parts to me, when you have it ready.

Note: There is no 5 day rule in the PR process.

Please give me a call if you have any questions at the number listed below.

Thank you

Larry J. French
Grants Administrative Specialist
Periodic Review Specialist and
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