



# CITY OF MORO

P.O. BOX 231 • 104 FIRST STREET • MORO, OREGON • 97039

PHONE: 541-565-3535 •

EMAIL: morocityhall@cityofmoro.net WEBSITE: www.cityofmoro.net

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## Building in Moro

### **Building Permit Required**

Prior to the construction, movement, reconstruction, extension, enlargement or alteration of any structure, a permit for such action needs to be obtained from the City of Moro.

### **Application Process**

Complete the required forms. Most projects will need to complete all of the forms in the pre application form, and site plan packet. In certain situations, particularly on commercial projects, additional land use forms and steps may be necessary. Please contact the City administrator to talk about your project.

Submit all forms, plot plans and other necessary information to the City of Moro in person or as PDF by email. The City Administrator will determine if an application is complete, at which time you will pay the applicable fees to the City of Moro.

All documents will go under review by City Staff, the Council and Planning Staff at the next City Council meeting.

Once approved, the City Administrator stamps your forms and assigns an address (if needed.) You can then pick your stamped forms and submit them to the State of Oregon Building Codes Division. At this point you will pay the Connection Charges to the City of Moro.

Once a permit is obtained, your water sewer account can be activated. Once water and sewer utilities are ready to be installed, you or your builder will need to notify City Hall, who will connect you with the Public Works employees. Once the connection is made, you will begin paying monthly water and sewer utility fees.

## **Application Process Checklist**

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This is a checklist that can be used in conjunction with City of Moro staff to make sure that you are following the correct steps to get your building project approved. If you have any questions about the process, please contact the City at 541-565-3535.

- 1.) Applicant submits Pre- Application Form.** City Planner reviews and applicant fills out Site Plan Review Form, and Land Use Application as necessary. City Administrator determines application completeness.
- 2.) Applicant pays fees as outlined in documents.**
- 3.) City Administrator determines date of review** by City Council and notifies applicant, if Public Hearing is necessary.

Non Administrative Land Use is conducted by City Council at the Next Scheduled City Council Meeting.

- City Council approves or denies application (Or City Planner if Administrative Review is requested.)
- City Administrator notifies applicant of decision, and issues invoice to applicant for any Land Use Fees that may apply. Upon payment of invoice, City stamps approved application.

Applicant completes State of Oregon Building Permit Forms

- Applicant gets building permits approved (mechanical, plumbing, electrical) by State of Oregon.
- Applicant completes water and sewer user application.

-Applicant fills out Water/ Sewer connection sheet, City creates invoice for water and sewer connection fees based on property type.

-Applicant pays the fees

-Public Works are made aware of completed application and schedule address connection.

-Public Works complete the connection and turn on meter

-Public Works notify City Administrator that hook up is complete

-City Establishes monthly billing and invoice for additional/ actual cost of water and sewer installation. Applicant issues payment.

-City establishes Utility billing account and issues monthly invoices for utility service.

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## FAQs

**How do I know what zone I'm building in?** You can determine what zone you are building in by reviewing the City of Moro Comprehensive Plan and Zoning Map.

**What are the setbacks and regulations for the lot that I'm building on?** Once you determine which zone your lot is located in, you can find the zoning regulations in the City of Moro's Zoning Ordinance.

**What will I need to pay to the City of Moro to build a new home in city limits?** You will need to pay, at a minimum, an Application Fee/Site Plan Review Fee, Water and Sewer Connection Fees. The exact amount is determined by the size of your project. Most new single-family dwelling fixed building fees total to \$1,600. (Time and Material will be Built After Completion) Refer to the City Fee Schedule for more information. Depending on your project, the City of Moro may charge you for incurred planner or attorney fees that are used during your application process.

**Can I build an accessory dwelling unit (ADU) on my property?** Property owners in certain zones can build ADUs on their properties. Please refer to the Zoning Ordinance for information about building requirements.

**Can I use my home or ADU as a short-term rental (Airbnb, VRBO, etc.)?** You can use your home or ADU as a short-term rental, in certain zones. If you plan to do so, you will need to register your short-term rental at City Hall. Find out which zone your home or lot is in by view the City of Moro Comprehensive Plan and Zoning Map.

**Do I need a permit to tear down a building?** Demolition or structure removal for non-historic properties does not require a permit; however, the City does need to be notified for utility arrangements, property owners do need to check with local and state agencies on regulations for tear down or removal procedure( to include HAZMAT testing and remediation), disposal of structure materials, and clean up. You should also check City regulations for historic structures.

