

CITY OF JACKSONVILLE PLANNING DEPARTMENT

## Frequently Asked Questions (“F.A.Q.”)

**1. Q: “I don’t see your Building, Plumbing, or Mechanical forms online. How can I get one?”**

A: The City of Jacksonville Planning Department does not participate in “E-Permitting”. We use triplicate carbon copy forms which you must obtain in-person at our office. Please check our office hours before coming in to see us.

**2. Q: “Can I submit my application via fax, e-mail, or mail?”**

A: No. You must submit all applications in-person at our office.

**3. Q: “I need an application that is not a Building, Plumbing, or Mechanical Permit. Do I need to come get one at the Planning Department?”**

A: Many of our planning applications are available on the Planning page of the City’s website. If you have a home printer, you can easily download the application and print it from home. You can also obtain any of our permits in-person at our office.

**4. Q: “I have some ideas for things I’d like to do to my property... How do I know if I need a permit?”**

A: Please contact the Planning Department for more information. In some cases, a permitting process is required before certain kinds of work can take place. We will provide you with accurate information and explain what process, if any, may be needed before you can get started.

**5. Q: “I’m not sure which application I need. How do I find out?”**

A: (See #4)

**6. Q: “Are there any guidelines for me to follow?”**

A: Yes. There are codes which govern every zone and many kinds of activity within our city limits. Contact the Planning Department to learn more about your zone, and any codes which may apply to you.

**7. Q: “I received a notice in the mail for a public hearing, but the notice says it’s for something regarding my neighbor’s address. Was this mailed to me by mistake?”**

A: No. The notice you received is to inform you that a neighbor within 200’ feet of your property has submitted an application to carry out a proposed project. You may choose to do any of the following:

- Review the application file in-person at our office
- Submit written comments regarding your neighbor’s proposed activity (See #8)
- Attend the public hearing (*date, time, and place are indicated on your notice. See #8*)
- Contact the Planning Department for assistance
- Ignore the notice



CITY OF JACKSONVILLE  
PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing for application review has been scheduled before the Historical and Architectural Review Commission of the City of Jacksonville on:

Wednesday, December 31<sup>st</sup>, 2015  
6:00 PM  
Old City Hall  
205 W. Main Street

FOR: File No. 2015-300 – Certificate of Appropriateness  
REQUEST: New Single Family Dwelling  
APPLICANT/OWNER: John Smith  
PROPERTY LOCATION: 1234 'A' Street

The application shall be evaluated using criteria contained in Title 18 of the Jacksonville Municipal Code, specifically 18.11 – Contemporary Residential Standards; please address any comments to these criteria. All oral, written, drawn, or photographic evidence must be directed toward land use regulations and objective standards.

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost. Copies will be provided at a reasonable cost. The staff report will be available for inspection at no cost at least seven days prior to the meeting and a copy will be provided at a reasonable cost.

The failure of an issue to be raised in person or by letter or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue precludes appeal to the board based on that issue.

Contact the Planning Department at 541-899-6873 for further information.

**8. Q: “I received a notice in the mail regarding my neighbor’s application and I would like to submit my comments for the commissioners. What should I do?”**

A: You may choose to either submit your comments to the Planning Department in writing, and/or speak at the public hearing specified on your notice. Please be aware that comments that do not specifically address applicable codes cannot be used as grounds for approving or denying an application. The notice you received in the mail lists all applicable code criteria which apply to the application, and advises you to direct all comments to those criteria. To view the relevant chapters of Jacksonville Municipal Code (i.e. Chapters 17 & 18), please visit the Planning page at [www.jacksonvilleor.us](http://www.jacksonvilleor.us) and follow the links to Chapters 16-18 at the bottom of the page.

