

FORM PR 1

PERIODIC REVIEW WORK TASK SUBMITTAL FORM

This form must accompany ALL PRODUCTS SUBMITTED for completion of a work task identified on an approved periodic review work program to the DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT, Salem office. (See OAR 660-025-0130) and see Page 3 for submittal requirements.

WAS THIS TASK GRANT-FUNDED? YES ___ NO ___ GRANT NUMBER: _____

Please complete the following:

JURISDICTION: _____ DATE: _____

LOCAL CONTACT: _____
Name Title

ADDRESS: _____ CITY & ZIP CODE: _____

PHONE: _____ FAX: _____

EMAIL: _____

___ COMPLETED WORK TASK NO: _____

Task Title or Description:

For a submittal to be considered complete, a work task must include all of the following: (1) the final product as specified on the work program. This will usually be an adopted, signed ordinance updating the comprehensive plan and/or land use regulations; (2) the record of the local government proceedings pursuant to OAR 660-025-0130; (3) notice of the final decision (see reverse side for example of a task notification letter); and (4) a list of persons who requested notice of final decision in writing, or check below.

___ PARTIALLY COMPLETED TASK OR COMPLETED SUBTASK NO: _____

Task Title or Description:

Only submit a partially completed task or subtask if the work program identifies it as an item for adoption separately from the rest of the task. For a submittal to be considered complete, a partial work task or subtask must have all of the following: (1) the product as specified on the work program. This will usually be an adopted, signed ordinance updating the comprehensive plan and/or land use regulations; (2) the record of the local government proceedings pursuant to OAR 660-025-0130; (3) notice of the final decision (see reverse side for example of a work task notification letter); and (4) a list of persons who requested notice of final decision in writing, or check below.

**Send To: Attention: Periodic Review Specialist
Department of Land Conservation and Development
635 Capitol Street, N.E. Suite 150
Salem, Oregon 97301-2540**

This sample satisfies requirements for local government notice of completed periodic review work tasks in OAR 660-025-0140.

Adapt this sample (*example language in italics*) to:

- 1. describe your work task,**
- 2. explain the local procedures for examining a copy of the action, and**
- 3. identify the DLCD staff person responsible for you jurisdiction's periodic review.**

July 1, 2006

NOTICE OF PERIODIC REVIEW WORK TASK ADOPTION

On June 25, 2006, River City made its final decision on periodic review Task 1. This work task *amended the city's Economic Development Element of the comprehensive plan*. In reaching this decision, the city updated the comprehensive plan and zoning ordinance by *including an Economic Opportunities Analysis and revising the downtown commercial design standards*.

You may review a copy of this decision at the planning department office. The office is at *One Main Street, River City, Oregon 97000*. Office hours are *8:00 a.m. to 5:00 p.m., Monday through Friday*. You may purchase a copy of the decision for \$2.00 at the planning department or by mailing your request for Task 1 along with the payment. Call *Jane at 503-555-1111*, if you have questions.

If you believe the city did not satisfactorily complete the work task, or that the work task does not comply with the statewide planning goals, you may object to DLCD. To file an objection, you must do three things. First, address these requirements in your objection:

1. Show how you participated in the city's periodic review process, either by testifying at a public meeting or by sending written comments about the work task, and
2. Explain your objection to the action taken by the city. Be specific and try to relate the objection to a specific law or rule that has been violated, and
3. Recommend a specific change to the work task that would resolve your objection.

Second, submit the written objection(s) to:

Attention: Periodic Review Specialist
Department of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301

DLCD must receive the objection no later than 21 days from the date the notice was mailed by the local government (i.e., postmark date on the envelope). [*or: DLCD must receive the objection by Jul y XX, 2006.*] Third, send a copy of the objection to the River City Planning Department.

See Oregon Administrative Rule Chapter 660, Division 25 for specific requirements for participating in periodic review. Note especially OAR 660-025-0140 regarding objections to a work task submittal. http://arcweb.sos.state.or.us/rules/OARS_600/OAR_660/660_025.html

If you have questions about DLCD's review of this work task, please contact the city's DLCD Regional Representative: [*name, phone number and email address*]

Submittal requirements required for all Periodic Review Work Tasks

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.

8. 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
635 Capitol Street NE Suite 150
Salem OR 97301-2540
Phone 503-373-0050 x283
Fax No. 503-378-5518
Email: Larry.French@state.or.us