**FOR OFFICE USE ONLY**

Application #: \_\_\_\_\_

Date Received: \_\_\_\_\_



**City of Moro Pre-Application Form**

*Please fill in the form below, City Staff will then determine the necessary land use actions necessary to complete your project.*

Applicant Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Property Owner? Yes / No

Describe Project \_\_\_\_\_

\_\_\_\_\_

Property Address: \_\_\_\_\_

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_ Tax Lot(s): \_\_\_\_\_

Subdivision and Lot #(s): \_\_\_\_\_ Zone: \_\_\_\_\_

Present Use:  Commercial  Industrial  Residential  Vacant  Other (Describe)

**The following information should be provided to accurately review your request:**

**Vicinity Map:** Tax lot map is acceptable; two streets and north arrow must be provided.

**Site Plan:** Drawn to scale, show the following:

- All existing and proposed access, buildings, parking landscaping and utilities (power poles, sewer, water, fire hydrants, etc.)
- Lot Lines:** Showing existing lot boundaries, and proposed lot lines for land divisions. Must include lot sizes, both existing and proposed for land divisions. Also include existing curbs and sidewalks.
- Building:** Include building dimensions, coverage and building materials to be used.

Please list any specific questions that you would like answered from City staff.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Additional information may be required by the Planning Department depending on the information provided and the specific request, in order to provide a full written response.

Please note that all predevelopment review responses are preliminary and non-binding. The actual review process is more comprehensive and could be subject to change based on current Code standards and the actual application(s) submitted.

## Common Questions and Key Information Regarding Structural Permits

### When do I need a structural permit?

A permit is required to construct, enlarge, alter, move, or replace any home or related structure. For example, a permit is required to:

- Add a room.
- Build or alter a carport, garage, or shed of more than 200 square feet
- Build or alter a carport, garage, or shed of less than 200 square feet if the height exceeds 10 feet from the finished floor level to the top of the top plate.
- Finish an attic, garage, or basement to make additional living space.
- Cut a new window or door opening or widen existing openings.
- Add, move, or remove walls.
- Apply roofing when all of the old roofing is removed and new sheathing/sub roof is installed.
- Reroof in wildfire hazard zones.
- Build a stairway.
- Build a retaining wall that supports or protects a building.
- Build or replace a deck more than 30 inches above grade.
- Install a fence more than seven feet high. Except that for residential field fencing constructed of woven wire or chain link a permit is required if over eight feet high.
- Install a fence of any height to serve as a barrier around a swimming pool, hot tub, or spa.

If you are not sure you need a permit, check out [PermitsProtect.info](http://PermitsProtect.info); it is a great resource for additional information.

### What can I do without a permit?

A permit is not required for minor repairs and maintenance.

For example, a permit would not be required to:

- Paint buildings that are not historic landmarks.
- Blow insulation into existing homes.
- Install storm windows.
- Replace interior wall, floor, or ceiling covering, such as wallboard or sheet vinyl.
- Put up shelving and cabinets.
- Install gutters and downspouts.
- Replace or repair siding on a wall that is three feet or more from a property line.
- Replace roofing where the weight of the replacement or repair does not exceed 30 percent of the roof's designed live load carrying capacity and is not required to be fire resistant.
- Replace doors or windows in an existing opening.
- Build a fence up to seven feet high.
- Pave a walkway.
- Build a patio or deck that is not more than 30 inches above grade.

Code standards must be met, even when a permit is not required.

### Where do I get a permit?

Permits are issued by your local building department. Visit [PermitsProtect.info](http://PermitsProtect.info) to locate the proper jurisdiction based on your address.

### What information will I need to get a permit?

1. The address and possibly a legal description of the property.
2. A description of the work proposed. The owner's name, address, fax number, e-mail address, and phone number.
3. If a contractor is doing the work, the contractor's name, address, phone number, and state license number.
4. You will need more than one complete set of plans.
  - Check with your building department to find out the exact number of copies required.
  - The plans must clearly show all work on the building and where the building sits on the property.
  - Typical plans include a site plan, floor plans, and cross sections showing construction details.

### Who must review my project?

An Oregon-certified plans examiner will review your plans to ensure the proposed project meets the requirements of the current Oregon Residential Specialty Code.



