



UNDERSTANDING YOUR NOTICE OF DECISION (NOD)

When a decision has been made about a land use application, staff or the decision making body will issue a Notice of Decision (NOD). The NOD contains important information you will need for development. This guide provides a general overview of the NOD and what you should look for.

NOTICE OF DECISION

File number	→	FILE #: PLACUP-18-00-0000	DECISION DATE: October 5, 2018 APPEAL DEADLINE: October 17, 2018	←	Dates						
REQUEST: Conditional Use Permit to											
DECISION: Approved, with Conditions											
APPLICANT: Your Name											
OWNERS: Your Name											
PROPERTY INFORMATION:											
LOCATION: A description of the property.											
<table border="1"><thead><tr><th>Map/Tax Lot #</th><th>Acct. #</th><th>Acres</th></tr></thead><tbody><tr><td>1N 13E 31B 00</td><td>0000</td><td>60</td></tr></tbody></table>						Map/Tax Lot #	Acct. #	Acres	1N 13E 31B 00	0000	60
Map/Tax Lot #	Acct. #	Acres									
1N 13E 31B 00	0000	60									
ZONING: Your Zone											
Any EPD											
Attachments:			Staff Reviewer: Staff Planner, Associate Planner								
A. Conditions of Approval											
B. Time Limits & Appeal Information											
C. Maps											
D. Staff Report											
E. Lighting Standards											

First Page:

The first page has the File Number, Decision and Appeal dates, what the application was for, the decision, and additional property information including owner and zoning. The file number is the way Planning Department staff files your application and permit, and is useful information if you need to call in the future to get more information about your permit.

The appeal deadline is typically the number that impacts your deadlines for development or action, and that deadline is included in the attachments of your NOD.

ATTACHMENT A – CONDITIONS OF APPROVAL

Pursuant to Wasco County Land Use Development Ordinance, Chapter 2 – Development Approval Procedures, Section 2.32D.A., Notice of a Decision by the Director, the following shall be recorded as conditions of approval and binding upon the owners, developers or assignees. Prior to issuance of zoning approval on a building permit application, items under A. shall be met.

- A. After the expiration of the 12-day appeal period and prior to issuance of zoning approval on a building permit application, the owner(s) shall comply with the following condition:
1. **Approach Road Permit:** Obtain an Approach Road Permit from the Wasco County Public Works Department for the existing driveway approach onto Sandlin Road.
- B. **Miscellaneous Condition**
1. Noncompliance with any condition of approval shall be grounds for revocation of the permit. Revocation of the Conditional Use Permit shall be considered to be a land use action and shall be reviewed by the Planning Commission according to the requirements in Section 5.040.

Your Conditions of Approval will contain several different tasks or conditions required to comply with your permit. These will typically have timelines or deadlines attached and include instructions, like other departments you will need to contact to complete the condition.

Attachment A:

In most cases, Attachment A will be your Conditions of Approval. This is a list of tasks needed to complete your project. Conditions of Approval may have some standard Conditions, like complying with local, state and federal regulations or complying with fire standards in the Fire Safety Standard Self-Certification. It will also have specific and unique conditions, based on your project and application, for you to complete to finalize your permit. This may include things like recording new deeds, obtaining a building permit, or applying for a new address.

The Conditions of Approval are often the most critical part of your Notice of Decision. If you have difficulty understanding the conditions or your next steps, talk to the Planner whose name is on Page 1 of the Notice of Decision.

Attachment B:

Attachment B, Time Limits and Appeal Information, provides the time frame for your application and next steps. This includes explaining the appeal period and the approval/permit expiration date.

Attachment C:

Planners will include Maps related to your application in Attachment C. This may be useful for future reference, or to ensure your development is consistent with the site plan provided to Planning Department staff.

Attachment D:

The staff report is included in the notice of decision. This has all the criteria, findings, and conclusions Planning Department staff used to make a decision about your permit application. In many cases there are additional attachments with application specific information that need to be adhered to (i.e. Lighting Standards), or completed as a condition of approval (i.e. Forest-Farm Management Easement).

QUESTIONS?

Legal parcel issues can be complicated and require significant research. Please contact the Wasco County Planning Office for additional details, fees and forms. Contact Planning staff by calling us at (541)-506-2560 or visit us online at <http://co.wasco.or.us/departments/planning>