



City of Aurora

FOUNDED IN 1856
"National Historic Site"

Commercial/Industrial Project Permitting Process

Thanks for your interest in developing a commercial/industrial property in the City of Aurora. This cover sheet is intended to help guide you through the various requirements and steps in the process.

Your first step is to fill out a Planning/Development Application for a pre-application conference. These are available at City Hall and on the city's website, www.ci.aurora.or.us. The completed forms can be submitted to City Hall and must include the required deposit. The deposit is required to cover the costs incurred for planning and engineering services, which are provided by third parties on a contract basis.

The pre-application conference will include the city recorder, planner, engineer, public works director and other officials as deemed necessary. Upon completion of the pre-application process, the city planner will provide you with a summary of the meeting that will include next steps. Three sets of plans will have to be submitted to the city so they can be distributed to the appropriate departments for review. From there, the following aspects of your project will need to be approved by city staff:

CITY PLANNER: The city planner will need to ensure that your proposed project meets local and state land-use requirements. Obtaining that approval may require additional processes that could involve the city's Planning Commission or City Council. The city planner is usually the signatory on any state level requirements involving local review, such as a Land Use Compatibility Statement (LUCS).

CITY ENGINEER: Once the city planner has determined the land-use criteria are met, the city engineer must ensure that proper plans are in place for stormwater, streets and other critical areas.

PUBLIC WORKS: The city's public works superintendent needs to approve plans for connecting to the city's infrastructure, including its water and sewer lines.

FIRE DEPARTMENT: The fire department will need to approve the plans to ensure the project is accessible by emergency vehicles, in required proximity to fire hydrants or the proposed fire suppression mechanisms are adequate for public health and safety.

HISTORIC REVIEW BOARD: If your property is located within the city's Historic District, you will need to obtain a Notice of Decision from the Historic Review Board to ensure that the building's exterior features conform to the requirements of the city's code.

BUILDING DEPARTMENT: The building department will need to ensure that your plans meet current building code prior to issuing construction permits. A Certificate of Occupancy will be issued for your project once the city's building department has conducted all necessary and required inspections.

The City will strive to coordinate between its different departments. All listed departments must approve the permit application before building permits are issued.