

Subdivision

Applicant Handbook



This packet will guide an applicant through the City's Subdivision 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) Preliminary Map Requirements
- 4) City Street Naming Policy
- 5) Preliminary Plat Approval Criteria
- 6) Final Plat Approval Criteria
- 7) Application Form Preliminary Plat
- 8) Application Form Final Plat
- 9) Fee Agreement
- 10) 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.

Preliminary Subdivision Plat

- 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)



Final Subdivision Plat, Contingent on Preliminary Approval

- Step 11: Improvement Agreement**
- Step 12: Submit the Final Subdivision Plat Application**
- Step 13: Application Acceptance
- Step 14: City Review of Final Plat
- Step 15: Notice of Decision
- Step 16: Appeal of an Administrative Decision**
(If Applicable)
- Step 17: City Administrator Signature**
- Step 18: County Filing and Recording**
- Step 19: Reporting County Recording to the City**

Subdivision 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.

Preliminary Plat

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 8-6.180.030 of the City's Municipal Code. It is the applications responsibility to prove the need for the subdivision.

Applications are submitted to City Hall 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:

- a. The applicant or representative;
- b. All property owners of record within 250 feet of the subject property;
- c. Affected jurisdictions.

In addition, at least 10 calendar days before a Planning Commission 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 a review of all evidence 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. Decisions are based on the Preliminary Plat Approval Criteria listed on the attached page and discussed in Section 8-6.180.040.

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 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.

Final Plat, Contingent on Preliminary Approval

Step 11: Improvement Agreement

Before City approval is certified on the final plat, and before approved construction plans are issued by the City, the subdivider shall:

1. Execute and file an agreement with the Administrator specifying the period within which all required improvements and repairs shall be completed; and
2. Include in the agreement provisions that if such work is not completed within the period specified, the City may complete the work and recover the full cost and expenses from the subdivider.

The subdivider shall file with the agreement an assurance of performance supported by one of the following:

1. An irrevocable letter of credit executed by a financial institution authorized to transact business in the State of Oregon;
2. A surety bond executed by a surety company authorized to transact business in the State of Oregon which remains in force until the surety company is notified by the City in writing that it may be terminated; or
3. Cash.

Step 12: Application for Final Plat (8-6.180.060)

Within 2 years of the preliminary plat approval a final plat application must be submitted. (8-6.24.030)

In addition to the application form and information required in Section 8-6.24.030, the applicant shall submit a final plat and three copies to the City Administrator. (8-6.180.060)



Step 13: 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 14: City Review of Final Plat

The Administrator and the City's consulting engineer shall review the final plat and shall approve or deny the final plat approval based on the approval criteria listed in 8-6.180.070

Step 15: Notice of Decision

Written notice of the decision of the City Administrator shall be provided to the applicant. (8-6.24.050) (8-6.24.070)

Step 16: Appeal of an Administrative Decision (8-6.36)

Administrative and City Administrator decisions 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 person entitled to a notice of the decision if they file a petition for review or at the direction of the City Council (8-6.24.050). 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)

Step 17: City Administrator Signature

Submit the original Mylar copy of the final plat to the City for required signatures of the City Officials

Step 18: County Filing and Recording (8-6.180.110)

Within 60 days of the City review and approval, the applicant shall submit the final plat to the County for signatures of County officials as required by ORS Chapter 92.



Step 19: Reporting County Recording to the City (8-6.180.110)

Upon final recording with the County, the applicant shall submit one mylar and 1 archive quality copy of the recorded final plat to the City.

Preliminary Plat Requirements

8-6.180.030

1. The preliminary plat map and data or narrative shall include the name, address, and telephone number of:
 - a. the owner(s) of the subject property;
 - b. the owner(s)' authorized agent; and
 - c. the land surveyor and engineer.
2. The scale shall be an engineering scale of 1 inch equals 100 feet or larger;
3. The proposed name of the subdivision shall comply with ORS Chapter 92 and shall not duplicate or resemble the name of any other subdivision in the county, unless the land platted is contiguous to and platted by the same party that platted the subdivision bearing that name or unless the applicant files and records the consent of the party that platted the subdivision bearing that name;
4. Vicinity map showing the general location of the subject property in relationship to arterial and collector streets;
5. The date of application;
6. The boundary lines of the tract to be subdivided;
7. The names of any adjacent subdivisions;
8. Contour lines related to a City established benchmark at 2-foot intervals for grades 0 to 10 percent and 5-foot intervals for grades over 10 percent;
9. The purpose, location, type and size of all the following (within and adjacent to the proposed subdivision) existing and proposed:
 - a. Public and private rights-of-way and easements;
 - b. Public and private sanitary and storm sewer lines, domestic water mains including fire hydrants, gas mains, major power (50,000 volts or higher), telephone transmission lines, cable television lines, and watercourses; and
 - c. Deed reservations for parks, open spaces, pathways, and any other land encumbrances.