**INSTRUCTIONS FOR PREPARATION OF A SITE PLAN**

**Site plan must be current, drawn to scale, and show all property lines.  
If unable to draw to scale, property lines must still be shown noting actual dimensions or total acreage.**

**Failure to include all of the items listed below may delay the review necessary to obtain a permit.**

**ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN:**

- 1. NORTH ARROW.
- 2. **SCALE OF DRAWING**, the site plan must be drawn to scale, indicate scale used.
- 3. STREET NAME accessing the parcel.
- 4. ALL PROPERTY LINES AND DIMENSIONS – existing and proposed.
- 5. DRIVEWAYS, ROADS, INTERNAL ROADS, PARKING AND CIRCULATION AREAS – existing and proposed and label as “Paved” or “Gravel.” Show driveway to public right-of-way.
- 6. EXISTING AND PROPOSED STRUCTURES - label as “Proposed” and “Existing”. Include dimensions and distance to all property lines and other structures.
- 7. UTILITY LINES AND EASEMENTS. (Show Drain Field and Tank Location if Septic Approved)
- 8. GEOGRAPHIC FEATURES – ground slope and direction of slope, escarpments, streams, ponds, or other drainage ways.
- 10. FENCES, RETAINING WALLS – location of existing and/or proposed.
- 11. PARTITIONING (if applicable) – proposed new property line shown by dashed lines, with parcels labeled as “Parcel 1”, “Parcel 2”, etc.
- 13. STORM WATER SYSTEMS OR DETENTION BASINS – show existing and proposed.
- 14. CUTS/FILLS – show existing and proposed.
- 16. FLOODPLAIN – if applicable, show the boundary of the 100 year floodplain.

**Commercial development must also include the following:**

- 19. FIRE DEPARTMENT ACCESS
- 20. FIRE HYDRANTS –locations
- 21. HANDICAP ACCESS
- 22. LANDSCAPING – existing and proposed landscaping areas.
- 23. PARKING – lot configuration, number of parking spaces, and off-street loading area.

**Additional information, such as patio slabs, walkways, roof overhangs, etc., may be required for the issuance of your permit.**

**YOU MAY USE THE REVERSE SIDE OF THIS FORM TO DRAW YOUR SITE PLAN**

Property Owner (s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Site Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
 Manufactured Home Park: \_\_\_\_\_ Space: \_\_\_\_\_  
 Assessor Map # (T-R-Sec-TL(s)): \_\_\_\_\_ Total # Acres: \_\_\_\_\_  
 Zoning Designation: \_\_\_\_\_ Planning Map: \_\_\_\_\_  
 City Planner Review: \_\_\_\_\_ Date: \_\_\_\_\_

**SITE PLAN MUST SHOW ALL PROPERTY LINES AND DIMENSIONS**

Drawn to Scale: 1 square = \_\_\_\_\_ Feet Not Drawn to Scale: Total Acres \_\_\_\_\_

**I certify that the above information is accurate to the best of my knowledge.  
I AM THE [ ] Owner or [ ] Authorized Agent**

NAME (please print): \_\_\_\_\_ Telephone # \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

NOTICE TO APPLICANT

**LAND USE DEVELOPMENT/ BUILDING PERMIT FILING FEE  
AND REIMBURSEMENT FOR ADMINISTRATIVE COSTS**

Dear Applicant:

The City of Moro, like many cities in Oregon, is faced with a severely reduced budget for the administration of the City’s ordinances. The land use planning process in the State of Oregon has become increasingly complex. To properly process your land use application, the City must rely upon professional consultants to assist in preparing the legal notices, conducting on-site inspection, preparation of staff reports and attendance at the Planning Commission and or City Council Meetings. The City utilizes a consultant to ensure your application is processed fairly and promptly. Because of the reduced budgets, the City finds it necessary to transfer those administrative costs to you, the applicant, as part of the land use planning process. Therefore, you are asked to read and sign the statement below indicating you understand the requirement.

After completion of the review process or after a final decision is rendered by either staff or City Council, the City will send a final invoice to the applicant. Building permits will not be issued until the land use fees are paid in full to the City.

Costs include but are not limited to, advertising/ public notice, mailings, legal counsel (at \$200.00 per hour, planning consultant services (at \$125.00 per hour), filings and engineering costs (at \$235 per hour) identified with the specified land use request.

**LAND USE DEVELOPMENT FILING FEE AND ADMINISTRATIVE COST  
REIMBURSEMENT.**

I/ We, the applicant(s), \_\_\_\_\_ agree that **in addition** to the Land Use Filing Fee per City of Moro Fee schedule, to reimburse the City of Moro for actual cost of Contract Planner, Consultants and City Attorney incurred by the City to process your land use application.

