



BUILDING COMPLIANCE PROCESS

The purpose of this checklist is to provide an outline of what is required for anyone who would like to build or remodel within city limits.

Note: Willamina sits on the boundary of two counties, Polk and Yamhill. Whichever county the project resides in, permitting begins at the City of Willamina and is then processed through Yamhill County (the two Counties have a contract to handle the planning and development accordingly).

Process:

1. Completely fill out Building Compliance Application.
2. If you are not the property owner, the owner must also sign the Building Compliance Application.
3. If there is a new construction, complete a Move-In Application.
4. Submit a detailed site plan w/ appropriate dimension **this does not have to be a professionally engineered plan.*
5. Pay applicable fees:

Application Fee	\$100.00
Administrative Fee	\$10.00
Construction Fee (5% of construction cost)	TBD*
Other SDC Fees	TBD*
Connection Fee (if new construction)	\$155.00

*These fees will be determined by the planning department upon receipt of the application. See attached **fee schedule** for more information.

Make checks payable to:
City of Willamina
411 NE C Street
Willamina, Oregon 97396

If paying by credit/debit card, any fee over \$400 will be accessed a 4% third party processing fee.

6. Initial review of the application will be performed by the Planning Clerk.
7. Once reviewed, the application will be submitted to Planning and Engineering contractors. Please note that our contractors are not housed in City Hall. You will be included on the submission email and our contractors will reach out with any questions.
8. Once the application is approved, it will then need to be presented to Yamhill County for additional permitting.

Additional invoices will be generated upon receipt of the bill that is sent to us by our Contracted City Engineer and Contracted City Planner. Redacted copies of those bills will accompany the additional invoice(s) which will reflect allocations for time spent on your address/project.

Submit applications to City Hall or planning@ci.willamina.or.us. If you have any questions, please contact:

City of Willamina, Planning Clerk (503) 876-2242 planning@ci.willamina.or.us

An Equal Opportunity Employer

411 N.E. "C" Street, Willamina, Oregon 97396-2783 Telephone: (503) 876-2242 / Fax: (503) 876-1121
www.willaminaoregon.gov

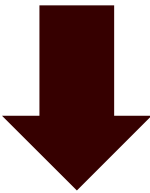
BUILDING COMPLIANCE PROCESS



Questions Contact:
City of Willamina Planning Clerk
planning@ci.willamina.or.us
(503) 876-2242

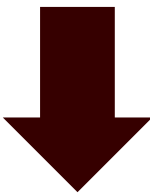
Submit Application Packet

- Building Compliance Application
- Project Drawing
- Owner Signature*
- Move-In Application*
**if applicable*

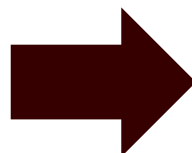


Pay Fees

- Application Fee: **\$100**
- Admin Fee: **\$10**
- Const. Fee: **5%** of cost
- SDC Fees*
- Deposit*
**if applicable*



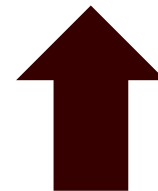
Planning Clerk Review



Applicant Submits to County for Additional Permits



Application Approved



City Planner/Engineer Review

UTILITIES:

	Required	Approved	Notes
Sewer Hook-up	Yes ___ No ___	Yes ___ No ___	
Water Hook-up	Yes ___ No ___	Yes ___ No ___	
Stormwater	Yes ___ No ___	Yes ___ No ___	

SETBACKS:

SYSTEM DEVELOPMENT CHARGES & CONNECTION FEES
Total SDC = \$19,429/Total Connection \$950

	Required	Proposed
Front		
Garage		
Interior Side		
Street Side		
Rear		
Height		

	Charge / Fee	Paid
Water SDC	\$4,600.00	
Sewer SDC	\$5,128.00	
Transportation SDC	\$4,142.00	
Stormwater SDC	\$433.00	
Parks SDC	\$5,126.00	
Water Connect	\$550.00	
Sewer Connect	\$150.00	
Double Check	\$250.00	
TOTAL	\$20,379	

ATTENTION APPLICANT

SITE PLAN: Applicant shall prepare and submit with their building permit application a Site Plan drawn to scale showing how all applicable requirements of the Willamina Zoning and Development Ordinance shall be satisfied.

Following City approval of this Building Compliance Application, it is the applicant's responsibility to apply directly to the County Building Department for permitting and inspections.

The City's approval of a Building Compliance Application shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the Oregon Structural Specialty Code, the Oregon One- and Two-Family Dwelling Code, the HUD Manufactured Home Standards and Regulations, or the Uniform Building Code.

