

# 4 DLCD Notice of Adoption of an UGB Amendment

(See second page for submittal requirements)

in person  electronic  mailed

DATE  
STAMP

For DLCD Use Only

Jurisdiction-City: \_\_\_\_\_ Date of Adoption-City: \_\_\_\_\_  
(Must be filled in) (Must be filled in)

Jurisdiction-County: \_\_\_\_\_ Date of Adoption-County: \_\_\_\_\_  
(Must be filled in) (Must be filled in)

Local File No: \_\_\_\_\_ Date adoption mailed: \_\_\_\_\_  
(If no number, use none) (Must be filled in)

Has this UGB Adoption previously been submitted to DLCD? Yes:  No:  Date: \_\_\_\_\_

Has ORS 197.296 been addressed? Yes:  No:  Does not apply:

Has ORS 197.298 been addressed? Yes:  No:

Have Statewide Goal 14 factors been addressed? Yes:  No:

Other Applicable Statewide Goals: Yes:  No:  Goal No: \_\_\_\_\_

Acres Involved in UGB Amendment: \_\_\_\_\_ acres

Attach a map of the amended UGB

Generally describe the boundary amendment in relationship to the entire UGB:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Email: \_\_\_\_\_ Zip Code + 4: \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE**

DLCD File No.: \_\_\_\_\_ DLCD 120-Day Action Date: \_\_\_\_\_ DLCD Referral Date: \_\_\_\_\_

Appeal Rec'd Date: \_\_\_\_\_ 21-Day Object Mail Date: \_\_\_\_\_ LCDC 90-Day Action Date: \_\_\_\_\_

DLCD Notification of LCDC Meeting Date: \_\_\_\_\_ Extension of LCDC 90-Day Action Date: \_\_\_\_\_

**DLCD UGB File No.** \_\_\_\_\_

## Submittal Requirements

**This form is required** from a city when the population within its Urban Growth Boundary (UGB) exceeds 2,500 *and* when the UGB amendment includes more than 50 acres *and* the UGB amendment is not a work task on a periodic review work program.

1. **Mail this form and one complete copy of the submittal to the regional representative and one complete copy to the Periodic Review or Plan Amendment Specialist to the address below:**
2. **ATTENTION: Periodic Review Specialist or Plan Amendment Specialist  
Department of Land Conservation and Development  
635 Capitol Street NE, Suite 150  
Salem, Oregon 97301-2540**
2. Department of Land Conservation and Development and Land Conservation and Development Commission review of UGB Amendments is subject to the requirements in ORS 197.628 to 197.644, OAR 660-025-040 and 660-025-0175.
3. The adopted UGB amendment must be approved by the city and county.
4. The city must provide notice of the final decision amending its UGB to those who participated during local proceedings and those who requested notice according to the requirements for a periodic review task submittal in OAR 660-025-130 and 660-25-140. *See the sample notice provided with this form.*  
**The county should not send notice of adoption separately from the city notice. There must be only one notice of adoption.**
6. For a submittal to be considered complete, a work task must include all of the following: (1) the dates of the adoption must be entered in the appropriate sections of this form for both of the jurisdictions. (2) the adopted, signed ordinances from both the city and county updating the comprehensive plan and/or land use regulations; (3) the complete record of the local government proceedings pursuant to OAR 660-025-0130; (4) notice of the final decision (see reverse side for example of a task notification letter); and (5) a list of persons who requested notice of final decision in writing; (6) the form and all materials will be returned if the submittal is not complete.
7. **Need More Copies?** Visit our website at <http://www.lcd.state.or.us/LCD>, click on “Forms” in the menu on the left margin and choose the form needed. Please print this form on [8.5” x 11” light blue paper only](#). Call DLCD at (503) 373-0050 x238 for hard copies of forms.
8. Mail **one** of the two complete copies of the submittal to [larry.french@state.or.us](mailto:larry.french@state.or.us) or [mara.ulloa@state.or.us](mailto:mara.ulloa@state.or.us) and mail the second complete copy to the regional representative.

**This sample satisfies the requirements for local government notice of completed Urban Growth Boundary amendment in OAR 660-025-0175.**

**Adapt this sample to:**

- 1. describe your UGB (*example language in italics*) amendment**
- 2. explain the local procedures for examining and obtaining a copy of the action, and**
- 3. identify the DLCD staff person responsible for accepting objections on your jurisdiction's UGB.**

July 1, 2006

## **NOTICE OF URBAN GROWTH BOUNDARY AMENDMENT ADOPTION**

On January 1, 2006, River City made its final decision regarding adoption of an amendment to its Urban Growth Boundary (UGB). *This amendment expands the UGB to accommodate planned residential, commercial and industrial growth for the next 20 years. In reaching this decision, the city, in coordination with River County, updated its population forecast in the acknowledged comprehensive plan, analyzed buildable land in the city, and revised comprehensive plan policies about future urban development.*

You may review a copy of this decision at the *River City Planning Department*. 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 *\$5.00* at the planning department or by mailing your request for information along with the payment. Call *Jane at 555-1111* if you have questions.

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

1. Show how you participated in the UGB amendment either by speaking at a public meeting or by sending written comments about the proposal;
2. Explain your objection to the adopted amendment. Be as specific as possible, including what goal, rule, or statute has been violated and why; and
3. Recommend a specific change that would resolve your objection.

Second, submit a written objection to:

Attention: Periodic Review Specialist or Plan Amendment 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 envelope). [Or: DLCD must receive the objection by *July 22, 2006*.] Third, send a copy of the objection to the planning department.

If you have questions about DLCD's review of this work task, please contact the city's DLCD Regional Representative: *name, phone number, and e-mail address*.