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| **DLCD_logo_cmyk** | **NOTICE OF AN ADOPTED**  **NEW OR CHANGE TO AN**  **URBAN RESERVE**  **FORM 5** | **FOR DLCD USE**  **City file no.:**        **County file no.:**  **UR no.:**  **Received:** |

This form is used for notice of an adoption of a **new or amended urban reserve area for a city with a population over 2,500 or by a metropolitan service district**. (*See* [OAR 660-025-0175](https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=3075).)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 4](https://www.oregon.gov/lcd/CPU/Pages/Plan-Amendments.aspx) with adoption of anurban growth boundary 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.Use [Form 6](https://www.oregon.gov/lcd/CPU/Pages/Periodic-Review.aspx) with submittal of an adopted periodic review task. Use [Form 2](https://www.oregon.gov/lcd/CPU/Pages/Plan-Amendments.aspx) with an adopted change to a comprehensive plan or land use regulation other than the urban growth boundary amendment, urban reserve area action, or periodic review task described above.

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.

Urban reserve 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, by plan designation, 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 URBAN RESERVE – SUBMITTAL INSTRUCTIONS**

1. A Notice of Adopted New or Change to an Urban Reserve 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 New or Change to an Urban Reserve on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 5 on light blue paperif 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 e-mail to [DLCD.PR-UGB@dlcd.oregon.gov](mailto:DLCD.PR-UGB@dlcd.oregon.gov) with the subject line “Notice of Adopted Urban Reserve (Amendment).”

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

Include this Form 5 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 Notice of Adopted New or Change to an Urban Reserve 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 or xlsx); 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](mailto:DLCD.PR-UGB@dlcd.oregon.gov).

6. **Content:** An administrative rule provides requirements regarding submittal of an adopted change ([OAR 660-025-0130](https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=3075)). 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](https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=3075)) A sample notice is attached to this Form 5.

**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](mailto:DLCD.PR-UGB@dlcd.oregon.gov).

**Notice checklist**

Completed Form 5

A map showing the location of the urban reserve, or the old and new location if this is an amendment.

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**

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| This sample satisfies the requirements for local government notice of an adopted establishment of or change to an urban reserve in OAR 660-025-0140.  Adapt this sample to:  1. Describe the action (*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 RESERVE [*DESIGNATION/AMENDMENT]***

A final decision to [*designate an/amend the*] urban reserve for the [*city name*] became effective [*date*]. *This amendment expands the urban reserve to accommodate planned residential, commercial and industrial growth for the next 50 years.* In reaching this decision, the city, in coordination with [*name*] County, *analyzed expected growth, inventoried buildable land in the urban area, and revised comprehensive plan policies regarding future urban development, and implemented code provisions to reserve areas for future urban growth*.

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](mailto: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:* DLCDmust 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*.