



City of Coburg Land Use Application Guidelines

Type I Procedure (Administrative)

(ORDINANCE A-200G, ARTICLE X.B. Administration and Enforcement)

The purpose of land use applications is to establish standard decision-making procedures that will enable the City, the applicant, and the public to reasonably review applications and participate in the local decision-making process in a timely and effective way. **Table X.1** of the Coburg Zoning Code (ORD. A-200G) provides a key for determining the review procedure and the decision-making body for particular approvals. The procedure “type” assigned to each application governs the decision-making process for that permit or approval. There are four types of permit/approval procedures: Type I, II, III, and IV.

Type I decisions are made by the City Planning Official, or someone he or she officially designates, without public notice and without a public hearing. The Type I procedure is used when there are clear and objective approval criteria, and applying City standards and criteria requires no use of discretion;

1. Application Requirements

- a. Application Forms. Type I applications shall be made on forms provided by the City Planning Official or designee.
- b. Application Requirements. Type I applications shall:
 - (1) Include the information requested on the application form;
 - (2) Address the criteria in sufficient detail for review and action; and
 - (3) Be filed with the required fee.

2. **Administrative Decision Requirements.** The City Planning Official or designee’s decision shall address all of the approval criteria, including applicable requirements of any road authority. Based on the criteria and the facts contained within the record, the City Planning Official shall approve or deny the requested permit or action. A written record of the decision shall be provided to the applicant and kept on file at City Hall.

3. **Final Decision.** A Type I decision is the final decision of the City. It cannot be appealed to City officials.

4. **Effective Date.** A Type I decision is final on the date it is made.

Applicants are encouraged to contact the Coburg Planning Department to discuss specific details about their project prior to application submittal.