

# Wetland/Riparian Limited Improvement Applicant Handbook



This packet will guide an applicant through the City's Wetland/Riparian Limited Improvement 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)

# Wetland/Riparian Limited Improvement 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 Limited Improvement**

**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 a limited improvement. (8-6.128.040)**

## **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)**

# **Wetland/Riparian Limited Improvement Applicant Handbook**



## **Approval Criteria**

8-6.128.050

The following types of limited uses and activities shall be permitted subject to City Administrator review and approval:

- A. Replacement of existing structures or utility facilities in the same location that do not disturb additional wetland or riparian surface area.
- B. Removal of non-native vegetation and replacement with native plant species.
- C. Trimming, mowing, or removal of hazardous vegetation which poses a fire danger or other threat to buildings, improvements, or people.
- D. Any activity described in 8-6.128.060 Subsection A. that occurs only in a Tier 3 Riparian Area as defined in the 2005 City of Cascade Locks Local Wetlands Inventory and Riparian Assessment.

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



## WETLAND/RIPARIAN LIMITED IMPROVEMENT 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 describing how the proposed use or activity complies with the allowed uses and activities described in the Approval Criteria.
- (C) \_\_\_\_\_ TEN copies of the site plan drawn to scale. The site plan should include information necessary show how the development conforms all applicable standards. 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)

\_\_\_\_\_

**RESOLUTION NO. 1120**

**A 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	

<u>Conditional Use</u>	\$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
<u>Site Plan Review</u>	\$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
<u>Zone Change</u>	\$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
<u>Comprehensive Plan Amendment</u>	\$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
<u>Vacations</u>	\$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
<u>Temporary Permit</u> 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
<u>Annexation</u>	\$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
<u>Amendment to Urban Growth Boundary</u>	\$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
<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 basic fee of the applications necessary, plus 20% of the other basic fees involved.

**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 27<sup>th</sup> day of August, 2007.

**APPROVED** by the Mayor this 27<sup>th</sup> day of August, 2007.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder