



NOTICE OF AN ADOPTED CHANGE TO AN URBAN GROWTH BOUNDARY FORM 4

FOR DLCD USE

City file no.:

County file no.:

UGB no.:

Received:

This form is for notice of an adopted **urban growth boundary amendment including more than 50 acres by a city with a population greater than 2,500 within the UGB or a UGB amendment over 100 acres adopted by a metropolitan service district.** (See [OAR 660-025-0175](#).) This notice form is *not* for submittal of any other change to a plan comprehensive plan or land use regulation or a completed periodic review task. Use [Form 5](#) with establishment of an urban reserve, or amendment adding over 50 acres, by a city with a population greater than 2,500 within the UGB. Use [Form 2](#) for any change to comprehensive plan or land use regulation other than the urban growth boundary amendment or urban reserve establishment or amendment described above. Use [Form 6](#) with submittal of an adopted periodic review task.

This notice should not be submitted until the amendment has been adopted by the city *and* the county (except Metro adoptions). Submit the city and county adoptions together. The adoption submittal will be deemed incomplete without both ordinances.

UGB for the City of

City file no.:

County file no.:

Date of city adoption:

Date of county adoption:

Date this notice sent:

City contact (name and title):

Phone:

E-mail:

Street address:

City:

Zip:

County contact (name and title):

Phone:

E-mail:

Street address:

City:

Zip:

Indicate the number of acres of the former rural plan designation, by type, included in the boundary.

Exclusive Farm Use

Acres:

Non-resource

Acres:

Forest

Acres:

Marginal Lands

Acres:

Rural Residential

Acres:

Natural Resource/Coastal/Open Space Acres:

Rural Commercial or Industrial

Acres:

Other:

Acres:

NOTICE OF ADOPTED UGB – SUBMITTAL INSTRUCTIONS

1. A Notice of Adopted Change to an Urban Growth Boundary must be submitted by a local government (city, county, or metropolitan service district). DLCD will not accept a Notice of Adopted Change submitted by an individual or private firm or organization.

2. This notice should not be submitted until the amendment has been adopted by the city *and* the county (except Metro adoptions). Submit the city and county adoptions together. The adoption submittal will be deemed incomplete without both ordinances.

3. **Hard-copy submittal:** When submitting Notice of Adopted Change to an Urban Growth Boundary on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 4 on light blue paper if available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Periodic Review Specialist
Dept. of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540

This form is available here:

<https://www.oregon.gov/LCD/CPU/Pages/Plan-Amendments.aspx>

4. **Electronic submittals** may be sent via email to DLCD.PR-UGB@dlcd.oregon.gov with the subject line “Notice of Adopted UGB Amendment.”

FTP may be needed for large file submittals. Contact DLCD for FTP information.

Include this Form 4 as the first pages of a combined file or as a separate file.

DLCD encourages all users to submit a PAPA via PAPA Online at:

<https://www.oregon.gov/LCD/CPU/Pages/Plan-Amendments.aspx>

5. **File format:** When submitting a Notice of Adopted Change to an Urban Growth Boundary via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or docx or Excel .xls orxlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the periodic review specialist at 503-373-0050 or DLCD.PR-UGB@dlcd.oregon.gov.

6. **Content:** An administrative rule provides requirements regarding submittal of an adopted change ([OAR 660-025-0130](#)). By completing this form and including the materials listed in the checklist below, the notice will include the required contents.

7. Notify persons who participated in the local proceedings or requested notice of the final decision. ([OAR 660-025-0140](#)) A sample notice is attached to this Form 4.

If you have any questions or would like assistance, please contact your DLCD regional representative or the DLCD Periodic Review Specialist at 503-373-0050 or e-mail DLCD.PR-UGB@dlcd.oregon.gov.

Notice checklist

- ☐ Completed Form 4
- ☐ A map showing the old and new location of the urban growth boundary.
- ☐ 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
- ☐ If the local record exceeds 2,000 pages, a submittal must include adopted ordinances, resolutions, and orders; any amended comprehensive or regional framework plan provisions or land use regulations; findings; hearings minutes; materials from the record that the local government deems necessary to explain the submittal or cites in its findings; and a detailed index listing all items in the local record and indicating whether or not the item is included in the submittal.
- ☐ A task submittal of over 500 pages must include an index of all submitted materials.
- ☐ Notice of the final decision (a sample task notification letter is attached to this notice form).
- ☐ A list of persons who participated in local hearings or requested notice of final decision in writing, if any.

SAMPLE NOTICE TO LOCAL PARTIES

This sample satisfies the requirements for local government notice of an adopted change to an urban growth boundary in OAR 660-025-0140.

Adapt this sample to:

1. Describe your UGB amendment (*example language in italics*)
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.

Date

NOTICE OF URBAN GROWTH BOUNDARY AMENDMENT

An amendment to the [city name] urban growth boundary (UGB) became final on [date]. *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 [name] 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. The amendment adds [#] acres to the UGB.*

You may review a copy of this decision at the [city] Planning Department. The office is at *One Main Street, City Name, 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 541-555-1111* if you have questions.

If you believe that the amendment does not comply with applicable regulations, you may submit an objection to Oregon Department of Land Conservation and Development. An objection must contain three elements. Address each of these 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.

Submit the objection in hard copy or via e-mail to:

Attention: Periodic Review Specialist
Department of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301
E-mail: DLCD.PR-UGB@dlcd.oregon.gov

DLCD must **receive** the objection no later than 21 days from the date the notice was sent by the local government (the postmark date if mailed). [*Or: DLCD must receive the objection by [date].*] Send a copy of the objection to the city and county planning departments.

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