

THERE IS A NEW REQUIREMENT FOR
LAND USE APPLICATIONS.



SEE 8-6.24.025

and 8-6.24.040 (7)

Chapter 8-6.24

PROCESSING DEVELOPMENT ACTIONS

Sections

8-6.24.010	Initiation and Withdrawal of Action
8-6.24.020	Pre-Application Conference
8-6.24.025	Pre-Application applicant sponsored meeting
8-6.24.030	Application
8-6.24.040	Application Submittal and Acceptance
8-6.24.050	Notice of Development Actions
8-6.24.060	Staff Report
8-6.24.070	Decisions
8-6.24.080	Burden of Proof
8-6.24.090	Vested Rights

8-6.24.010 Initiation and Withdrawal of Action

- A. Development actions may be initiated only by:
1. Application by all the owners or all the contract purchasers of the subject property, or any person authorized in writing to act as agent of the owners or contract purchasers. Contract purchasers shall indicate in writing that the contract vendor(s) has been notified of the application;
 2. The City Council;
 3. The Planning Commission; or
 4. The City Administrator.
- B. No application shall be deemed complete and further processed if it is determined that any necessary authorization to file has not been obtained.
- C. The City Administrator may withdraw any application, petition for review, or motion for reconsideration at the request of the applicant or petitioner. Once accepted as complete, however, the applicant or petitions shall be entitled to withdraw by right only if the City Administrator determines that written consent

to withdraw an application has been obtained from a majority of the owners or contract purchasers or the majority interest holders in the property, or all signers of the petition for review.

- D. If an application, petition for review, or motion for reconsideration is withdrawn after public notice has been provided and the approval authority has not rendered a decision, the City Administrator shall provide written notification of the withdrawal to all persons that were entitled to be mailed a public notice of pending review and all persons who submitted written comments.
- E. Fees for applications and petitions for review, withdrawn at the request of the applicant shall be refunded, less the actual costs incurred by the City.
- F. The city shall take final action on permit applications which are subject to this chapter, including resolution of all appeals, within 120 days from the date the application is deemed as complete. Any exceptions to this rule shall conform to state and local regulations.
- G. In computing any period of time prescribed or allowed by this chapter, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday or legal holiday, including Sunday, in which event, the period runs until the end of the next day which is not a Saturday or legal holiday.

8-6.24.020 Pre-Application Conference

- A. No application for a City Administrator, Planning Commission, or City Council action shall be received by the Administrator unless the applicant or the applicant's representative has:
 - 1. Attended a pre-application conference with the City Administrator; or
 - 2. Signed a waiver, on a written statement prepared by the City Administrator, waiving the pre-application conference requirement.
- B. The purpose of the pre-application conference is to acquaint the applicant or representative with the requirements of this title, the Comprehensive Plan and other relevant criteria. It is designed to assist the applicant. The applicant assumes the risk for delays or other problems caused by failure to attend. It is impossible, however, for the conference to be an exhaustive review of all potential issues and failure of the City Administrator to provide any information required by this title shall not constitute a waiver of the policies, standards, or criteria relevant to the application.
- C. Pre-application conferences shall be scheduled by the City Administrator at the earliest reasonable time.
- D. Information given by the City Administrator and/or staff to the applicant during the preapplication conference is valid for no longer than 6 months. Another preapplication conference is required if an application is submitted more than 6 months after the preapplication conference is held.

