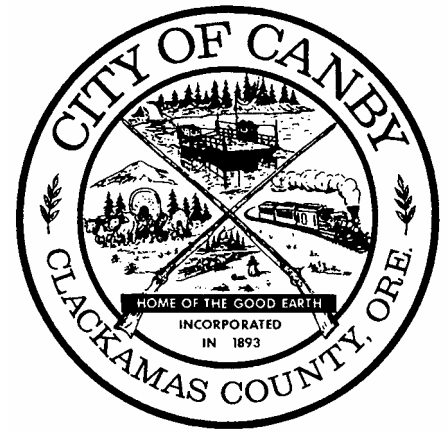


NEW COMMERCIAL AND INDUSTRIAL BUILDINGS



Information you can use

The City of Canby is working hard to develop Canby's business sector and we're very pleased that you've decided to locate your business here. We know the building process can be complicated so we've developed this guide as part of our effort to make it as easy as possible. It will tell you what steps are required, what the timeline will be, and how much your costs will be.

Process and Timeline

Here are the main steps you'll need to take:

- Hold a no-cost initial meeting with a city Planner and utility providers, if needed;
- Submit a Design Review application;
- Hold a neighborhood meeting (not required in every case);
- Attend a public hearing at the Canby Planning Commission;
- Develop specific utility plans by working with each service provider;
- Hold a preconstruction meeting to obtain final sign-off on utility and site plans;
- Obtain building permits; and
- Obtain a business license.

Many of these steps can be done concurrently to save time, and we will work with you to identify all of the possible time savings. We've seen projects break ground less than three months after submittal of land use applications but usually the time frame is more like four months or more.

The Planning Department will be your main point of contact in Canby, and a single staff person will work with you all of the way. You will also find many resources at the Canby Area Chamber of Commerce and Canby Business Revitalization & Development (see contact information page). Again, thank you for choosing Canby. We're sure you won't regret it.

What's included in this packet:

- A brief explanation of each step of the process
- Contact information for just about everyone you'll need to work with
- A Site and Design Review application
- Commercial building permit forms
- Business license application
- Information on SDCs

Canby Planning and Building Department
170 NW 2nd Avenue Canby, OR 97013
Tel: (503) 266-9404 Fax: (503) 266-1574
www.ci.canby.or.us

June 2005

CITY OF CANBY
SUMMARY OF LAND USE & BUILDING PROCESS FOR
COMMERCIAL/INDUSTRIAL BUILDINGS

1. **Getting started.** Start by talking to a city planner about your project. We'll go through this packet with you, draft timelines, and provide more specific information after we've learned more about your project.
2. **Pre-application meeting.** Although it's not mandatory in most cases, we strongly recommend you take advantage of our no-cost pre-application meeting. Here you can talk to all of Canby's utility and service providers and get the information you need to draw up your site and utility plans. Before the meeting we'll need to know where you're locating, how your site will be laid out, and what your utility and service needs are. We can almost always hold this meeting less than two weeks after you file the application.
3. **Site and Design Review application.** Any new commercial or industrial building of any size (except accessory structures) requires a public hearing and approval from the Planning Commission. This process is called Site and Design Review. The attached application contains the information you'll need. The timeline on the Site and Design Review depends on how many other applications have been filed, but generally your hearing will be at least five weeks after your application is filed. If the Commission issues an oral decision for approval at the hearing, it will still take about a month more to adopt a written decision and wait for the appeal period to end. At the end of the appeal period we can issue building permits.
4. **Pre-construction meeting.** Prior to construction, you will need all of the utility and service providers to sign off on your site and construction plans. Planning staff will help you identify the agencies that will be involved in your project. We encourage you to work directly with them throughout the process to make sure your plans are acceptable. Once your plans have been approved by each provider, we can hold a preconstruction meeting to have your complete plan set stamped and approved. This meeting can be held any time after your initial approval by the Planning Commission.
5. **Building permits.** You may submit your building permit application at any time following the Planning Commission's initial approval of your project. However, we can't issue the permits until your land use appeal period has ended. The City of Canby will review your building and mechanical permits. Clackamas County handles plumbing, electrical, and fire & life safety.
6. **Business license.** You're almost there! You'll need a business license to operate your business in Canby. The form is attached and needs to be signed by the Fire District, Police Department, Planning Department, and Building Department. The Building Department cannot sign your license until your building has passed its final inspection.

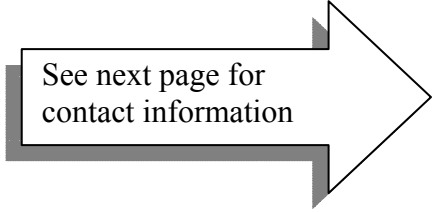
If you need to divide property or obtain a conditional use permit for your project, additional land use applications will be needed. These can be run together with Site and Design Review if desired.

See next page for
timeline & contacts

PROJECT PLANNER

The following is a list of the most common steps required to construct a new building in Canby. Details and timelines may vary depending on your specific project.

