

Communication Facilities (Administrative Review) Applicant Handbook

This packet will guide an applicant through the City's Communication Facilities Administrative Review 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)**

Communication Facility (Admin Review) Step by Step

1. Communication Facility 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 City Development Code.
 - b. The fee for Administrative Review is \$75 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 and all property owners within 250 ft. of the subject property.
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 (if applicable)
 - 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.

Communication Facility

Applicant Handbook

Approval Criteria

8-6.168.050

A. General Standards

Communication facilities, structures, and private communication equipment shall comply with all of the following standards:

1. Building permit approval as required by the Hood River County Building Official.
2. Structures or equipment which are between 10 feet high and the maximum height allowed in the base zone (e.g., 35 or 45 feet), shall meet the applicable setback requirements of the base zone.
3. For communication structures which exceed the maximum base zone height, the setback requirements shall be:
 - a. A minimum of 15 feet, plus an additional foot of setback for every foot in height over 50 feet, from residential (RR, LDR, MDR, HDR, and MHR); commercial (C, CR, and RC); or Public (P, and OS) properties; and
 - b. A minimum setback of 15 feet from Industrial (LI and HI) properties.
4. Suitable protective anti-climb fencing and a landscape planting screen, in accordance with Chapter 8-6.104, Landscaping and Beautification, shall be provided and maintained around these structures and accessory attachments.
5. The applicant shall present documentation of the possession of any required license by any federal, state, or local agency.

B. New Wireless Communication Facilities and Structures

1. Requests for wireless communication facilities and structures must be accompanied by evidence that the applicant made every reasonable effort to locate on existing wireless communication facilities and/or existing buildings, with no success or that location on existing towers is not feasible.
2. The wireless communication facilities and structures which are located within or on properties adjacent to a residential zoning district must be a monopole design, and the facilities must be sleek, clean, and uncluttered in appearance.

3. Facilities and structures located within or on properties adjacent to a residential zoning district must be screened by a ring of trees. The trees must be a variety that has a mature tree height which is not taller than the height of the proposed structure. The trees must be spaced in a way that provides a visual barrier around the structure.
4. Accessory equipment associated with the facility is encouraged to be stored underground or inside an existing building. If a new structure is necessary, it must be designed and/or screened to be compatible with the adjacent residentially zoned properties.
5. New wireless communication facilities and structures shall be located on properties with a minimum lot size of 40,000 square feet within a residential, public, or open space zone and 20,000 square feet within a commercial or industrial zone.
6. New wireless communication facilities and structures shall be designed to allow co-location of wireless communication facilities on the new structure.

C. New Wireless Communication Facilities Attached to Existing Structures or Buildings

1. New communication facilities which are co-located on an existing communication structure with similar facilities shall not cause the height of the structure and facilities to exceed the existing height by more than 10 feet. Additional height over 10 feet shall be reviewed as a new communications structure.
2. New communication facilities which are located on the exterior of other structures or buildings must be hidden from view or sufficiently camouflaged as to not be readily visible. This can be accomplished by using compatible building features such as dormers, mounted flush to the facade of the building and painted to match, located in the middle of a roof where it is not visible from the street below, or hidden by other method that minimizes visual impact.
3. Accessory equipment associated with the facility can be stored underground or inside an existing building. If a new accessory equipment structure is necessary, it must be designed and/or screened to be compatible with the adjacent residentially zoned properties.
4. TV receiving dishes may be erected upon the roof of a building only within a commercial or industrial zone.

D. Accessory Equipment Buildings or Cabinets

Accessory equipment buildings or cabinets shall be subject to the provisions of Chapter 8-6.164, Accessory Structures.

E. New Wireless Communication Facilities Which Are Located Inside Buildings

1. The facilities must be hidden from view by being located inside of a building. This can be accomplished by locating the facility in an enclosed space or by using compatible building features such as dormers to hide the facility.
2. Accessory equipment associated with the facility cannot be visible. It can be stored underground, inside of an existing building. If a new structure is necessary, it must be designed to be compatible with the existing structures on the site.



**COMMUNICATIONS FACILITY APPLICATION
ADMINISTRATIVE REVIEW**

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

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 the need for the variance.
- (C) ___ ONE copy and ONE PDF version of the site plan drawn to scale. The site plan should include information necessary show how the communication facility conforms to the approval standards including all the information described in 8-6.168.040. 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.

City Staff will assist the applicant in determining what information is required on the site plan.
- (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 additional deposit required is \$ 1,500.00, 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
Site Plan Review <i>Staff time, 5 hours planning consultant & 1 hour engineer</i>	\$625
Public Work Type A Permit <i>Plan review & 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 <i>Staff time, 8 hours planning consultant & 3 hours engineer</i>	\$1,400
Subdivision <i>Staff time, 8 hours planning consultant & 3 hours engineer</i>	\$1,200
Public Work Type B Permit <i>Plan review & inspection by Public Works</i>	\$500

Other Possible Charges:

Conditional Use <i>Staff time, 5 hours planning consultant & 1 hour engineer</i>	\$625
Lot Line Adjustment	\$125
Variance <i>Staff time & 4 hours planning consultant</i>	\$450
Partitions <i>Staff time, 4 hours planning consultant & 1 hours engineer</i>	\$500
Signs	\$75 + \$2 per sq foot
Temporary Permit <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 <i>Staff time & 1 hour planning consultant</i>	\$75

Miscellaneous Fees:

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