



**Planning Department**

(541) 535-2050 Fax (541) 535-5769  
112 W 2<sup>nd</sup> Street/PO Box 330, Phoenix, OR 97535

**This is an electronic fillable form.**  
Place the cursor in grey text boxes and start typing.  
Left-click twice on the boxes to check or un-check them.  
If the text appears too small please use the zoom button.

**120 DAY WAIVER**

**Original Application File No.**

State law requires that the City make a final decision on land use applications no more than 120 days after it is deemed complete. State law also allows an applicant to extend the 120-day review period for an additional 245 days. Generally, the City is able to meet the 120-day deadline. However, where the proposal is complex or there is an appeal to City Council, it may be difficult to meet this deadline. Rather than deny an application due to the need for additional information, the City prefers to allow the applicant time to submit additional information for a fair and proper review.

**APPLICANT**

**Mailing address**

**Phone Fax Email**

**Applicant's interest in property**

**Date Application received:**

**Date Application deemed complete:**

Pursuant to ORS 227.178\*, the Applicant:

- Waives its rights to a decision on the above application within 120 days of the date the application is deemed complete.
- Extends the 120 day time period for a reasonable period of time of days [ORS 227.178(4)] to . Total period may not exceed 245 days.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*This information is public record and must be reproduced so please type or write clearly using dark ink.*

\* 227.178 Final action on certain applications required within 120 days; procedure; exceptions; refund of fees.  
 (1) Except as provided in subsections (3) and (4) of this section, the governing body of a city or its designee shall take final action on an application for a permit, limited land use decision or zone change, including resolution of all appeals under ORS 227.180, within 120 days after the application is deemed complete.  
 (4) The 120-day period set in subsection (1) of this section may be extended for a reasonable period of time at the request of the applicant.  
 (9) A city may not compel an applicant to waive the 120-day period set in subsection (1) of this section or to waive the provisions of subsection (7) of this section or ORS 227.179 as a condition for taking any action on an application for a permit, limited land use decision or zone change except when such applications are filed concurrently and considered jointly with a plan amendment.

**OFFICE USE ONLY.**

This institution is an equal opportunity provider and employer.

120 day time limit	Accepted as complete _____	Final decision by _____
DLCD 45-day notice required	Y/N Date mailed _____	Date of first hearing _____
Planning Commission hearing date	_____	Notice mailed _____
Notice to media	Publication date _____	Emailed _____
Notice of Decision	Date mailed _____	Appeal deadline _____
Associated applications	_____	