

Accessory Structure (Administrative Decision) 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)**

CASCADE
LOCKS

Accessory Structure Step by Step

1. Accessory Structure Application submitted by applicant.
 - a. The applicant must submit the required documents with the application as listed in section 8-6.24.030 of the Community Development Code.
 - b. The fee for accessory structure review is \$50 and needs to be paid at the time of submittal.

2. Application is reviewed for completeness.
 - a. The date of submission shall be recorded and the responsible party (City) has 7 calendar days to determine whether the application is complete.
 - b. If the application is denied, resubmitted applications will be subject to another 7 calendar day completeness check.

3. Notice of Decision
 - a. Written notice of decision of the City Administrator shall be provided to the applicant.

4. Appeal Period
 - a. There will be a 14 calendar day period after written notice of the decision is provided. An appeal can be initiated by anyone who files a petition or at the direction of the City Council.
 - b. If there is an appeal, it will be subject to a 20 calendar day Public Hearing Notice and then go to a Planning Commission Public Hearing.
 - c. Following the hearing, a written notice of decision shall be provided to the applicant and those who submitted written comments or testified during the hearing.
 - d. There will be a 14 calendar day period after written notice of the Planning Commission's decision is provided. The City Council shall hear appeals of the Planning Commission decisions.
 - e. If there is an appeal, it will be subject to a 20 calendar day Public Hearing Notice and then go to a City Council Public Hearing.
 - f. Following the hearing, a written notice of decision shall be provided to the applicant and all persons who submitted written comments or testified during the hearing.

5. Submit a County Building Permit
 - a. You can print off a copy of the Hood River County Building Permit Application from their website at www.co.hood-river.or.us.
 - b. The application must be signed off by City of Cascade Locks Public Works Superintendent, Electric Department Superintendent, Fire Chief, and Planning Department. The County will not accept the permit until that is completed. This process will be done as quickly as possible by the City.

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.

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ACCESSORY STRUCTURE APPLICATION
(Administrative Decision)

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) ___ ONE copy and one PDF version 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) NA 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

CASCADE

Date

Applicant/Owner

LOCKS

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 additional deposit required is \$ 500.00, but those 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____.

APPLICANT(S): _____

PROPERTY OWNER(S): _____
(If Different Than Above) _____

Fee Schedule

8/27/07

Each applicant shall be required to sign an agreement that requires the applicant to pay any and all costs above and beyond the basic fees.

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

For All Developments:

Pre-Application Conference	\$225
<i>Staff time, 5 hours planning consultant & 1 hour engineer</i>	
Site Plan Review	\$625
<i>Staff time, 5 hours planning consultant & 1 hour engineer</i>	
Public Work Type A Permit	\$250
<i>Plan review & inspection by Public Works</i>	
Zoning/Building Review Plan	
A. Accessory Structure, minor review	\$50
B. House or Mobile Home	\$100
C. Multi-Family Dwellings	\$100 + \$25 per unit
D. Commercial, Industrial, Other Projects	\$200

Additional Fees for Multi-Family Developments:

Planned Unit Development	\$1,400
<i>Staff time, 8 hours planning consultant & 3 hours engineer</i>	
Subdivision	\$1,200
<i>Staff time, 8 hours planning consultant & 3 hours engineer</i>	
Public Work Type B Permit	\$500
<i>Plan review & inspection by Public Works</i>	

Other Possible Charges:

Conditional Use	\$625
<i>Staff time, 5 hours planning consultant & 1 hour engineer</i>	
Lot Line Adjustment	\$125
Variance	\$450
<i>Staff time & 4 hours planning consultant</i>	
Partitions	\$500
<i>Staff time, 4 hours planning consultant & 1 hours engineer</i>	
Signs	\$75 + \$2 per sq foot
Temporary Permit	\$300
<i>A temporary permit will not be allowed until a building permit is purchased through the County</i>	

Appeal Process:

Appeal	\$450
Administrative Review	\$75
<i>Staff time & 1 hour planning consultant</i>	

Miscellaneous Fees:

Amendment to Urban Growth Boundary	\$1,000
<i>Staff time, 8 hours planning consultant & 1 hour engineer</i>	
Comprehensive Plan Amendment	\$1,000
<i>Staff time, 8 hours planning consultant & 1 hour engineer</i>	
Wetland/Riparian Permit	\$400
<i>Staff time & 4 hours planning consultant</i>	
Right of Way Permit	\$50
<i>Plan review & inspection by Public Works</i>	
Vacations	\$600
<i>Staff time & 4 hours planning consultant</i>	
Annexation	\$1,000
<i>Staff, 8 hours planning consultant & 1 hour engineer</i>	
Zone Change	\$625
<i>Staff time, 8 hours planning consultant & 1 hour engineer</i>	