

# Welcome to the Corvallis Community Development Department Documents Archive

## FAST LINKS:

- [BUILDING PERMIT RECORDS](#)
- [LAND USE CASE RECORDS](#)

## BACKGROUND:

The Community Development Department stores electronic documents in this archive for public and employee access. We are focused on recording current documents but are also slowly backfilling older information. As of 2011, there are approximately 78,000 electronic documents in the Archive. Most documents are in TIFF or PDF format. Given the sheer number of documents, there are useful methods listed below that may help you more readily find what you are looking for.

Since 1990, the Development Services Division has been using a permit tracking system (Tidemark database), which recently has been upgraded to allow for documents formally saved in that system to also be available through the Archive.

The Planning Division also utilizes the Tidemark permit tracking system for land use cases. Planning has been attempting to fill in old case files, as time allows, and there may be gaps in the information available.

The Housing Division also intends to have documents stored for public information, as time permits.

## **HOW TO FIND DOCUMENTS:**

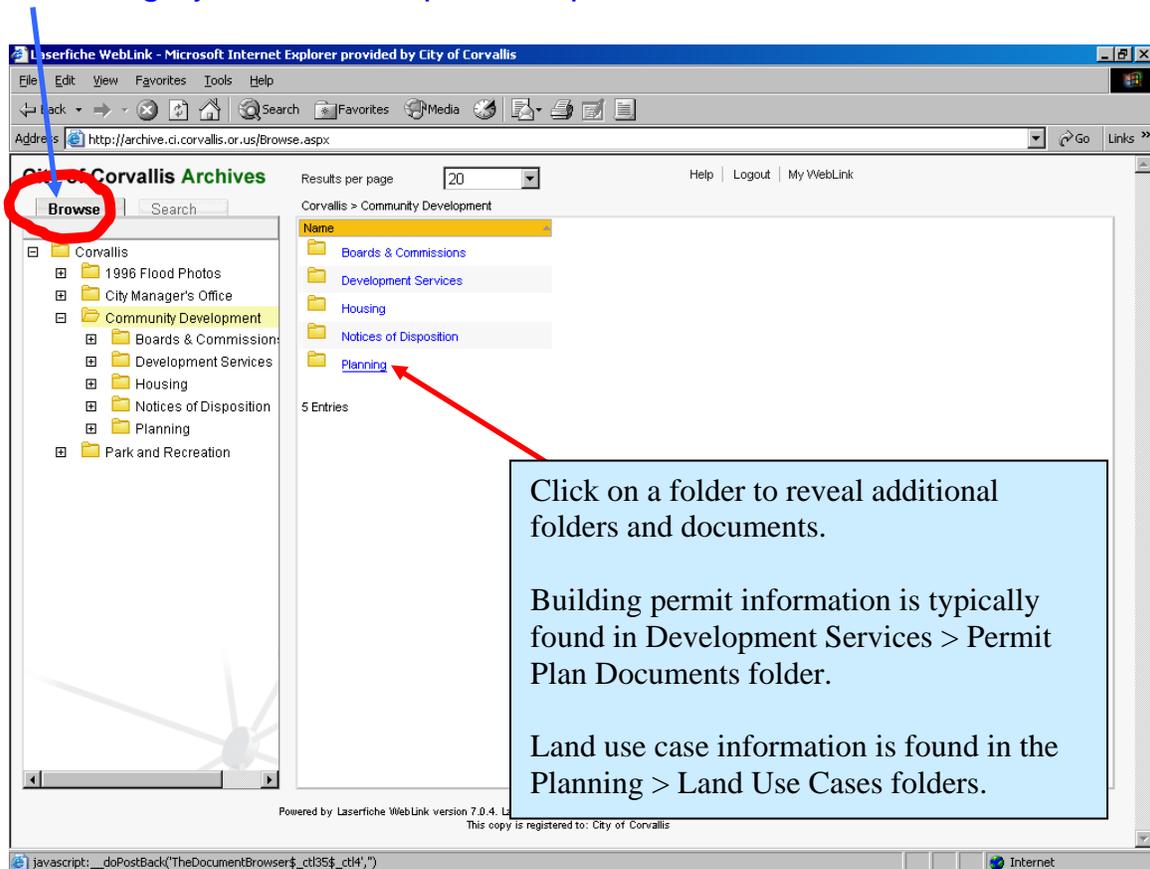
There are *two* ways to search for documents in the Archive.



**Browse by Division:** The Documents are organized based on the three Community Development Department divisions. Additional

folders include Notices of Disposition (for land use cases) and Boards & Commissions. Land Use case files (administrative and public hearing items) are located under the Planning Division folder, while information related to construction activities can be found in the Development Services Division folder.

### Browsing by Division or specific topic.



Folders can be expanded to reveal subject folders or specific case types



### Search by Keywords or Topics:

A visitor may also use the Search capability to find references to a particular matter. Search topics include: address, applicant, case number, case type, assessor's parcel number, etc. The Community

Development Department uses a template for each stored document (the “Community Development” template) and searches can be performed on any of the fields within the template.

Searching for documents using the template or keyword.

City of Corvallis Archives

Name	Hits	Permit Number	Project Name	Associated Permit Numbers	Master Permit (PRJ) Number	Doc Type	Doc Description	Order #	Correspondence	Co	Da
LDO06-01 APPLICATION	0	LDO06-00001									
LDO06-01 DISPOSITION	0	LDO06-00001									

2 Results

The Community Development template can be used to narrow searches down to pre-defined fields.

Searches can be also performed without using the template by using keywords or phrases.



If you have any questions about using the Archives system to locate development-related information, please contact :



Development Services Division  
(541) 766-6929  
development.services@ci.corvallis.or.us