8-6.24.025 Pre-application applicant sponsored meeting

- A. No application for a land use approval that requires a hearing and decision by the Planning Commission, not including action on appeal of a City Administrator decision, shall be received by the Administrator unless the applicant or the applicant's representative has held a public meeting inviting all property owners,

- residents, and business owners within the applicable notification area for the required public hearing. Pre-application meetings will be held no more than six months in advance of the filing of the subject application.
- B. The purpose of the Pre-application meeting is to allow the applicant to present the proposed land use action to those owning or residing in the notification area, answer questions from those in attendance, learn from those in attendance about concerns, issues, and ideas about the proposed land use action, and work toward agreement on any points of concern. It is not a requirement of this Code Section to require agreement amongst the parties on points of concern, but rather to require that the meeting is held so the public and the applicant can understand the proposal and the issues.
- C. Written notification of the public meeting will be provided to all property owners, residents, and business owners within the applicable notification area for the required public hearing. The meeting must be open to all who choose to attend, including those outside the notification area. A written record of the major points of the discussion, along with a list of those in attendance, will be created and preserved. An audio or video recording will be made that successfully creates a record of the entire meeting.
- D. Pre-application meetings will be held at a reasonable time and at a reasonable place so as to allow the greatest possibility of participation by those in the notification area. The City Administrator will judge the reasonableness of the timing and place of the meeting in reviewing the application for completeness and can reject the application if a finding is made demonstrating the lack of reasonableness in holding the meeting.
- E. The applicant or applicant's representative will facilitate the public meeting. Nothing in this Code section precludes the applicant or applicant's representative from ejecting a participant who is disruptive to the ability of the rest of the participants to listen and participate.
- F. The City will have no role in sponsoring, convening, or facilitating a Pre-application meeting. City participation is at the discretion of the City Administrator. A Pre-application meeting is not an official part of the land use process.

8-6.24.030 Application

- A. Applications for development actions shall be submitted in accordance with the format and upon such forms as may be established by the City Administrator.
- B. A complete application is one which contains the information required to address the relevant standards of the Comprehensive Plan and this title. It shall consist of the following:
1. A completed original application form, signed by all persons required for initiating an application under Section 8-6.24.010;
 2. A current Hood River County tax map(s) showing the subject property(ies) and all properties within 250 feet of the subject property;
 3. Relevant public facilities information;
 4. Additional information required by other provisions of this title and the Comprehensive Plan;

5. Additional information directly related to the applicable standards of this title or the Comprehensive Plan as deemed essential by the City Administrator to evaluate adequately the specific application for compliance with those criteria and standards; and
6. The applicable fees adopted by the City Council are hereby incorporated by reference as the fees herein. These fees may be amended by resolution and order by the Council.
7. *When a Applicant Sponsored Pre-Application meeting has been held, copies of the Meeting Notice, distribution list for the notice, Meeting Record, and audio or video recording will be submitted with the land use application.*

[userdir/records/pcmins/DevelopmentHandbook/DH Interim Doc for new pre-app public meeting requirement](#)

Site Plan Review

Applicant Handbook



This packet will guide an applicant through the City's Site Plan Review process. While this packet is comprehensive, an applicant should read the applicable Code Sections.

This Packet includes:

- 1) Process Steps
- 2) Public Hearings Procedures
- 3) Approval Criteria
- 4) Application Form
- 5) Fee Agreement
- 6) Fee Schedule

Please use the following as a check list to guide you through the process. **The Steps in Bold are those that the applicant has a significant role in completing.** The other steps are those taken by the City the applicant should track through the process. The Process Steps section gives a more detailed description of these steps.

- Step 1: Request a Pre-Application Conference**
- Step 2: Attend the Pre-Application Conference**
- Step 3: Submit the Application**
- Step 4: Application Acceptance
- Step 5: Notice of Public Hearing
- Step 6: Staff Report
- Step 7: Participate in the Public Hearing**
- Step 8: Decision
- Step 9: Notice of Decision
- Step 10: Appeal of a Planning Commission Decision**
(If applicable)

Site Plan Review

Applicant Handbook

Process Steps



NOTE: These steps are extracted from the Cascade Locks Community Development Code. Items that are the applicant's responsibility are in bold.

