

CITY OF CASCADE LOCKS
BUSINESS PARCEL CONSTRUCTION

The process starts with the City of Cascade Locks then building permit and occupancy is granted by the Hood River Building Department.

1. Site Plan Review will be conducted by the City's Planning Commission. Once land use process is complete the building permit application can be turned in to City Hall.
2. The Hood River County Building Permit application has to be reviewed by the Fire Department, Public Works, Electric Department, and Planning Department for approval. A copy of the site plan is required of the entire property with dimensions of boundaries, lot square footage and north arrow.
3. Extensions of City utilities, adjustment, or modifications of City streets, sidewalks, driveways, or utilities must comply with the City of Cascade Locks' Public Works Design Standards. A Construction Agreement must be completed prior to issuance of the City's sign off of permit. All work and inspections must be coordinated with the Public Works and Electric Department Superintendents.
4. System Development Charges (SDC's) must be paid when picking up signed building permit application from the City.
5. All utility work estimates must be paid in advance of work being done by utility.
6. After plans are approved and fees are paid to the City the application can be taken by applicant to the Hood River County Building Department for actual permitting.

Hood River County Building Permit Application

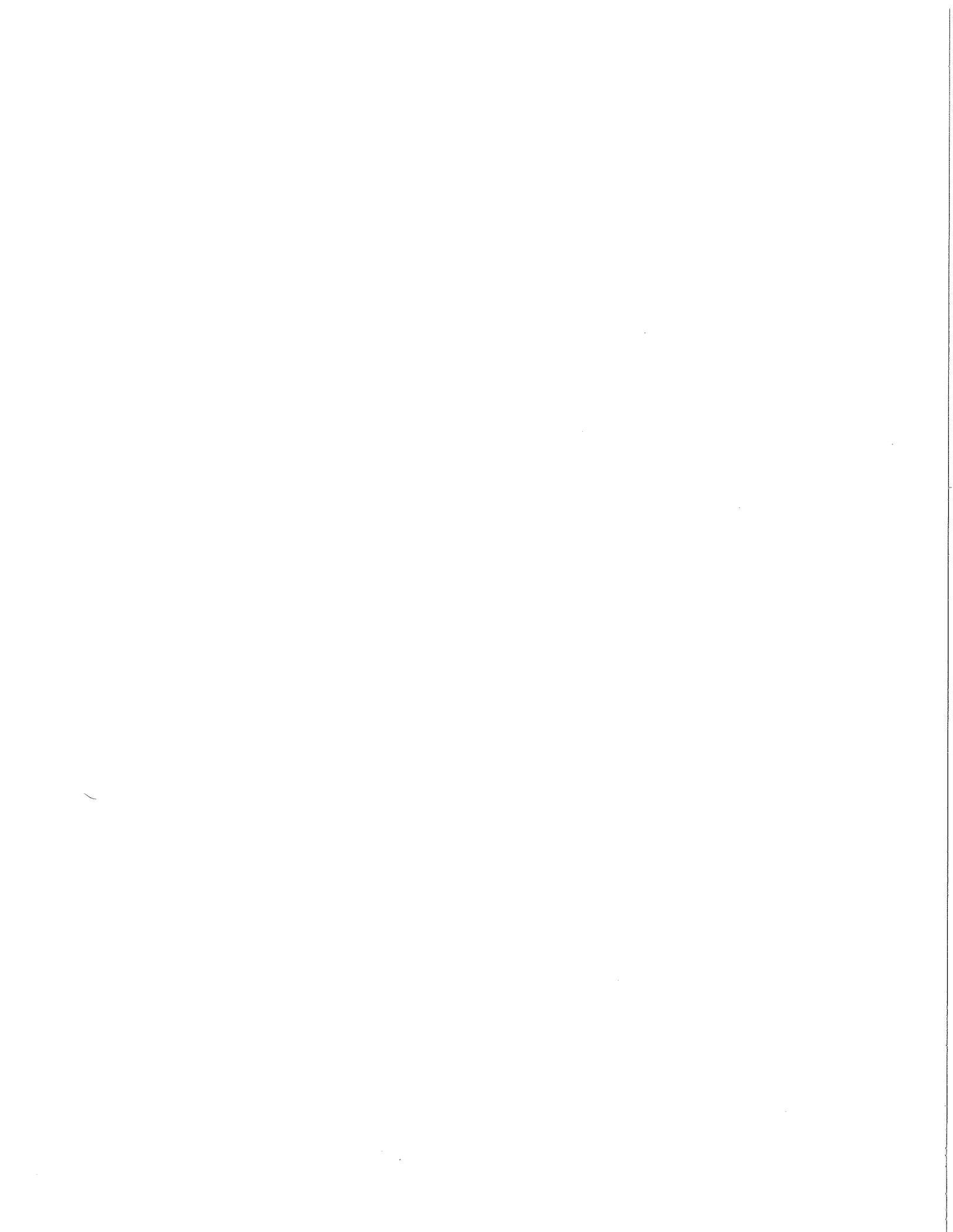
City of Cascade Locks Public Works Design Standards and Permit Type B

Public Works Design Standards (www.cascade-locks.or.us) Department/Public Works tabs

SDC Fee Schedule

Planning Fee Schedule

Community Development Code (www.cascade-locks.or.us) Department/Planning and Zoning tabs



Site Plan Review

Applicant Handbook

This packet will guide an applicant through the City's Site Plan Review process. While this packet is comprehensive, an applicant should read the applicable Code Sections.