10. Approximate plan and profiles of proposed sanitary and storm sewers with grades and pipe sizes indicated and plans of the proposed water distribution system, showing pipe sizes and the location of valves and fire hydrants;
11. Approximate centerline profiles showing the finished grade of all streets including street extensions for a reasonable distance beyond the limits of the proposed subdivision;
12. Scaled cross sections of proposed street rights-of-way;
13. The location of all areas within the floodplain or areas subject to inundation or storm water overflow, and the location, width, and direction of flow of all watercourses and drainageways;
14. The proposed lot configurations, approximate lot dimensions, and lot numbers. Where lots are to be used for purposes other than residential, it shall be indicated upon such lots. Each lot shall abut a public street;
15. The location of all trees or groupings of trees having a 6-inch caliper or greater measured at 4 feet above ground level, and the location of proposed tree plantings, if any;
16. The existing use of the property, including location of all structures and present use of the structures, and a statement of which structures are to remain after platting;
17. Supplemental information including proposed deed restrictions, if any, proof of property ownership, and a proposed plan for provision of subdivision improvements;
18. Existing natural features including rock outcroppings, wetlands, and riparian areas; and
19. The north arrow.



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 repute 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.

City Street Naming Policy

Applicant Handbook



Resolution N. R-062705-3

When used in this policy, the term "street" means any street, road, highway, private road, undeveloped platted road, right-of-way, and/or thoroughfare.

Street names shall be approved by the City Administrator, who may receive input from the Planning Commission at the time of preliminary review of proposed subdivision or partition or prior to or upon acceptance of any street created by a public dedication.

All new streets within the City of Cascade Locks shall be named in conformance with the following standards:

1. No street names shall be used which will duplicate, sound like or closely resemble the names of existing streets, except for extensions of existing streets or when eventual connection can be anticipated.
2. Landscaped arterials providing through traffic movement across the community shall be called "**Boulevards**".
3. Meandering collectors providing through traffic movement across a neighborhood shall be called "**Drives**".
4. All other through streets shall be designated "**Streets**".
5. Streets that generally run for a short distance shall be designated "**Lanes**". Cul-de-sacs shall be designated as "**Court**", "**Place**" or "**Way**".
6. Other street name suffixes such as "**Hollow**", "**Terrace**" or "**Ridge**" will be considered on a case-by-case basis.
7. All streets shall be addressed and numbered in accordance with the addressing plan adopted for Hood River County.
8. When practical, streets shall be named using historic surnames or names reflecting Oregon geography, natural features or native plants and animals. Utilization of first names is discouraged. Names to be considered may include, but are not limited to the following:
 1. Early homesteaders or settlers in the Cascade Locks area
 2. Early community leaders and pioneers of eminence.
 3. Native American tribes indigenous to the area.
 4. Names of Sternwheelers and Captains of Sternwheelers that navigated the Columbia River.



9. All streets shall have a suffix name. Only street suffix names from the USPS Postal Addressing Standards are permitted.
10. All streets shall be designated by one name for the entire length, whenever practical.
11. Consideration will be given to continuing the name of a street from outside the City, when applicable.
12. Streets that are offset at an intersection shall be given different names.
13. Any street which continues through an intersection shall be given the same name.
14. Street naming and addressing should be coordinated with the following agencies: Cascade Locks Fire Department, Hood River County 911, and the United States Post Office.
15. Private streets shall be named at the time of preliminary site development review subject to the same standards as public streets.

Alleys:

Alleys shall be given identification when such alley provides the sole access for the delivery of emergency services.

Subdivision - Preliminary Plat

Applicant Handbook



Approval Criteria

8-6.180.040

The Planning Commission may approve, approve with conditions, or deny a preliminary plat based on the following approval criteria:

1. The proposed preliminary plat complies with provisions of this title and other applicable ordinances and regulations;
2. The proposed plat satisfies the provisions of ORS Chapter 92, Subdivisions and Partitions;
3. The proposed roads and streets are designed in accordance with the City's street standards;
4. The roads and streets are laid out so as to conform to the plats of subdivisions and maps of major partitions already approved for adjoining property as to width, general direction and in all other respects unless the City determines it is in the public interest to modify the street or road pattern;
5. Oversized lots or remnant parcels shall be of such size and shape as to facilitate future redivision in accordance with the requirements of the zoning district and this title;
6. The subdivision design will allow for efficient development of adjoining properties;
7. All subdivision proposals shall have appropriate public utilities and facilities such as sewer, gas, electrical, water, and storm water systems; and
8. An explanation has been provided for all improvements owned in common by either owners of property within the subdivision or for the public.