Step 1: Requesting the Pre-Application Conference (8-6.24.020)

Before submitting a land use application a potential applicant must attend a pre-application conference. Such a conference can be requested at City Hall and will be scheduled by the City Administrator at the earliest reasonable time

Step 2: Attending the Pre-Application Conference (8-6.24.020)

The purpose of the pre-application conference is to acquaint the applicant with the requirements of the application, the Comprehensive Plan and other relevant criteria. It is designed to assist the applicant and should answer many questions the applicant may have about the process. It will also be a time at which issues can be identified and discussed.

Step 3: Submitting the Application

Applications include the application form and additional required information described Section 8-6.24.030 and Section 8-6.148.040 of the City's Municipal Code. It is the applications responsibility to show how the site plan meets the approval standards. (8-6.148.110)

Applications are submitted to the City Administrator in the number specified on the application form. (8-6.24.040)

Step 4: Application Acceptance (8-6.24.040)

Within 14 calendar days of receiving an application the City shall determine whether the application is complete. The City shall notify the applicant when the application is accepted as complete or rejected as incomplete if deficiencies are found. The applicant may resubmit but shall be subject to another 14 calendar day completeness check. All documents or evidence relied upon by the applicant shall be submitted to the City and made available to the public at least 20 calendar days before a Planning Commission hearing.

Step 5: Notice of Public Hearing (8-6.24.050)

Notice of public hearing shall be sent by mail at least 20 calendar days before the hearing. The notice of public hearing shall be mailed to:

In addition, at least 10 calendar days before a Planning Commission public hearing (for a quasi-judicial plan amendment), notice shall be provided in a newspaper of general circulation in the City.



Step 6: Staff Report (8-6.24.060)

Staff reports are mailed approximately 7 calendar days prior to the public hearings to the applicant and interested parties who request them.

Step 7: Participate in the Public Hearing (8-6.28)

Public hearings on all development actions including appeals, but not including legislative actions, shall be conducted in accordance with this chapter.

Step 8: Decision (8-6.24.070)

After review of all evidence is submitted to the record, the Planning Commission may:

1. Approve or deny all or part of the application;
2. Approve all or part with modifications or conditions of approval as described in Section 8-6.24.070;
3. Defer a decision; and
4. Dismiss without prejudice due to procedural error or remand to correct a procedural error.

The planning commission may announce a tentative decision at the close of the public hearing but no decision is final for the purposes of reconsideration or appeal until it has been reduced to writing and signed by the Planning Commission's designee.

Step 9: Notice of Decision (8-6.24.050)

The City shall mail notice of the decision to all persons who submitted written comments or testified during the hearing.

Step 10: Appeal of a Planning Commission Decision (8-6.36)

A decision of the Planning Commission may be appealed to the City Council by filing a petition for review within 14 calendar days after written notice of the decision is provided. An appeal can be initiated by anyone who files a petition for review or at the direction of the City Council. On appeal the party who files the appeal has the burden of proof.

Public Hearings Procedures

Planning Commission and City Council



General Guidelines

- a. All those who wish to testify must write their name and address on a sign up sheet that will be available before and during the hearing.
- b. The order of testimony will follow the steps below and then will be based on the order individuals signed up.
- c. All those wishing to testify must do so from the podium and will refrain from making comments while in the audience.
- d. Testimony shall begin with a statement of one's name and address for the record.
- e. Testimony and evidence must be directed toward the decision criteria or other standards in the land use regulation the person believes to apply to the decision.
- f. Except as otherwise provided, the applicant, or the appealing party on appeal, bears the burden of proof that the proposal is in compliance with the applicable criteria and standards.

Public Hearing Steps

1. Open public hearing – The hearing is opened with a statement of rules.
2. Members of the Commission or Council declare any and all significant pre-hearing ex-parte contacts with regard to the matter and potential conflicts of interest. Members will recuse themselves if there are any potential conflicts of interest that will not allow them to make a fair and impartial decision.
3. Presentation of the Staff Report
4. Applicant presentation
5. Testimony from those in favor of the proposed action
6. Testimony from those opposed to the proposed action
7. Questions from members of the public
8. Applicant's rebuttal
9. Final comments from Staff
10. Close of public hearing

NOTE: Once the hearing is closed, no additional testimony, comments, or questions may be taken from the audience.