This Packet includes:

- 1) Process Steps
- 2) Public Hearings Procedures
- 3) Approval Criteria
- 4) Application Form
- 5) Fee Agreement
- 6) 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: Attend meeting with the ARC (if applicable)**
- Step 6: Notice of Public Hearing
- Step 7: Staff Report
- Step 8: Participate in the Public Hearing**
- Step 9: Decision
- Step 10: Notice of Decision
- Step 11: Appeal of a Planning Commission Decision**
(If applicable)

Site Plan Review Step by Step

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. Site Plan Review Application submitted by applicant.
 - a. The applicant must submit the required documents with the application as listed in Section 8-6.24.030 and Section 8-6.148.040 of the Community Development Code.
 - b. The fee for a Site Plan Review is \$625 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 and the 120 day clock for the application process will start.
 - c. If the application is denied, resubmitted applications will be subject to another 14 calendar day completeness check.
5. Attend meeting with the Architectural Review Committee (if applicable)
 - a. This committee will review your application and site plan to assure that your development meets the specific design standards for the zone of the proposed development.
 - b. The ARC will schedule a meeting no earlier than 7 days and no more than 14 days after the application is determined complete
6. Notice of Public Hearing
 - a. Notice of a Public Hearing shall be mailed and posted at least 20 calendar days before a Planning Commission Hearing by City Staff.
 - b. In addition to all other notice, at least 10 calendar days before a Planning Commission public hearing, notice shall be provided in a newspaper of general circulation in the City, by City staff.
7. Staff Report is written and mailed.
 - a. A copy will be mailed to the applicant approximately 7 calendar days prior to the public hearing.
8. Public Hearing is held in accordance with rules of procedure as written in 8-6.28.
 - a. The Planning Commission will review all evidence submitted to the record, including the staff report recommendation and Architectural Review Committee comments, and may:
 1. Approve or deny all or part of the application.
 2. Approve all or part with modifications or conditions of approval

Site Plan Review Step by Step

3. Defer a decision; or
 4. Dismiss without prejudice due to procedural error or remand to correct a procedural error.
-
9. Minutes produced
 - a. Minutes of the Planning Commission public hearing will be produced and reflect the matters discussed and the views of the participants shall be noted.
 10. 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.
 11. 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 another 20 calendar day Public Hearing Notice and then go to a City Council Public Hearing.
 - c. The City Council will then make a decision.
 - d. Notice of decision shall be provided to the applicant and all persons who submitted written comments or testified during the hearing.
 12. Submit a County Building Permit (if the Planning Commission approved your application)
 - a. You can print of 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.

CASCADE
LOCKS

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.

Site Plan Review

Applicant Handbook

Approval Criteria

8-6.148.110

The Planning Commission shall approve, approve with conditions or deny an application based on findings of fact with respect to the approval standards of this section.

A. The applicable provisions of this title are:

1. Accessory structures - Chapter 8-6.164;
2. Additional yard and setback requirements - Section 8-6.44.060;
3. Base zone requirements - Chapters 8-6.44 through 8-6.96;
4. Building height exceptions - Section 8-6.44.060;
5. Circulation and access - Chapter 8-6.112;
6. Landscaping and screening - Chapter 8-6.104;
7. Parking and loading - Chapter 8-6.108;
8. Public facility and service requirements;
9. Flood Plain Overlay Zone - Chapter 8-6.120;
10. Geologic Hazard Overlay Zone - Chapter 8-6.124;
11. Airport Protection Overlay Zone - Chapter 8-6.132;
12. Downtown Design Overlay Zone - Chapter 8-6.136;
13. Signs - Chapter 8-6.144;
14. Vision clearance - Chapter 8-6.116;
15. Wetland and Riparian Areas - Chapter 8-6.128; and
16. Manufactured and Mobile Homes - Chapter 8-6.100.
17. The Design Standard sections of the D, C, and RC zones.

B. Relationship of the Natural and Physical Environment

1. Buildings shall be:

- a. Located to preserve existing trees, topography, and natural drainage to the degree possible;
- b. Located in areas not subject to ground slumping or sliding; and

2. Trees having a 6-inch diameter or greater diameter, 4 feet from the base, shall be preserved or replaced by new plantings:

C. Exterior Elevations

1. Along the vertical face of single-family attached and multifamily structures, offsets shall occur at a minimum of every 30 feet by providing any two of the following:

- a. Recesses (decks, patios, entrances, floor area, etc.), of minimum depth of eight feet;
- b. Extensions (decks, patios, entrances, floor area, etc.), of minimum depth of 8 feet, a maximum length of an overhang shall be 25 feet; or
- c. Offsets or breaks in roof elevations of 3 or more feet in height.

D. Buffering, Screening and Compatibility between Abutting or Neighboring Uses

In addition to the Landscaping and Beautification standards in Chapter 8-6.104, the approval authority may require additional buffering or screening between different types of land uses (for example, between single-family and multifamily residential, or residential and commercial) which are abutting or within 250 feet of the subject property. Additional buffering or screening may be required to address compatibility issues presented by such things as service areas, storage areas, parking lots, exterior lighting, and mechanical devices on rooftops (e.g., air cooling and heating systems). The following factors shall be considered to determine the design of the buffer:

1. The purpose of the buffer, for example to decrease noise levels, absorb air pollution and odors, filter dust, or provide a visual barrier;
2. The width and height of the buffer required to achieve its intended purpose;
3. The directions from which buffering is needed;
4. The required density of the buffering; and
5. Whether the viewer is stationary or mobile.