I hereby certify that the above information is correct and understand that issuance of a permit based on this application will not excuse me from complying with effective ordinances of the City of Willamina and Statues of Oregon, despite any errors on the part of the issuing authority in checking this application.

Applicant Signature _____ **Date** _____

Owner Signature _____ **Date** _____

Estimated Construction Cost:		Actual Construction Costs:	
Construction Fee:		Utility Deposit:	Total SDC:
Administrative Fee:	Application Fee:	Total Amount Due:	Add 4% 3rd party processing fee for electronic payments over \$400.00

CITY OF WILLAMINA APPROVAL

COMMENTS:

STAFF SIGNATURE: _____ DATE: _____



CITY OF WILLAMINA MOVE-IN APPLICATION

RESIDENT INFORMATION

Please include all tenants to be point of contacts on the account. (Only those on the account may request information regarding the account).

1. Name (First & Last):			2. Name (First & Last):		
Move-in Date:			Service Request Date:		
Service Address:					
Mailing Address (if different):					
Phone:			Phone:		
1. Driver's License #:	1. State:	1. Expires:	2. Driver's License #:	2. State:	2. Expires:

PROPERTY OWNER INFORMATION (if different)

Rental (circle one)	Yes	No	*A copy of rental agreement must be submitted with application.
Owner/Landlord Name:			
Address:			
Phone:			

I hereby promise to pay all bills for such service when due and abide by all City Ordinance regulating the use of City Water and Sewer Services and any other rules and regulations which may be adopted by the City Council concerning such services. A deposit of **\$155.00** is required to be paid before water/sewer services can be extended to the above stated address. If water is turned off for non-payment, the full account balance will be due, plus a **\$50.00** reconnection fee before water service can be restored. ALL DELINQUENT AND UNPAID CHARGES WILL BE SENT TO COLLECTIONS AFTER 60 DAYS.

Signature: _____ **Date:** _____

OFFICE USE ONLY	
Account #:	
Deposit Paid: \$	Date Paid:
Deposit Transfer from:	Deposit Transfer To:
Transfer from Acct #:	Amt. of Transfer: \$
Service Started Date	Notes:

CITY OF WILLAMINA

MOVE-IN APPLICATION

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

CITY OF WILLAMNA MASTER FEE SCHEDULE

Planning	
All applications shall be assessed a 10% administration fee based on the application costs.	10% added
Annexations/Zone Change	2,500.00
Appeals to Council 50% of the Application Fee of action appealed	50%
Code Interpretation	100.00
Comprehensive Plan Amendment/Zone Change	2,500.00
Conditional Use Permit	600.00
Construction Application Fee -5% of actual Construction Cost	5%
Lot Line Adjustment	350.00
Multiple Applications- Most expensive Application fee in full plus ½ of application fee for other applications	
Home Occupations-Staff Review-	100.00
Non-Conforming Use Determination-Planning Commission Review	600.00
Non-Conforming Use Determination-Staff Review	100.00
Partition	1,000.00
Plan Review Fee (pre-platted subdivision and infill lots)	2,500.00
Planned Unit Development (PUD)	1,800.00
Pre-Application Conference	450.00
Request for Land Use Approval Extension	600.00
Similar Use Determination	600.00
Site Plan Review	600.00
Subdivision – Final Plan	2,500.00
Subdivision-Preliminary Plat - \$750 plus \$450.00 per lot up to the maximum of	2,500.00

CITY OF WILLAMNA MASTER FEE SCHEDULE

Temporary Mobile Home Placement	50.00
Variance Application	600.00
Lien Search	
Per Property Address	25.00
Public Safety Fee	
Ordinance 678 – Public Safety Fee per utility account July 2020 through June 2021	10.52
Ordinance 678 – Public Safety Fee per utility account July 2021 through June 2022	11.47
SDC System Development Charges – Single Family Dwelling Unit	
Water System Development Charge – Per Service	4,600.00
Sewer System Development Charge – Per Service	5,128.00
Transportation System Development Charge – Per Service	4,142.00
Storm-water System Development Charge – Per Service	433.00
Parks System Development Charge – Per Service	5,126.00
Total System Development Charges – Per Service	19,429.00
Connection Fees – Single Family Dwelling Unit	
Water Connection Fee– Per Service	550.00
Sewer Connection Fee– Per Service	150.00
Double Check Valve Includes Box– Per Service	250.00
Total Connection Fees – Per Service	950.00