**NOTICE OF A DENIAL OR WITHDRAWAL FOR DLCD USE**

 **OF A PROPOSED CHANGE TO A PLAN File No.:**

 **OR LAND USE REGULATION Received:**

**FORM 3**

Local governments are required to send notice of the denial or withdrawal of a proposed change to a comprehensive plan or land use regulation. (*See* [OAR 660-018-0040(6)](https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=3068)).

Jurisdiction:

Local file no.:

[ ]  Withdrawn

[ ]  Denied

Date of withdrawal or denial:

Reason for withdrawal or denial:

If a denial includes an order, resolution, or ordinance, include a copy with this form.

Date the Notice of a Proposed Change (Form 1) was sent to DLCD:

Local contact person (name and title):

Phone:       E-mail:

Street address:       City:       Zip:

**NOTICE OF DENIAL OR WITHDRAWAL – SUBMITTAL INSTRUCTIONS**

1. A Notice of Denial or Withdrawal must be submitted by a local government (city, county or metropolitan service district). DLCD will not accept a notice submitted by an individual or private firm or organization.
2. If a denial includes an order, resolution, or ordinance, include a copy of the instrument with this form.
3. **Hard-copy submittal:** When submitting a Notice of Denial or Withdrawal on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 3 on light green paperif available. Submit **one copy** of the form and other materials if applicable to:

Attention: Plan Amendment Specialist

Dept. of Land Conservation and Development

635 Capitol Street NE, Suite 150

Salem, OR 97301-2540

1. **Electronic Submittal:** Address e-mails to plan.amendments@dlcd.oregon.gov with the subject line “Notice of PAPA Denial or Withdrawal.”

This form is available here: <https://www.oregon.gov/LCD/CPU/Pages/Plan-Amendments.aspx>

1. **File format:** When submitting a Notice of Denial or Withdrawal via e-mail or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred), or Microsoft Office (for example, Word .doc or docx or Excel .xls or xlsx). For other file formats, please contact the plan amendment specialist at 503-373-0050 or plan.amendments@dlcd.oregon.gov.