E. Privacy and Noise

1. Structures which include residential dwelling units shall provide private outdoor areas that are screened from adjoining units;

F. Private Outdoor Areas - Residential Uses

1. In addition to the requirements of Subsection 8-6.148.110 D. 2, each ground level residential living unit shall have an outdoor private area (patio, terrace, porch), and shall be at least 48 square feet in size with a minimum width dimension of 4 feet and: Balconies used for entrances or exits shall not be considered as open space except where such exits or entrances are for the sole use of the unit.

G. Shared Outdoor Recreation Areas - Residential Uses

1. In addition to the requirements of Subsections 8-6.148.110 E. and F., outdoor recreation space shall be provided in multi-family or manufactured/mobile home park residential development for the shared or common use of all residents in the following amounts:
 - a. Studio size up to and including two-bedroom units, 200 hundred square feet per unit; and
 - b. Three or more bedroom units, 300 square feet per unit.
2. The required recreation space may be provided using one or more of the following options:
 - a. It may be all outdoor space;
 - b. It may be part outdoor space and part indoor space, for example, an outdoor tennis court, and indoor recreation room;
 - c. It may be all public or common space;
 - d. It may be part common space and part private, for example, it could be an outdoor tennis court, indoor recreation room and balconies on each unit; or
 - e. Where balconies are added to units, the balconies shall not be less than 48 square feet.

H. Demarcation of Public, Semipublic and Private Spaces - Crime Prevention

1. The structures and site improvements shall be designed so that public areas such as streets or public gathering places, semipublic areas and private outdoor areas are clearly defined in order to establish persons having a right to be in the space, in order to provide for crime prevention and to establish maintenance responsibility; and

2. These areas may be defined by:
 - a. A deck, patio, low wall, hedge, or draping vine;
 - b. A trellis or arbor;
 - c. A change in the texture of the path material;
 - e. Signs; or
 - f. Landscaping.
3. Mail boxes shall be located in lighted areas having vehicular or pedestrian traffic.
4. Light fixtures shall be provided in parking lots, stairs, ramps, and abrupt grade changes.

I. Landscaping

1. All landscaping shall be designed in accordance with the requirements set forth in this title.
2. Residential Zones. In addition to the open space and recreation area requirements of subsections 8-6.148.110 E. and F., a minimum of 25 percent of the gross area including parking, loading and service areas shall be landscaped.
3. CR, RC, LI, P, and OS Zones. A minimum of 15 percent of the site area shall be landscaped.
4. HI Zone. A minimum of 10 percent of the site area shall be landscaped.
5. C Zone. A minimum of 5 percent of the site area shall be landscaped. There shall be no minimum requirement.
6. D Zone. A minimum of 5 percent of the site area shall be landscaped.
7. Parking, Loading or Service Areas.
 - a. A parking, loading or service area which abuts a street shall be set back from the right-of-way line by a landscaped strip at least 10 feet in width and the landscaped area shall comply with the provisions of Chapter 8-6.104, Landscaping.
 - b. A parking, loading or service area which abuts a property line shall be separated from the property line by a landscaped area that complies with the provisions of Chapter 8-6.104, Landscaping.

J. Drainage

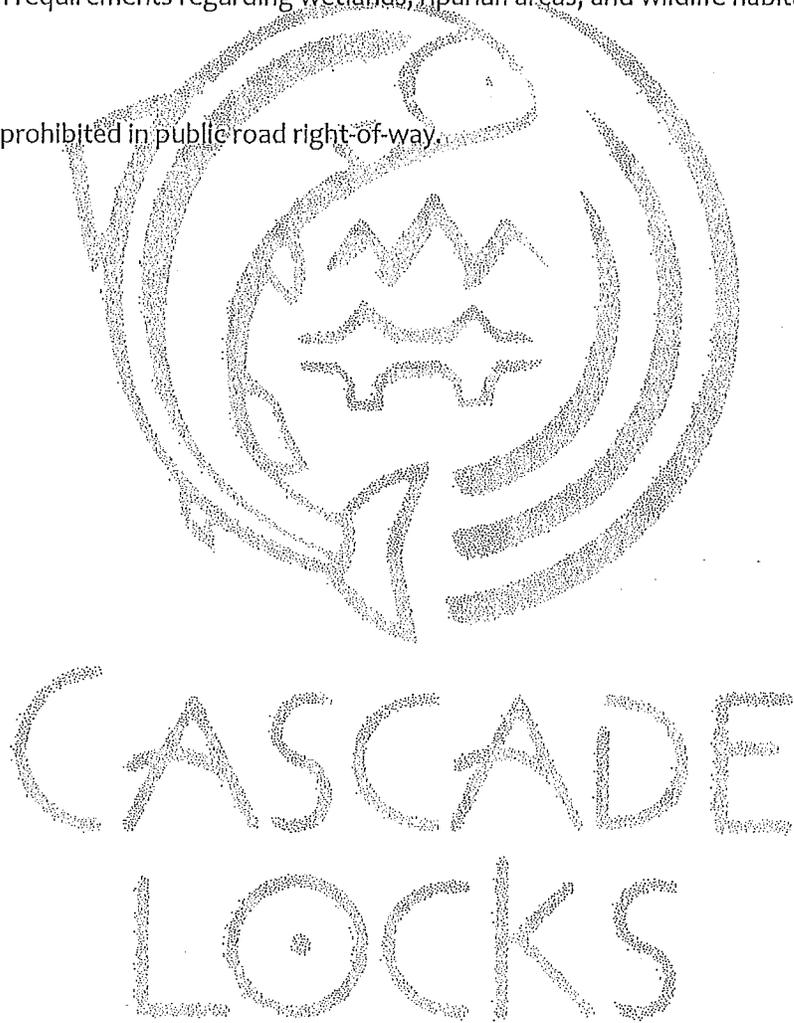
All drainage plans shall be designed to comply with city public facilities standards and Oregon Department of Transportation requirements.

