

ARTICLE 3

MINISTERIAL REVIEW

SECTION 3.010, PURPOSE: The purpose of the Ministerial Review process is to provide assurance that a proposed use or development is in compliance with provisions of this ordinance prior to commencement of the use or development or issuance of other required local or state permits. The process provides little or no discretion to the review authority and entails reviewing the applicants compliance with specified site use or development standards as set forth in this ordinance.

SECTION 3.015, RESPONSIBLE REVIEW AUTHORITY: Unless specified otherwise, the Planning Director is the review authority for all applications requiring Ministerial Review.

SECTION 3.020, REVIEW AND DECISION PROCESS:

01. Review of an application under the provisions of this article does not require notification to any party other than the applicant. The review authority may consult other agencies or parties to aid in determining the applicant's compliance with the applicable standards and criteria of review.
02. An application found to be in non-compliance with a specified standard of review shall be tentatively denied and returned to the applicant with an explanation of the standard or standards that need to be addressed.
03. The decision of the review authority shall be rendered no later than 30 days from the applicant's filing date. A final decision, including the resolution of appeals within the County, shall be rendered within 120 days unless the applicant agrees to an extension of time.
04. The applicant is given 120 days from the applicant's date of filing to modify the application to conform to the applicable standards and criteria or to submit a variance application for appropriate review.
05. If the applicant seeks a variance in conjunction with the application, the final action on the permit application will be withheld until completion of the variance application review.
06. If the applicant does not seek a variance permit or the variance permit application is denied and the application remains in noncompliance with any applicable standard or criterion, the review authority must deny the application.

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07. The final action of the review authority is to be forwarded to the applicant within five days of the date of final action.
08. Applications must satisfy any applicable criteria of Article 36, Salmon Habitat Restoration.
09. SCENIC WATERWAYS, WILDLIFE HABITAT, WETLANDS AND RIPARIAN CORRIDORS: Applications must satisfy any applicable criteria of Article 28, Goal 5 and 6 Resource Overlay Zone.

SECTION 3.025, CONTENTS OF APPLICATION: Applications for permits requiring Ministerial Review shall be made on forms provided by the Planning Department and shall contain a plan sketch showing the relationship of the proposed use or development to other facilities on the property, the property boundaries, and the property's access and adjacent streets or roads.

SECTION 3.030, APPEAL: Appeal of any final action may be taken to the Wallowa County Planning Commission within ten days after the decision has been mailed to the applicant and other affected parties. Appeals will be conducted in the manner prescribed in Article 7, Appeals.

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