

Accessory Structure Applicant Handbook



This packet will guide an applicant through the City's Accessory Structure approval process. While this packet is comprehensive, an applicant should read the applicable Code Sections.

This Packet includes:

- 1) Process Steps
- 2) Approval Criteria
- 3) Application Form
- 4) Fee Agreement
- 5) 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: Submit the Application**
- Step 2: Application Acceptance
- Step 3: Notice of Decision
- Step 4: Appeal of an Administrative Decision** (If Applicable)

Accessory Structure Applicant Handbook



Approval Criteria

8-6.164.050

The following standards shall apply to all accessory structures:

1. General Standards
 - a. Any accessory structure attached to the principal building or structure must comply with all setback requirements of the applicable zoning district (attached means wall-to-wall or any permanent roof attachment such as breezeways);
 - b. No accessory structure shall encroach upon or interfere with the use of any adjoining property or public right-of-way including, but not limited to, streets, alleys, and public or private easements;
 - c. The setback between a detached accessory structure and the principle building shall comply with the Uniform Building Code; and
 - d. Accessory structures which are nonconforming shall satisfy the requirements of Chapter 8-6.156, Nonconforming Situations, where an alteration, extension, or reconstruction is requested.
2. Residential, Public, and Open Space Zones (RR, LDR, MDR, HDR, MHR, P, and OS)
 - a. Minimum front yard setback as required by the applicable zone shall be satisfied;
 - b. Minimum side and rear yard setback of 5 feet shall be provided for accessory structures which are no more than 18 feet in height;
 - c. Minimum side and rear setback as required by the applicable zone shall be provided for accessory structures which are over 18 feet in height; and
 - d. Accessory structures shall have a maximum floor area of 1,500 gross square feet.
3. Commercial and Industrial Zones (C, CR, RC, LI, and HI)



- a. Minimum front, side, and rear setbacks shall comply with the requirements of the applicable zone; and
- b. Maximum height shall comply with the requirements of the applicable zone.

Accessory Structure 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: Application Submittal for Accessory Structure

Applications for development actions shall be submitted in accordance with the format and upon such forms as may be established by the City Administrator. (8-6.24.030)

In addition to the application form and information required in Section 8-6.24.030, the applicant shall submit items specific to an Accessory Structure Application. (8-6.164.040)

Step 2: Application Acceptance (8-6.24.040)

Within 7 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 7 calendar day completeness check.

Step 3: Notice of Decision

Written notice of the decision of the City Administrator shall be provided to the applicant (8-6.24.050). The decision is based on the approval criteria listed on the attached sheet and in Section 8-6.184.060 of the City's Municipal Code.

Step 4: Appeal of an Administrative Decision (8-6.36)

An administrative decision may be appealed to the Planning Commission by filing a petition for review within 14 calendar days after written notice of the decision is provided. An appeal can be initiated by any 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. At the public hearing before the Planning Commission of an appeal of an administrative or City Administrator action, participants shall be limited to the applicant, those who made the appeal (8-6.36.050)

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ACCESSORY STRUCTURE 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: _____

Zone: _____ 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 prove all the approval criteria have been met.
- (C) _____ TEN copies of the site plan drawn to scale. The site plan must include the material required under Sections 8-6.164.040 of the Community Development Code. City Staff will assist the applicant in determining what information is required on the site plan.
- (D) _____ Copy of the latest deed, sales contract, or title report indicating property ownership.
- (E) _____ A current Hood River County tax map(s) showing the subject property(ies) and all properties within 250 feet of the subject property
- (F) _____ 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)