K. Natural Features

The applicant must provide evidence of compliance with applicable state and federal protection and notification requirements regarding wetlands, riparian areas, and wildlife habitat.

L. Mail Boxes

Mail boxes are prohibited in public road right-of-way.



SITE PLAN REVIEW APPLICATION

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: _____

Current 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 show how the application meets the approval criteria.
- (C) _____ ONE copy and ONE PDF version of the site plan drawn to scale. The site plan must include the material required under Sections 8-6.148.040 of the Community Development Code. City staff will assist the applicant in determining what information is required on the site plan.
- (E) _____ 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) _____ 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

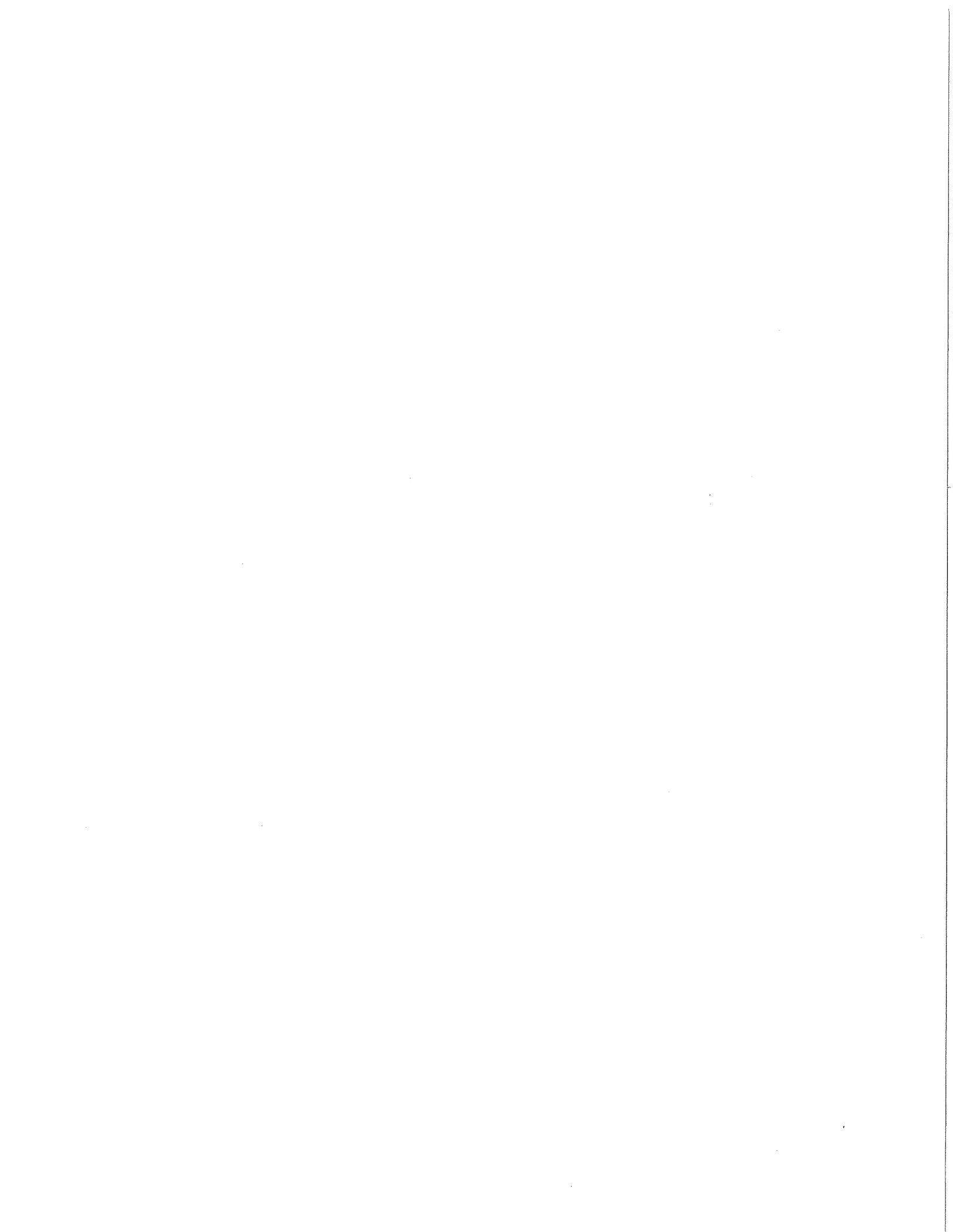
NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT A LETTER OF CONSENT AUTHORIZING ANOTHER INDIVIDUAL TO MAKE APPLICATION. INCOMPLETE OR MISSING INFORMATION WILL DELAY THE REVIEW PROCESS.

