

1. **Send this form and two (2) copies of the Adopted UGB Amendment including maps, findings and supplementary information to:**

**ATTENTION: UGB AMENDMENT SPECIALIST
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT
635 CAPITOL STREET NE, SUITE 150
SALEM, OREGON 97301-2540**

2. Department of Land Conservation and Development and Land Conservation and Development Commission review of UGB Amendments pursuant to Section 14 of SB 543(1999) are subject to the requirements in OAR 660-025-040 and 660-025-0175.
3. The adopted UGB amendment must be approved by the City and County the city is located in. The dates of the Adoption must be entered in the appropriate sections of this form for both of the jurisdictions. The form and all materials will be return, if the submittal is not complete.
4. “The local government shall follow the procedures and requirements for post-acknowledgement plan amendments in ORS 197.610, et seq., and any applicable statewide planning goals and administrative rules.” (OAR 660-025-0175 (2))
5. “The local government shall submit its final decision amending its urban growth boundary, or designating urban reserve areas, to the Department according to all the requirements for a work task submittal in OAR 660-025-0130 and 660-025-0140.” (OAR 660-025-0175(3))
6. The submittal will include the following: 1. The adopted and Signed Ordinances from both the City and the County; 2. The findings supporting evidence for both the city and county 3. The participation lists for the City and County; 4. The combined Public Periodic Review Notice produced by the city for both the city and county participances and where to object and how.
7. **Need More Copies?** You can copy this form on to 8-1/2 x 11 blue paper only; or call the DLCDC Office at (503) 373-0050 x283 or 238; or fax your request to: (503) 378-5518; or email your request to mara.ulloa@state.or.us ATTENTION: UGB AMENDMENT SPECIALIST.