**9. Q: “Why didn’t I receive a notice for my neighbor’s public hearing?”**

A: Common reasons why you may not have been notified of a public hearing may include:

- You are not a property owner
- Your mailing address is not up-to-date with the Jackson County Tax Assessor’s Office and was sent to the wrong mailing address as a result
- Your property is not within 200’ of the subject property

**10. Q: “If I didn’t receive a notice in the mail, how will I know what applications are scheduled for a public hearing?”**

A: You can check our website for the most up-to-date agendas. Agendas will be available 14 days prior to the public hearing. You can also find agendas posted at the following locations:

- (Inside) the Planning Department office at 206 N. Fifth Street (*bulletin board inside front door*)
- (Inside) the main City Offices at 110 E. Main Street (*in hallway, to the left as you enter*)
- (Outside) Jacksonville USPS at 180 N. Oregon Street (*on the free-standing message board*)
- (Outside) Old City Hall at 209 W. Main Street (*on the message board, left of front doors*)

**11. Q: “How many people work for the Planning Department?”**

A: The Jacksonville Planning Department has three staff members:

- Amy Stevenson, Planning Director
- Ian Foster, Planner
- Celeste Dyson (*Reising*), Building/Planning Technician

**12. Q: “Why Do I need a Pre-Application Conference and what do I need to address on my Pre-Application form?”**

A: After speaking with a member of Staff about your idea, you are ready to prepare your Pre-Application Conference form. A Pre-Application Conference is required *prior to* submitting most applications (*see question #4*). Think of the conference as a formal preliminary conference regarding your proposal. Code Section 18.02.010 (below) addresses the purpose for the Pre-Application Conference.

*“18.02.010 – Pre-Application Conference*

*(A) It is in the best interest of the City to provide planning services that assist applicants in constructing appropriate developments. In that spirit, the City requires that prior to filing an application, a prospective applicant shall hold a pre-application conference with the City Planner or their designee.*

*(B) The purpose of a pre-application conference is to provide advice to prospective applicants regarding compliance with the purpose and requirements of this title, and to allow applicants the opportunity to review City resource material to determine which application materials must be submitted to constitute a complete application.*

*(C) Given that the Site Plan Committee (fire, safety, public facilities, and site design), the HARC (Design) and Planning Commission (zoning, use, land division) have differing scopes of review and these bodies may have to decide on separate aspects of the same proposal, the applicant shall be informed as to the process(es) involved with their proposal as presented at the pre-application conference and the attached flow chart shall be reviewed with each applicant to ensure their understanding of the time frames and decision making bodies involved.”*

At the very least, your Pre-Application form needs to provide enough information to adequately communicate the full scope of your proposal. It is in your best interest to provide as much information as possible in order to aid Staff in preparation for your conference.

Applicants are encouraged to visit us during Planning Director Drop-In hours, every Monday & Thursday from 11:00 am – 1:00 pm.

**13. Q: “How do I find out if there are any easements on my property?”**

A: Contact any title company. A title company will have information on any easements, private or public, that may exist on a property.

**14. Q: “Am I allowed to have chickens on my property?”**

A: Non-Commercial keeping of chickens is permitted within Jacksonville city limits; However, roosters are prohibited. Each Zoning Chapter outlined in Title 17 of Jacksonville Municipal Code describes the following (the below example is taken from Chapter 17.20 regarding the Single Family Residential zone):

*“Title 17.20.090 (B)*

*Within the constraints of Chapter 17.92, the non-commercial keeping of domesticated animals under one hundred (100) pounds that do not pose a danger or threat to the community is allowed provided that all animals are confined to the property, and any compound, pen, run, shed, or fenced area of confinement is not located closer than ten (10’) feet to any property line and thirty (30’) feet to a dwelling on any contiguous property. The weight limitation shall not apply to dogs.”*

**Chicken Coops:**

- Coops must be set back at least 30’ feet from all neighboring structures
- Coops must be under 8’ feet in height
- Coops must be under 200 sq. ft.
- Coops must be setback at least 10’ from all property lines IN ADDITION TO being set back at least 30’ feet from all neighboring structures
- Coops must be located in your side or rear yard only; NOT THE FRONT YARD
- Prior to the construction or installation of a chicken coop, please contact the Planning Department to verify that no further action needs to be taken.

**Chickens:**

- Per Titles 6.04.030 & 17(specifically 17.14.110[B], 17.16.090[D], 17.20.090[B], 17.24.080[F], 17.28.080[I]), chickens must be kept on ones’ own property.
- Non-commercial keeping of chickens is not permitted on properties zoned “General Commercial”.