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**

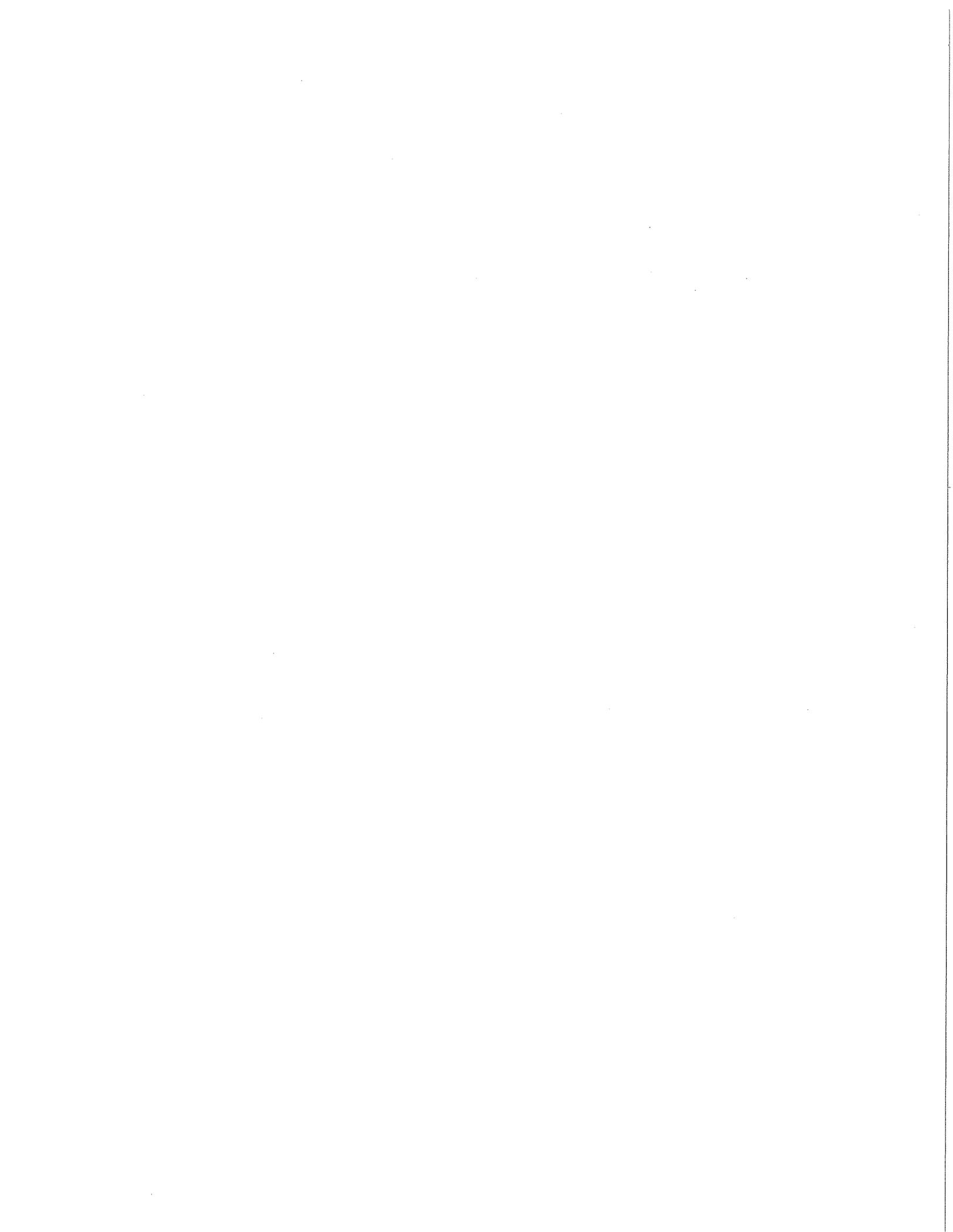
I/We, the applicant(s), _____, hereby agree to reimburse the City of Cascade Locks for administrative costs over and above the costs covered by the Basic Fee, which we have paid. We have been advised that an estimated cost is \$ _____, but that the actual costs could exceed this amount. In the event 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): _____