Event	Critical date	Tentative date	For more information
Submit pre-application materials.	At least ten days before pre-app meeting.		Canby Planning Dpt.; Ronda Rozzell will schedule.
Hold pre-application meeting.	Prior to submitting land use application.		Canby Planning Dpt.; Ronda Rozzell will schedule.
Submit Site and Design Review (DR) application.	Typically, at least five weeks before Planning Commission hearing date.		Canby Planning Dpt.
Send out notice for neighborhood meeting.	At least one month before PC hearing date.		Canby Planning Dpt.
Hold neighborhood meeting & submit summary to City.	At least two weeks before PC hearing date.		Canby Planning Dpt.
Post notice on property.	At least ten days before PC hearing date.		Canby Planning Dpt.
Attend DR hearing at Planning Commission.	2 nd and 4 th Mondays of each month.		Canby Planning Dpt.
Finalize site and utility plans.	After initial decision from Planning Commission.		Work directly with service providers.
Submit preconstruction plans & hold meeting.	After all providers have signed off on utility plans.		Ronda Rozzell will schedule.
Submit building permit application to City.	After initial decision from Planning Commission.		Canby Building Dpt.
Submit erosion control application to City.	With building permit.		Canby Public Works.
Submit plumbing, electrical, and fire/life safety permit apps to Clackamas Co.	Any time.		Clackamas County.
Obtain Storm Water permit from DEQ, if needed.	Any time.		Barbara Priest @ DEQ.
Written decision signed by Planning Commission	Next PC meeting after hearing date.		Canby Planning Dpt.
Land use appeal period ends.	15 days after written decision signed.		Canby Planning Dpt.
Pick up building permits; begin construction.	BP cannot be issued until land use appeal period has ended.		Canby Building Dpt.
Obtain business license prior to opening.	Cannot be issued until approval of final building inspection.		Canby City Hall.



See next page for
contact information

Contact information for constructing a new building in Canby

City of Canby Planning and Building Department

(Land use, Building & Mechanical permits)

Hours: 8 AM to 5 PM Monday- Friday

170 NW 2nd Ave., PO Box 930, Canby OR 97013

Phone: (503) 266-9404 Fax: (503) 266-1574

Bldg. Dpt. inspection request line: (503) 263-8989

Forms, codes, and contact information on-line at:

<http://www.ci.canby.or.us>

Economic development information at:

<http://www.canbybusiness.com>

City of Canby Main Office

(Business licenses)

Hours: 10 AM to 5:00 PM Monday-Friday

182 N. Holly Street, PO Box 930, Canby OR 97013

Phone: (503) 266-4021 Fax (503) 266-7961

City of Canby Public Works Department

(Sanitary and storm sewer, streets, erosion control)

Hours: 7:30 AM to 4:30 PM Monday-Friday

1470 NE Territorial Road, Canby OR 97013

Phone: (503) 266-4021 Fax: (503) 266-7238

Curt McLeod, Contract City Engineer

6655 SW Hampton #210, Portland OR 97223

Phone: (503) 684-3478 Fax: (503) 624-8247

Canby Utility

(Water and electric department)

Hours: 7:30 AM to 4:30 PM Monday-Friday

1470 NE Territorial Road, Canby OR 97013

Phone: (503) 263-4305 Fax: (503) 263-8704

(Permits & main office)

Hours: 8 AM to 5 PM Monday-Friday

154 NW 1st, PO Box 1070, Canby OR 97013

Phone: (503) 266-1156 Fax: (503) 263-8621

Canby Telephone Association

(Telephone service)

Hours: 8 AM to 6 PM Monday - Friday

190 SE 2nd Ave., Canby OR 97013

Phone (503) 266-5550 Fax: (503)

<http://www.canbytel.com>

NW Natural

(Natural gas service)

3123 Broadway NE, Salem OR 97303

(800) 422-4012

<http://www.nwnatural.com/business>

Willamette Broadband

(Cable TV)

Hours: 9 AM to 6 PM Monday - Friday

699 Glatt Circle, Woodburn OR 97071

Phone: (503) 981-1891

<http://www.willamettebroadband.com>

Canby Fire District

Hours: 8 AM to 5 PM Monday – Friday

221 S Pine St, Canby OR 97013

Phone: (503) 266-5851 Fax: (503) 266-1320

<http://www.canbyfire.org>

Clackamas County

(plumbing, electrical, fire & life safety review)

Hours: 8 AM to 5 PM Monday - Friday

9101 SE Sunnybrook Blvd., Clackamas OR

97015

Phone: (503) 353-4400 Fax: (503) 353-4741

The County has on-line permitting and forms:

<http://www.co.clackamas.or.us/dtd/bldg/index.html>

Oregon Department of Transportation

(OR 99E issues)

Hours: 8 AM to 5 PM Monday - Friday

9200 SE Lawnfield, Clackamas OR 97015

Phone: (503) 653-3086

Department of Environment Quality

(Storm Water)

811 SW 6th Avenue, Portland OR 97204

Phone: (503) 229-5945 Fax: (503) 229-5945

DEQ has a lot of useful information on-line at

<http://www.deq.state.or.us/wq/groundwa/uichome.htm>

Canby Area Chamber of Commerce

(Business networking and development)

191 SE 2nd Avenue, Canby OR 97013

Phone: (503) 266-4600 Fax: (503) 266-4338

<http://www.canbyareachamber.org/>

Canby Business Revitalization & Development

(Business recruitment and marketing)

253 NW 2nd Avenue, Canby OR 97013

Phone: (503) 266-3720 Fax: (503) 266-6269

<http://www.canbydevelopment.com/>