Site Plan Review

Applicant Handbook



Approval Criteria

8-6.148.110

The Planning Commission shall approve, approve with conditions or deny an application based on findings of fact with respect to the approval standards of this section.

A. The applicable provisions of this title are:

1. Accessory structures - Chapter 8-6.164;
2. Additional yard and setback requirements - Section 8-6.44.060;
3. Base zone requirements - Chapters 8-6.44 through 8-6.96;
4. Building height exceptions - Section 8-6.44.060;
5. Circulation and access - Chapter 8-6.112;
6. Landscaping and screening - Chapter 8-6.104;
7. Parking and loading - Chapter 8-6.108;
8. Public facility and service requirements;
9. Flood Plain Overlay Zone - Chapter 8-6.120;
10. Geologic Hazard Overlay Zone - Chapter 8-6.124;
11. Airport Protection Overlay Zone - Chapter 8-6.132
12. Downtown Design Overlay Zone - Chapter 8-6.136;
13. Signs - Chapter 8-6.144;
14. Vision clearance - Chapter 8-6.116;
15. Wetland and Riparian Areas - Chapter 8-6.128; and
16. Manufactured and Mobile Homes - Chapter 8-6.100.
17. The Design Standard sections of the D, C, and RC zones.

B. Relationship of the Natural and Physical Environment



1. Buildings shall be:
 - a. Located to preserve existing trees, topography, and natural drainage to the degree possible;
 - b. Located in areas not subject to ground slumping or sliding; and
2. Trees having a 6-inch diameter or greater diameter, 4 feet from the base, shall be preserved or replaced by new plantings.

C. Exterior Elevations

1. Along the vertical face of single-family attached and multifamily structures, offsets shall occur at a minimum of every 30 feet by providing any two of the following:
 - a. Recesses (decks, patios, entrances, floor area, etc.), of minimum depth of eight feet;
 - b. Extensions (decks, patios, entrances, floor area, etc.), of minimum depth of 8 feet, a maximum length of an overhang shall be 25 feet; or
 - c. Offsets or breaks in roof elevations of 3 or more feet in height.

D. Buffering, Screening and Compatibility between Abutting or Neighboring Uses

In addition to the Landscaping and Beautification standards in Chapter 8-6.104, the approval authority may require additional buffering or screening between different types of land uses (for example, between single-family and multifamily residential, or residential and commercial) which are abutting or within 250 feet of the subject property. Additional buffering or screening may be required to address compatibility issues presented by such things as service areas, storage areas, parking lots, exterior lighting, and mechanical devices on rooftops (e.g., air cooling and heating systems). The following factors shall be considered to determine the design of the buffer:

1. The purpose of the buffer, for example to decrease noise levels, absorb air pollution and odors, filter dust, or provide a visual barrier;
2. The width and height of the buffer required to achieve its intended purpose;
3. The directions from which buffering is needed;
4. The required density of the buffering; and
5. Whether the viewer is stationary or mobile.



E. Privacy and Noise

1. Structures which include residential dwelling units shall provide private outdoor areas, that are screened from adjoining units;

F. Private Outdoor Areas - Residential Uses

1. In addition to the requirements of Subsection 8-6.148.110 D. 2, each ground level residential living unit shall have an outdoor private area (patio, terrace, porch), and shall be at least 48 square feet in size with a minimum width dimension of 4 feet and: Balconies used for entrances or exits shall not be considered as open space except where such exits or entrances are for the sole use of the unit.