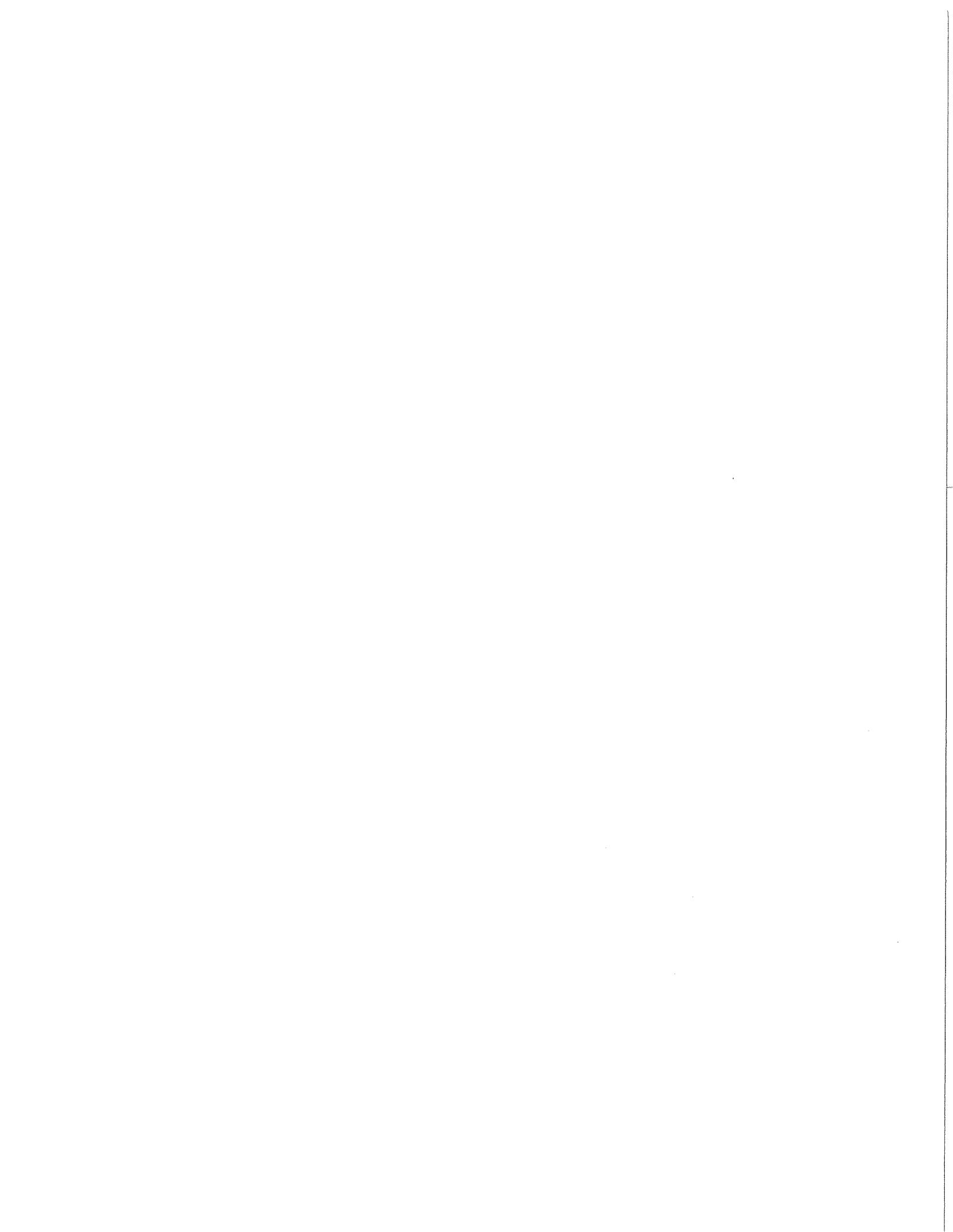
PROPERTY OWNER(S): _____
(if Different Than Above) _____



CITY OF CASCADE LOCKS

Planning Site Review Checklist			Notes
		Site Plan (to include the following and may be on multiple sheets) <ul style="list-style-type: none"> - Accessible Parking - Accessible Walkways - Bike Parking Locations - Building Footprint, Floor Area and Dimensions (Existing and Proposed) - Circulation and Access - Existing and Proposed Fences/Gates - Landscape and Screening Plan - Outdoor Common Areas - Parking Spaces and Dimensions Including Drive Aisles - Parking/Loading/Wheel Stops - Pedestrian Walkways - Percentage of Parking Landscaped - Percentage of Site Area Landscaped - Setbacks - Site Lighting Plan - Sign Plan - Traffic Impact Analysis - Trash Enclosure Detail and Location 	
		Site Plan Review Application	
		Public Works Design Standards Permit Application and submittals	

P = Provided NA = Not Applicable R = Required



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

TYPE B CONSTRUCTION PERMIT AND APPLICATION

(A Type B Permit is required when constructing a public facility to serve one or more lots.)

Permit #: _____ Date Issued: _____

I. BACKGROUND INFORMATION

Applicant

Applicant Name: _____ Phone: _____

Address: _____

Applicant Standing (Fee Owner, Contract Purchaser, etc.): _____

Property Owner (if different)

Name: _____ Phone: _____

Address: _____

Engineer

Name: _____ Phone: _____

Address: _____

Contractor

Name: _____ Phone: _____

Address: _____

Property Information

Property Address: _____

Township; Range; Section; Tax Lot: _____

Zone: _____ Property Size: _____

II. DESCRIPTION OF PROJECT

Work Type

Application is made to: Construct _____ Alter _____

Check one or several of the following

_____ Street	_____ Driveway	_____ Sanitary Sewer
_____ Curb/Gutter	_____ Sidewalk	_____ Water Main
_____ Storm Drain	_____ Parking Lot	_____ Other

Easements required?: Yes ____ No ____ If yes, Obtained? Yes ____ No ____

Total Estimated Construction Cost: \$ _____

Proposed work schedule

Begin: _____ Complete: _____

Description

Description of Work: _____

III. APPLICATION REQUIREMENTS

- (A) _____ Completed and signed permit/application form.
- (B) _____ Four complete printed sets of construction plans and one complete pdf version set of plans
- (C) _____ Copy of the latest deed, sales contract, or title report indicating property ownership.
- (D) _____ A signed fee agreement and payment for filing fee.
- (E) _____ 100% Performance & Payment Bond & Certificate of Insurance: Public Liability Coverages \$ _____

IV. SIGNATURES

For construction involving any excavation work, Oregon Law requires the permittee to locate all underground facilities before start of excavation and take measures to protect the facilities during construction. The telephone number for the Oregon Notification Center is 1-503-232-1987.

