**Complexity and Cost of Application**

The scale and location of a project are significant factors in the complexity and cost of a land use permit application. However, even smaller land use proposals in West Linn may face a level of complexity and cost on par with larger projects. This is usually a function of location, particularly the challenges associated with slope, drainage, natural areas, geotechnical features, and adequate public facilities.

**Education**

The pre-application process provides the novice and experienced applicant with opportunities to be educated on project-specific planning requirements through no-cost discussions with Planning Department staff at the “window” in City Hall. If the applicant proceeds with the application, a fee-based pre-application conference is held with Planning staff, in accordance with CDC 99.030, to identify the minimum requirements for the proposed development.

Novice applicants may learn that professional assistance is required to turn their proposal into reality. These applicants may choose to retain consultants and legal counsel for assistance, or they may give up due to the time, resources, and cost required by the application process.

Experienced applicants are typically aware of the complexity of the application process and come to the Planning Department with consultants, legal counsel, and financial backing. Consequently, experienced applicants typically propose larger, more complex projects, both in terms of scale and the permit application requirements.

The community and applicants would be served well with the development of education materials regarding the land use application process, which should be made available via the City’s website and in hard copy at City Hall. The CCI reviewed the City of Corvallis’ Land Use Primer and believes this document would serve as a good model for a similar West Linn primer. Also, the Planning Department recently prepared a process flow diagram for the land use application process in West Linn, which provides a graphic presentation of the steps required for submittal, review, and appeal of a land use application. Other educational tools may be recognized during further consideration of this issue.

**Administrative**

The educational materials mentioned above will require Planning Department staff time and resources. Accordingly, the City Council and City Manager will need to provide their support, including budget resources, in order to provide the assistance needed for document preparation and subsequent updates.

The cost of the pre-application conference, as well as other land use application fees should be reviewed to consider whether they are necessary to support the application process. This suggested review should also consider whether the current levels of fees are fair and objective for both small and large development projects.

**Code**

No changes to the Community Development Code are necessary to accomplish the educational and administrative aspects associated with the complexity and cost of a land use application.