



## Type II/III Application Process Flow Chart

**STEP 1: Pre-Application Meeting.** This is a meeting between City staff and applicant.



**STEP 2: Neighborhood Public Meeting.** This is where the public can learn and discuss potential projects with the applicant.



**STEP 3: Application Submitted.** City staff reviews the application and issues a notice of completeness to the applicant when the requirements in BDC Chapter 4.1 are satisfied.



**STEP 4: Mailed Notification of Application & Posted Notice.** City staff mail notice for 14-day public comment period for the application and the applicant posts notice for public comment period on property.



**STEP 5: Staff Report.** City staff prepare a report with project recommendations.

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**b) Hearing Officer has Hearing.** Planning Commission and/or City Council  
**c) Decision is Posted.**



**STEP 6: Mailed Notice of Decision.** City staff mails notice of approval/denial of the application. Community members who are adversely impacted have 12 days to submit an appeal.



**STEP 7: Application Final.** Application decision is deemed final after 12-day appeal period.

## How Can the Public Review Project Information?

All project documents (i.e. site plan drawings, applications, City documents, public comments) are posted in the Online Permit Center following the submission of an application.

1. Access the Online Permit Center by visiting <https://cityview.ci.bend.or.us/Portal/>
2. Select "Application Search" under "Planning and Historic"
3. Type in the project name, File number or address in the search box.
4. For first-time users of the Online Permit Center, consider visiting [bendoregon.gov/permitcenter](http://bendoregon.gov/permitcenter) to view trainings on how to navigate the portal.

## How Can the Public Participate in Land Use Planning in Their Neighborhoods?

1. Become a member of your Neighborhood Association! Neighborhood Associations provide residents the opportunity to help shape the future of their neighborhood and the City through their role in land use.
2. Find your Neighborhood Association by visiting [bendoregon.gov/neighborhoodassociations](http://bendoregon.gov/neighborhoodassociations).
3. Open either the interactive or the printable Neighborhood Association map and identify the Neighborhood Association in which your residence is located.
4. Visit your Neighborhood Association's website by finding their name listed on the main page above.
5. Follow instructions for enrollment as a Neighborhood Association member.
6. Contact your Neighborhood Association Land Use Chair.

**For help connecting with your Neighborhood Association, contact Makayla Oliver, Community Relations Manager at (541) 323-8571 or [moliver@bendoregon.gov](mailto:moliver@bendoregon.gov).**