Applicant agrees to comply with the above description of work, attached plans, and the regulations of Cascade Locks Public Works Design and Construction Standards.

Applicant agrees to guarantee all materials and workmanship covered by this permit for a period of one year following acceptance of the improvements by the City.

Applicant agrees to indemnify and hold harmless the City, its officials, representatives and employees from any and all liability resulting from the Applicant's negligent acts or performance of work under this permit.

I have read and agree to the permit conditions as listed above.

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

V. FINAL SUBMISSION (Section to be completed by the applicant after the initial review by the City)

Required revisions completed?: Yes ___ No ___ None Required ___

Outside Requirements

Approval from outside agency(s) required?: Yes ___ No ___

Agency: _____ Date _____

Approved: Yes ___ No ___

Agency: _____ Date _____

Approved: Yes ___ No ___

Plans cleared by local, public and private utilities: Yes ___ No ___

Agency: _____ Date _____

Approved: Yes ___ No ___

Agency: _____ Date _____

Approved: Yes ___ No ___

Improvement Agreement – type B construction

THIS AGREEMENT, made and entered into this _____ day of _____, 20__ by and between the City of Cascade Locks, a municipal corporation, hereinafter called the "City" and, _____ hereinafter called the "Applicant" .

WITNESSETH: WHEREAS, the Applicant has submitted to the City Planning Commission for approval a plat for _____ subdivision; and

WHEREAS, the Applicant has not met all the specifications and standards set forth for the approval of plats in the Subdivision Ordinance of the City of Cascade Locks; and

WHEREAS, the City Planning Commission has granted approval to the final plat of the above mentioned subdivision establishing conditions of approval, and

WHEREAS, the Applicant has filed with the City a clear, sufficient, and acceptable financial guarantee that assures funds will be available for the City to complete the agreed-upon projects in the event of the Applicant's default or other inability to do so; and

THE Applicant agrees that he shall complete, or cause to be completed on or before the dates hereinafter specified, and in accordance with the City of Cascade Locks Public Works Design and Construction Standards, the following improvements, To Wit:

- 1. Clearing and grading of all proposed streets.
To be completed on or before _____, 20 ____
- 2. Storm drainage facilities both within and outside of right-of-way limits.
To be completed on or before _____, 20 ____
- 3. Water supply lines, service extensions, and appurtenances.
To be completed on or before _____, 20 ____
- 4. Sanitary sewer line, service extensions, and appurtenances.
To be completed on or before _____, 20 ____
- 5. Concrete curbs.
To be completed on or before _____, 20 ____
- 6. Street base rock and leveling rock.
To be completed on or before _____, 20 ____
- 7. Asphaltic concrete paving of streets.
To be completed on or before _____, 20 ____
- 8. Concrete sidewalks.
To be completed on or before _____, 20 ____

IT IS AGREED, that said Applicant is making these improvements to meet the Public Works Design and Construction Standards with the result that the City will accept said improvements as part of the City's public work facilities after said Applicant completes the improvements and procedures to the satisfaction of the City Engineer and Public Works Director.