\_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_  
Date

## City of Moro

### System Development Charge (SDC)

#### Worksheet and Agreement

**Instructions:** The applicant must complete the applicable shaded areas and submit this form and SDC payments to the City prior to issuance of building permits or installation of service, if applicable.

#### 1. General

Project Name:		Project Owner:	
Project Address:		Contact Person:	
Contact Phone:		Contact Address:	
Contact Email:			
New Development, Change in Use, Expansion, Other:			

#### 2. Water System Development Charge (based on Equivalent Dwelling Units/EDU's):

Dwelling Type	EDU's	COST PER EDU	Type	Total Units	Total Cost
Single-family Dwelling - In town	1	\$2,000.00			
Single- Family Dwelling - out of town <small>(1.5 times in town rate)</small>	1	\$3,000.00			
ADU-Accessory Dwelling Unit	.75	\$2,000			
Mobile/Manufactured Home	1	\$2,000			
Multiple-family Dwelling, and long term living facilities, includes Apartment Houses and Senior Living Facilities	1 Unit Per Family Unit	\$2,000			
Motels/Hotels	1 Unit Per 4 Bathrooms	\$2,000			
RV Park, Transient Facilities	1 Unit Per 4 Trailer Spaces	\$2,000			
Schools	1 Unit Per 20 Students	\$2,000			
Restaurants, Cafes	1 Unit Per 30 Seat Capacity	\$2,000			
Each commercial and or industrial occupant including government, city, county etc.	1 Unit per 9 or less employees	\$2,000			
Laundromats	4 machines will constitute 1 unit	\$2,000			
Other public meeting places	1 unit per 100 seat capacity, but not less than 1 unit.	\$2,000			
Church, Facilities for Worship Only	1 Unit Per 100 Seats	\$2,000			
Total Water System Development Charge:					

#### 3. Sewer System Development Charge (based on Equivalent Dwelling Units/EDU's):

Dwelling Type	EDU's	COST PER EDU	Type	Total Units	Total Cost
Single-family Dwelling Connection	1	\$1,000.00			
ADU-Accessory Dwelling Unit	.75	\$1,000.00			
Mobile/Manufactured Home	1	\$1,000.00			
Multiple-family Dwelling /long term living facilities, <small>(Apartment, Houses and Senior Living Facilities.)</small>	1 Unit Per Family Unit	\$1,000.00			
Motels/Hotels	1 Unit Per 4 Bathrooms	\$1,000.00			
RV Park, Transient Facilities	1 Unit Per 4 Trailer Spaces	\$1,000.00			
Schools	1 Unit Per 20 Students	\$1,000.00			
Restaurants, Cafes	1 Unit Per 30 Seat Capacity	\$1,000.00			
Each commercial and or industrial occupant including government, city, county etc.	1 Unit per 9 or less employees	\$1,000.00			
Laundromats	4 machines will constitute 1 Unit	\$1,000.00			
Other public meeting places	1 unit per 100 seat capacity, but not less than 1 Unit.	\$1,000.00			
Church, Facilities for Worship Only	1 Unit Per 100 Seats	\$1,000.00			
Total Sewer System Development Charge:					

4. Grand Total All System Development Charges: \_\_\_\_\_

These fees do not include materials or construction costs. *Applicant is responsible for all costs associated with the connection to the City's water and/or sewer system.* These will be billed when connection is finalized.

Generally, SDCs are due after the Site Development Permit is approved and before the Oregon Building Permit is signed by the City.

*Monthly Payments of the Water and Sewer (Utility) service charges for the City of Moro will begin on the date the Water/Sewer Service Account/Connection application is submitted.*

5. Agreement: (Please read carefully. By signing below you accept and acknowledge this agreement.)

Applicant certifies that the above information is complete and accurate to the best of his/her knowledge. Applicant understands that the system development charges may be increased if any information is omitted, erroneous, or changes in the future. Applicant shall promptly notify the City of any change to the above information and/or any change in tenancy. The system development charges are assessed based on fees in effect on the date of application for service. In the cases of facility expansions or tenant improvements not requiring building permits, charges will be based on the effective date of the expansion or lease, respectively. Applicant may be eligible for a refund of these charges due to a reduction in project scope. SDCs are governed by ordinance and resolution of the City of Moro Oregon.

Applicant: (print name)			
Signature of Applicant:		Signature of City:	
Date Signed:		Date Signed:	
Date Paid:		Received By:	