G. Shared Outdoor Recreation Areas - Residential Uses

1. In addition to the requirements of Subsections 8-6.148.110 E. and F., outdoor recreation space shall be provided in multi-family or manufactured/mobile home park residential development for the shared or common use of all residents in the following amounts:
 - a. Studio size up to and including two-bedroom units, 200 hundred square feet per unit; and
 - b. Three or more bedroom units, 300 square feet per unit.
2. The required recreation space may be provided using one or more of the following options:
 - a. It may be all outdoor space;
 - b. It may be part outdoor space and part indoor space, for example, an outdoor tennis court, and indoor recreation room;
 - c. It may be all public or common space;
 - d. It may be part common space and part private, for example, it could be an outdoor tennis court, indoor recreation room and balconies on each unit; or
 - e. Where balconies are added to units, the balconies shall not be less than 48 square feet.

H. Demarcation of Public, Semipublic and Private Spaces - Crime Prevention

1. The structures and site improvements shall be designed so that public areas such as streets or public gathering places, semipublic areas and private outdoor areas are clearly defined in order to establish persons



having a right to be in the space, in order to provide for crime prevention and to establish maintenance responsibility; and

2. These areas may be defined by:
 - a. A deck, patio, low wall, hedge, or draping vine;
 - b. A trellis or arbor;
 - c. A change in the texture of the path material;
 - e. Signs; or
 - f. Landscaping.
3. Mail boxes shall be located in lighted areas having vehicular or pedestrian traffic.
4. Light fixtures shall be provided in parking lots, stairs, ramps, and abrupt grade changes.

I. Landscaping

1. All landscaping shall be designed in accordance with the requirements set forth in this title.
2. Residential Zones. In addition to the open space and recreation area requirements of subsections 8-6.148.110 E. and F., a minimum of 25 percent of the gross area including parking, loading and service areas shall be landscaped.
3. CR, RC, LI, P, and OS Zones. A minimum of 15 percent of the site area shall be landscaped.
4. HI Zone. A minimum of 10 percent of the site area shall be landscaped.
5. C Zone. A minimum of 5 percent of the site area shall be landscaped. There shall be no minimum requirement.
6. D Zone. A minimum of 5 percent of the site area shall be landscaped.
7. Parking, Loading or Service Areas.
 - a. A parking, loading or service area which abuts a street shall be set back from the right-of-way line by a landscaped strip at least 10 feet in width and the landscaped area shall: comply with the provisions of Chapter 8-6.104, Landscaping.



- b. A parking, loading or service area which abuts a property line shall be separated from the property line by a landscaped area that complies with the provisions of Chapter 8-6.104, Landscaping.

J. Drainage

All drainage plans shall be designed to comply with city public facilities standards and Oregon Department of Transportation requirements.

K. Natural Features

Evidence of compliance with applicable state and federal protection and notification requirements regarding wetlands, riparian areas, and wildlife habitat.

L. Mail Boxes

Mail boxes are prohibited in public road right-of-way.

City Hall
P.O. Box 308
Cascade Locks, Oregon 97014
Phone: 541-374-8484
Fax: 541-374-8752



SITE PLAN REVIEW APPLICATION

I. BACKGROUND INFORMATION

Applicant

Applicant Name: _____ Phone: _____

Address: _____

Applicant Standing (Fee Owner, Contract Purchaser, etc.): _____

Property Owner (if different)

Name: _____ Phone: _____

Address: _____

Property Information

Property Address: _____

Township; Range; Section; Tax Lot: _____

Current Zoning: _____ Property Size: _____

Existing Use/Structures: _____

Application Proposal: _____

FOR OFFICE USE ONLY

File Number: _____

Submittal Date: _____ Fee: _____ Received by: _____

Application Type: _____ Completeness: _____ 120th Day: _____

II. APPLICATION REQUIREMENTS



- (A) _____ Completed and signed application form.
- (B) _____ Written response to the approval criteria. It is the applications responsibility to show how the application meets the approval criteria.
- (C) _____ TEN copies of the site plan drawn to scale. The site plan must include the material required under Sections 8-6.148.040 of the Community Development Code. City staff will assist the applicant in determining what information is required on the site plan.
- (E) _____ Names and addresses of all the property owners within 250 feet of the boundaries of the property. This list must be provided by a Title Company or the Hood River County Assessor.
- (F) _____ Copy of the latest deed, sales contract, or title report indicating property ownership.
- (G) _____ A current Hood River County tax map(s) showing the subject property(ies) and all properties within 250 feet of the subject property
- (G) _____ A signed fee agreement and payment for filing fee.

