

Annexation

Applicant Handbook



This packet will guide an applicant through the City's Annexation 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

Annexation 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 8-6.176.040 of the City's Municipal Code. It is the applications responsibility to prove the need for the zone change and show how the proposal meets the approval criteria. (8-6.176.070)

Applications are submitted to the City Administrator in the number specified on the application form. (8-6.172.040)

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 City Council 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 City Council public hearing, 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 City Council 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 City Council'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.

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.

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Approval Criteria

8-6.172.050

The City Council shall approve, approve with conditions, or deny an application for an annexation based on findings of fact with respect to each of the following criteria:

- A. All required public facilities and services have adequate capacity to serve the property to be annexed, without negatively impacting the City's ability to adequately serve all areas within the existing city limits.
- B. Annexation of the property will result in a city limit boundary that can efficiently receive city services.
- C. The territory is contiguous to the city limits and within the Urban Growth Boundary.
- D. The annexation meets the city's urban growth needs and it is to the city's advantage to control the growth and development plans for the property to be able to address such issues as traffic, density, land use, and the level and timing of necessary facilities and services.
- E. The proposed zoning designation satisfies the applicable approval criteria in Chapter 8-6.180.
- F. The proposal satisfies the Comprehensive Plan goals, policies, and implementation strategies under following plan sections:
 - 1. Planning - Agency Coordination and Cooperation; and
 - 2. Planning - Land Use Planning.
- G. The proposal satisfies the requirements of the Cascade Locks Urban Growth Area Management Agreement with Hood River County.

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



ANNEXATION 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: _____ Proposed City 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 prove the need for the annexation.
- (C) _____ TEN copies of the site plan drawn to scale. City staff will assist the applicant in determining what information is required on the site plan.
- (D) _____ TEN copies a vicinity map drawn to scale. City staff will assist the applicant in determining what information is required on the vicinity map.
- (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
- (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) _____



**COPY CITY OF CASCADE LOCKS
RESOLUTION NO. 1120**

P.O. BOX 308
CASADOC, OR 97106

140 SW WA NA PA
541 374-8484

RESOLUTION SETTING A FEE SCHEDULE FOR VARIOUS LAND USE AND DEVELOPMENT PERMIT APPLICATIONS; AND REPEALING RESOLUTION NO. 1110.

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

CITY OF CASCADE LOCKS

Conditional Use

P.O. BOX 308
CASCADE LOCKS, OR 97014

\$625.00 Non-refundable Fee
Basic charges 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
Basic Fee

Site Plan Review

\$625.00 Non-refundable Fee
Basic charges 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
Basic Fee

Zone Change

\$625.00 Non-refundable Fee
Basic charges 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
Basic Fee

Comprehensive Plan
Amendment

\$1,000.00 Non-refundable Fee
Basic charges 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
Basic Fee

Vacations

\$600.00 Non-refundable Fee
Basic charges include all Staff time and
four (4) hours Planning Consultant.

PLUS Actual Costs for
Planner, Attorney or Engineer
over costs covered by
Basic Fee

Temporary Permit

A temporary permit
will not be allowed until
a building permit is
purchased through
Hood River County

\$300.00 Non-refundable Fee
Basic charges include all Staff time and
two (2) hours Planning Consultant.

PLUS Actual Costs for
Planner, Attorney or Engineer
over costs covered by
Basic Fee

Annexation

\$1,000.00 Non-refundable Fee
Basic charges 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
Basic Fee

Amendment to Urban
Growth Boundary

\$1,000.00 Non-refundable Fee
Basic charges 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
Basic Fee

Pre-application Conference Costs \$ 225.00

Zoning/Building Review Plan

- A. Accessory Structure, minor review \$ 50.00
- B. House or Mobile Home \$ 100.00
- C. Multi-family dwellings \$ 100.00 + \$25.00 per unit
- Commercial, Industrial, Other Projects \$ 200.00

CITY OF CASCADE LOCKS

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 basic fee of the applications necessary, plus 20% of the other basic fees involved.

P.O. BOX 308
140 SW WA NA PA
541 374-8484

SECTION 3. Appeal Fee Schedule. Fees for Appeal of Decision will be \$450.00. This base charge include 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 Basic Fee.

SECTION 4 – 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 Basic Fee includes plan review and inspection by Public Works Staff	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Basic Fee
<u>Type B Construction Permit</u>	\$500.00 Non-refundable Fee Basic Fee includes plan review and inspection by Public Works Staff	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Basic Fee
<u>Right of Way Permit</u>	\$50.00 Non-refundable Fee Basic Fee includes plan review and inspection by Public Works Staff	PLUS Actual Costs for Planner, Attorney or Engineer over costs covered by Basic Fee

SECTION 5. 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 Non-Refundable Basic Fees.

SECTION 6. 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 7. Resolution No. 1110 Repealed. Resolution No. 1110 is hereby repealed.

ADOPTED by the City Council this 27th day of August, 2007.

APPROVED by the Mayor this 27th day of August, 2007.

Mayor

ATTEST:

City Recorder