Subdivision - Final Plat

Applicant Handbook



Approval Criteria

8-6.180.070

The Administrator and the City's consulting engineer shall review the final plat and shall approve or deny the final plat approval based on following findings.

- A. The final plat complies with the plat approved by the Planning Commission and all conditions of approval have been satisfied.
- B. The plat complies with the applicable provisions of this title and other applicable City regulations.
- C. The streets and roads for public use are dedicated without reservation or restriction other than reversionary rights upon vacation of any such street or road and easements for public utilities.
- D. The streets and roads held for private use and indicated on the tentative plan of such subdivision have been approved by the City.
- E. The plat contains a donation to the public of all common improvements, including but not limited to streets, roads, parks, sewage disposal, and water supply systems.
- F. An explanation regarding all of the common improvements required as conditions of approval are provided to be recorded.
- G. Proper verification has been provided showing that the necessary water, sanitary, storm drainage, and other utilities will be available.
- H. Copies of signed deeds have been submitted granting the City a reserve strip as provided by the preliminary plat approval.
- I. The final plat has been made upon materials that are suitable for binding and copying purposes, that have characteristics of strength and permanency, and that comply with the recording requirements of Hood River County.
- J. The lettering of the approvals, dedication and affidavit of the surveyor is of such a size and type, and the plat is at such a scale, as will be clearly legible, but no part shall come nearer any edge of the sheet than 1 inch.
- K. If there is more than one sheet, a face sheet and index has been provided.



- L. The plat contains a surveyor's affidavit by the surveyor who surveyed the land represented on the plat to the effect the land was correctly surveyed and marked with proper monuments as provided by ORS Chapter 92 and the requirements of Hood River County.

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



SUBDIVISION APPLICATION PRELIMINARY PLAT

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 Zone: _____ Property Size: _____

Existing Use/Structures: _____

Number of Lots Proposed: _____

Average Area of Proposed Lots: _____ Largest Lot: _____ Smallest Lot: _____

General description of subdivision or other pertinent information: _____

II. APPLICATION REQUIREMENTS



- (A) _____ Completed and signed application form.
- (B) _____ Written response to the approval criteria. It is the applicant's responsibility to prove the subdivision meets the approval criteria.
- (C) _____ Copies of the preliminary plat drawn to scale in the following sizes:

Three - 18X24

Eight - 11X17

The preliminary plat must include the information required under Sections 8-6.184.040 of the Community Development Code. These requirements are described on the attached Preliminary Plat Requirements and City staff is also available to assist applicants. If any required information cannot be reasonably articulated through the plat that information may be included in the application through a narrative.

- (D) _____ 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.
- (E) _____ Copy of the latest deed, sales contract, or title report indicating property ownership.
- (F) _____ 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

FOR OFFICE USE ONLY

File Number: _____

Submittal Date: _____ Fee: _____ Received by: _____

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

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



SUBDIVISION APPLICATION - FINAL PLAT

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 Zone: _____ Property Size: _____

Existing Use/Structures: _____

Number of Lots: _____ Date of Preliminary Plat approval: _____

General description of subdivision or other pertinent information: _____

II. APPLICATION REQUIREMENTS



- (A) _____ Completed and signed application form.
- (B) _____ Written response to the approval criteria. It is the applicant's responsibility to prove the subdivision meets the approval criteria.
- (C) _____ THREE copies of the final plat drawn to scale at the size to be recorded. The plat shall be prepared in accordance with the requirements of the Hood River County Surveyor.
- (D) _____ Copy of signed deeds granting the City a reserve strip as provided by the preliminary plat approval.
- (E) _____ Copy of the latest deed, sales contract, or title report indicating property ownership.
- (F) _____ A current Hood River County tax map(s) showing the subject property(ies) and all properties within 250 feet of the subject property
- (G) _____ If all public improvements have not been built and accepted by the city, submit a copy of the approved public works construction permits and signed improvement agreements.
- (H) _____ 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

FOR OFFICE USE ONLY		
File Number: _____		
Submittal Date: _____	Fee: _____	Received by: _____
Application Type: _____	Completeness: _____	120th Day: _____

**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
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 hook-up 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