

# Wetland/Riparian Area Permit Applicant Handbook



This packet will guide an applicant through the City's Wetland/Riparian Area Permit 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: Request a Pre-Application Conference**
- Step 2: Attend the Pre-Application Conference**
- Step 3: Submit the Application**
- Step 4: Application Acceptance
- Step 5: Public Notice
- Step 6: Applicant Opportunity to Respond to Comments**
- Step 7: Notice of Decision
- Step 8: Appeal of a City Administrator Decision**  
(If applicable)

# Wetland/Riparian Area Permit 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 8-6.128.040 of the City's Municipal Code. It is the applications responsibility to prove the need for a Wetland Riparian Area Permit.

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.

## Step 5: Public Notice (8-6.24.050)

A public notice of pending review shall be mailed to:

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



**Step 6: Applicant Opportunity to Respond to Comments**  
**(8-6.24.050)**

**Prior to making a decision, the City Administrator will consider any written comments actually received by the City within a 14 calendar day comment period. The applicant can respond to submitted comments if the applicant requests to do so.**

**Step 7: 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 8-6.184.050 of the City's Municipal Code.

**Step 8: Appeal of a City Administrator Decision (8-6.36)**

**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 a City Administrator action, participants shall be limited to the applicant, those who made the appeal (8-6.36.050)**

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## Approval Criteria

8-6.128.060

### General Approval Standards

To approve any activities or development in wetland/riparian areas, the following standards shall be satisfied;

1. The design and location minimize the amount of land and vegetation disturbed within the wetland/riparian area;
2. Each tree removed shall be replaced with a native tree species;
3. The provisions of Chapter 8-6.120, Flood Plain Overlay Zone (FP) are satisfied; and
4. The Division of State Lands has been notified of the application, as provided by ORS 227.350 and all applicable state and federal permits shall be obtained.

### Supplemental Criteria

8-6.128.060 A.3. - *Water-related and water-dependent uses and associated vegetation removal along the Columbia River and Herman Creek only; and*

8-6.128.060 A.4. - *Site grading or filling, new or enlarged structures, or impervious surfaces which are not part of a development as described in Subsections A.1., A.2., and A.3.*

For activities or development listed in Subsections 8-6.128.060 A.3., and 8-6.128.060 A.4., the following criteria shall apply in addition to the General Approval Standards

1. Equal or better protection for the identified resource values will be ensured through restoration of wetlands, riparian areas, enhanced buffer treatment, or similar measures.
2. In no case shall such alterations in riparian areas occupy more than 50% of the width of the riparian area measured between the top of the bank and edge of the corridor.

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## WETLAND/RIPARIAN AREA PERMIT 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: \_\_\_\_\_ Property Size: \_\_\_\_\_

Zone: \_\_\_\_\_ Approx. Size of Wetland/Riparian Area Affected: \_\_\_\_\_

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 permit.
- (C) \_\_\_\_\_ TEN copies of the site plan drawn to scale. The site plan should include information necessary show how the development conforms to the approval standards including all the information described in 8-6.128.060. The site plan should be in the following format:
  - 1. The site plans and required drawings shall be drawn on sheets preferably not exceeding 18 inches by 24 inches;
  - 2. The site plan shall be drawn using an engineering scale; and
  - 3. All drawings of structure elevations or floor plans shall be drawn using a standard architectural scale of 1/4 inch or 1/8 inch equals one foot.
  - 4. Include 2 foot contour lines if necessary to adequately explain the proposal

City staff will assist the applicant in determining what information is required on the site plan.

- (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

**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) \_\_\_\_\_  
\_\_\_\_\_