

## Annexation Step by Step

**Note: Annexation applications shall be administered and reviewed as a City Council decision in accordance with Article II of the Community Development Code.**

1. Pre-Application conference scheduled.
  - a. The fee for a Pre-Application Conference is \$225 and needs to be paid at time of scheduling.
2. Pre-Application conference held.
  - a. Please have any pertinent partners attend this meeting, i.e. your architect or engineer
3. Annexation Application submitted by applicant.
  - a. Applications include the application form and additional required information described in section 8-6.24.030 and Section 8-6.176.040 if the CDC. It is the applicants responsibility to prove the need for the zone change and show how the proposal meets the approval criteria in Section 8-6.176.070.
  - b. The fee for an Annexation is \$1,000 and needs to be paid at the time of submittal.
4. Application is reviewed for completeness.
  - a. The date of submission shall be recorded and the responsible party (City) has 14 calendar days to determine whether the application is complete.
  - b. Once the application is determined to be complete, the applicant will be notified via a letter.
  - c. 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.
  - d. If the application is denied, resubmitted applications will be subject to another 14 calendar day completeness check.
5. Staff Report is written and mailed.
  - a. A copy will be mailed to the applicant approximately 7 calendar days prior to the public hearing.
6. Notice of Public Hearing
  - a. Notice of a Public Hearing shall be mailed and posted at least 20 calendar days before a City Council Hearing by City Staff.
  - b. In addition to all other notice, at least 10 calendar days before a City Council public hearing, notice shall be provided in a newspaper of general circulation in the City, by City staff.
7. Public Hearing is held in accordance with rules of procedure as written in 8-6.28.
  - a. The City Council will review all evidence submitted to the record, including the staff report recommendation and may:
    1. Approve or deny all or part of the application.
    2. Approve all or part with modifications or conditions of approval
    3. Defer a decision; or

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4. Dismiss without prejudice due to procedural error or remand to correct a procedural error.
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8. Minutes produced
    - a. Minutes of the City Council public hearing will be produced and reflect the matters discussed and the views of the participants shall be noted.
  9. Notice of Decision
    - a. Notice of Decision in the form of a final order will be provided to the applicant and any parties who testified during the hearing or submitted written comments.



## **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.

## Annexation

### Applicant Handbook

### 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 of Cascade Locks  
P.O. Box 308  
Cascade Locks, Oregon 97014  
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## 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) \_\_\_\_\_ ONE copy and ONE PDF version of the site plan drawn to scale. City staff will assist the applicant in determining what information is required on the site plan.
- (D) \_\_\_\_\_ ONE copy and ONE PDF version of a vicinity map drawn to scale. City staff will assist the applicant in determining what information is required on the vicinity map.
- (E) *MA* 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) *MA* 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 additional deposit required is \$ 3,000.00, 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                 |
| Site Plan Review<br><i>Staff time, 5 hours planning consultant &amp; 1 hour engineer</i> | \$625                 |
| Public Work Type A Permit<br><i>Plan review &amp; inspection by Public Works</i>         | \$250                 |
| 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<br><i>Staff time, 8 hours planning consultant &amp; 3 hours engineer</i> | \$1,400 |
| Subdivision<br><i>Staff time, 8 hours planning consultant &amp; 3 hours engineer</i>              | \$1,200 |
| Public Work Type B Permit<br><i>Plan review &amp; inspection by Public Works</i>                  | \$500   |

## Other Possible Charges:

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

## Appeal Process:

|   |       |
|---|-------|
| Appeal  | \$450 |
| Administrative Review<br><i>Staff time &amp; 1 hour planning consultant</i> | \$75  |

## Miscellaneous Fees:

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

## Waiver of pre-application conference

I, \_\_\_\_\_, hereby waive the step of a pre-  
*{name of applicant}*

application conference for \_\_\_\_\_  
*{application type, case number}*

pursuant to requirements under 8-6.24.020 (A) (2) of the

Community Development Code, which states that:

No application for a City Administrator, Planning Commission or City Council action shall be received by the Administrator unless the applicant or the applicant's representative has:

1. Attended a pre-application conference with the City Administrator\*; or
2. Signed a waiver, on a written statement prepared by the City Administrator\*, waiving the pre-application conference requirement.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

\* According to Community Development Code, Chapter 8-6.08 Definitions

**City Administrator or Administrator.** The administrative head of the city or such other City employee or consultant who may be designated by the City Administrator to perform the functions delegated to the City Administrator.