III. SIGNATURES

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT A LETTER OF CONSENT AUTHORIZING ANOTHER INDIVIDUAL TO MAKE APPLICATION. INCOMPLETE OR MISSING INFORMATION WILL DELAY THE REVIEW PROCESS.

Applicant/Owner

Date

Applicant/Owner

Date

**NOTICE TO APPLICANT
REIMBURSEMENT TO CITY OF CASCADE LOCKS
FOR ADMINISTRATIVE FEES**



TO: APPLICANT

The City of Cascade Locks, like many other small 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 land use applications, the city must rely upon professional consultants to assist in preparing the legal notices, conducting on-site inspections, preparation of staff reports, and, in some cases, actual attendance at the Planning Commission and/or City Council meetings. The City utilizes a consultant to ensure that applications are processed fairly and promptly. Because of reduced budgets, the City finds it necessary to transfer some administrative costs to you, the applicant, as part of the land use planning process. Therefore, you are asked to read and sign the agreement below indicating that you understand and agree to this requirement.

**AGREEMENT TO REIMBURSE CITY
FOR ADMINISTRATIVE COSTS**

I/We, the
applicant(s), _____, hereby agree to reimburse the City of Cascade Locks for administrative costs over and above the costs covered by the Basic Fee, which we have paid. We have been advised that an estimated cost is \$_____, but that actual costs could exceed this amount. In the event the City is required to commence litigation to recover these costs, the prevailing party shall be awarded costs and reasonable attorney's fees, including any costs and fees on appeal.

The amount not paid shall also become a lien against the property on which the land use action is sought, in favor of the City of Cascade Locks, and shall be docketed in the City Lien Docket.

DATED this _____ day of _____, 20_____.

LAND USE APPLICANT(S):

PROPERTY OWNER(S):
(If Different Than Above)

RESOLUTION NO. 1178

A RESOLUTION SETTING A FEE SCHEDULE FOR VARIOUS LAND USE AND DEVELOPMENT PERMIT APPLICATIONS; AND REPEALING RESOLUTION NO. 1120.

WHEREAS, the City receives requests from property owners and developers for approval of various land use actions; and

WHEREAS, the City processes development permits for construction of public facilities which includes permit handling, plan review, and inspections;

WHEREAS, the City processes permits for performing work within the public right-of-way;

WHEREAS, it is important that the City recover the costs associated with processing these;

NOW, THEREFORE, THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1. Application Fee Schedule. The following fees shall be paid with the application:

Type of Application:

<u>Administrative Review</u> (8-6.20.020)	\$75.00 Base Fee which includes all staff time and One (1) hour Planning Consultant.	PLUS Actual Costs for Planner, Attorney or Engineer Over costs covered by Base Fee
<u>Variance</u>	\$450.00 Base Fee which includes all staff time and four (4) hours Planning Consultant.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Partitions</u>		
Minor	\$500.00 Base Fee	PLUS Actual Costs for
Major	\$500.00 Base Fee Which includes all Staff time, four (4) hours Planning Consultant, and one (1) hour Engineer.	Planner, Attorney or Engineer over costs covered by Base Fee
<u>Wetland/Riparian Permits</u>	\$400.00 Base Fee Which include all Staff time, and four (4) hours Planning Consultant.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered By Base Fee
<u>Planned Unit Development</u>	\$1,400.00 Base Fee Which includes all Staff time and eight (8) hours Planning Consultant and one hour Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Subdivision</u>	\$1,200.00 Base Fee Which includes all Staff time, eight (8) hours Planning Consultant, and three (3) hours Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Lot Line Adjustment</u>	\$125.00	
<u>Signs</u>	\$75.00 + \$2.00 per square foot	

<u>Conditional Use</u>	\$625.00 Base Fee Which include all Staff time, five (5) hours Planning Consultant, and one (1) hour Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Site Plan Review</u>	\$625.00 Base Fee Which include all Staff time, five (5) hours Planning Consultant, and one (1) hour Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Zone Change</u>	\$625.00 Base Fee Which include all Staff time, five (5) hours Planning Consultant, and one (1) hour Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Comprehensive Plan Amendment</u>	\$1,000.00 Base Fee Which include all Staff time, eight (8) hours Planning Consultant, and one (1) hour Engineer.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Vacations</u>	\$600.00 Base Fee Which include all Staff time and four (4) hours Planning Consultant.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Temporary Permit</u> *A temporary permit will not be allowed until a building permit is purchased through Hood River County	\$300.00 Base Fee Which include all Staff time and two (2) hours Planning Consultant.	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Annexation</u>	\$1,000.00 Base Fee Which include all Staff, eight (8) hours Planning Consultant, and one (1) hour Engineer	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Amendment to Urban Growth Boundary</u>	\$1,000.00 Base Fee Which include all Staff time, eight (8) hours Planning Consultant, and one (1) hour Engineer	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Pre-application Conference Costs</u>		\$ 225.00
<u>Zoning/Building Review Plan</u>		
A. Accessory Structure, minor review		\$ 50.00
B. House or Mobile Home		\$ 100.00
C. Multi-family dwellings		\$ 100.00 + \$25.00 per unit
D. Commercial, Industrial, Other Projects		\$ 200.00

SECTION 2. Multiple Applications. If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest Base fee of the applications necessary, plus 20% of the other Base fees involved.

SECTION 3. Appeal Fee Schedule. Fees for Appeal of Decision will be \$450.00. This base charge include all Staff, eight (8) hours Planning Consultant, and one (1) hour Engineer; plus any extra costs for the Planner, Attorney or Engineer over costs covered by Base Fee.

SECTION 4. Fee Refunds

A. A refund of an application fee will be issued if an application is withdrawn. The refund will be equal to the original Base Fee plus any additional deposits made less the actual costs paid to the planner, attorney, or engineer directly attributable to the application and less any direct costs for publishing or mailing of public hearing notices.

B. A refund of an appeal fee will be issued if the application on which the appeal is based is withdrawn.

SECTION 5 – Public Works Permit Fees. The following fees will be paid with the application: (Note that these fees do not include any hookup charges or systems development charges.)

<u>Type A Construction Permit</u>	\$250.00 Non-refundable Fee Base Fee includes plan review and inspection by Public Works Staff	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Type B Construction Permit</u>	\$500.00 Non-refundable Fee Base Fee includes plan review and inspection by Public Works Staff	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee
<u>Right of Way Permit</u>	\$50.00 Non-refundable Fee Base Fee includes plan review and inspection by Public Works Staff	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Base Fee

SECTION 6. Payment Agreement Required. Each applicant shall be required to sign an agreement developed by the City Attorney that requires the Applicant to pay any and all costs determined by the City Staff to be above the costs covered by the Base Fees.

SECTION 7. Annual Review. The Planning Commission shall review these fees each year and make a report to the Council as to whether any change should be made to them.

SECTION 8. Resolution No. 1120 Repealed. Resolution No. 1120 is hereby repealed.

ADOPTED by the City Council this 27th day of July, 2009.

APPROVED by the Mayor this 27th day of July, 2009.

Mayor

ATTEST:

City Recorder