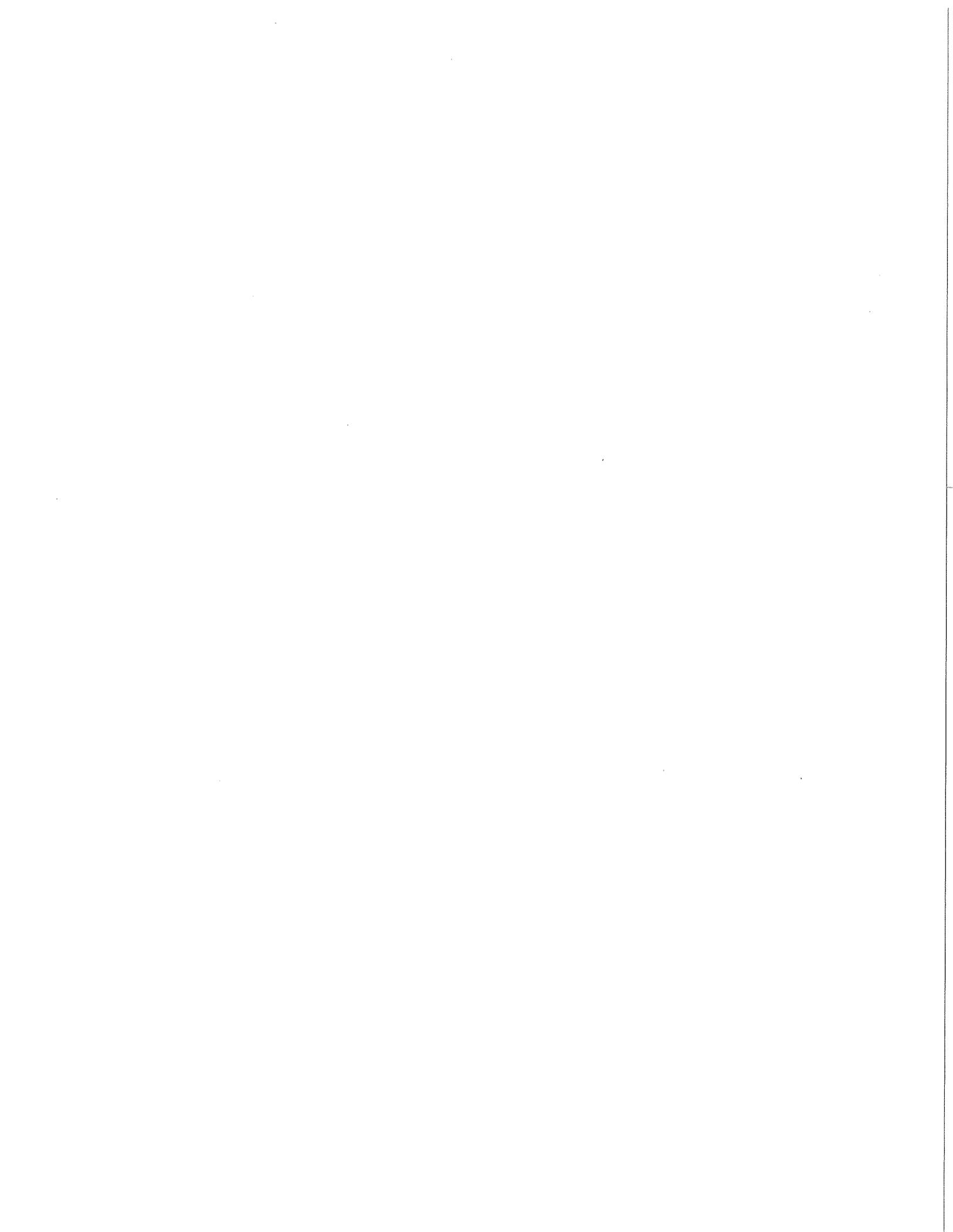
IN WITNESS WHEREOF, the City of Cascade Locks has caused this agreement to be signed by its Mayor and City Administrator and Applicant has caused this agreement to be signed and sealed the same as the date and year first above written.

CITY OF CASCADE LOCKS:

By: _____ By: _____
City Administrator Mayor

APPLICANT:

By: _____ Date: _____



Type B Public Work Permit Step by Step

1. Applicant to request a Pre-Design meeting.
 - a. At least five days prior to the design meeting the applicant provides staff with copies of maps and drawings of improvements.
 - b. The design meeting is attended by the applicant and City officials.
2. Type B Public Work Permit submitted by applicant
 - a. The fee for a Type B Public Work Permit is \$500 and needs to be paid at the time of submittal.
 - b. The applicant shall provide ONE paper copy and ONE PDF version of the construction plans with the application.
3. Application is reviewed for completeness.
 - a. The City will give the applicant a list of any revisions and the marked construction plans.
 - b. Once revisions have been made, the applicant shall provide the drawings for review and approval to all involved utility service companies within the City and to other affected regulatory agencies, such as but not limited to: Hood River County Public Works, Oregon Health Department and Department of Environmental Quality.
4. Applicant submits revised construction plans.
 - a. The applicant shall submit to the City ONE paper copy and ONE PDF version of the revised construction plans along with all necessary utility and regulatory agencies permits and a completed Section V of the Permit Application.
5. The City issues a Type B Public Work permit to the applicant.

Construction Phase

6. Applicant begins construction of Public Work.
7. Applicant shall provide an engineer to perform full inspection services but the applicant shall notify City Staff of the following activities:
 - a. Forms
 - b. Concrete Pours
 - c. Asphalt Testing
 - d. Seals and Joints
 - e. Pressure Testing
 - f. Any other as directed by the City Representative
8. The Public Works Superintendent will send a City Representative to witness the development activity if warranted.
9. Upon completion of construction the applicant or his or her engineer shall submit ONE complete set of black line "as built" drawings.

Type B Public Work Permit Step by Step

10. The City will notify the applicant if the drawings are approved.
11. To request City ownership of Public Work the applicant shall submit the following material:
 - a. A letter formally requesting the City takes ownership of improvements.
 - b. ONE paper copy and ONE PDF version of complete black line "as built" drawings to the City. His or her submittal shall also include copies of reports of tests on water and sewer line leakage, etc.
 - c. A copy of a non-lien affidavit certifying that all bills in connection with the work have been paid in full.
 - d. Information proving satisfactory provisions in the form of recorded plats or easements ensuring the City's access to the Public Works Facility for purposes of operation and maintenance.
12. If approved, the applicant will receive a letter from the City formally accepting City ownership of the improvements.

Chapter 8-6.84

LIGHT INDUSTRIAL ZONE (LI)

Sections

- 8-6.84.010 Purpose
- 8-6.84.020 Permitted Uses
- 8-6.84.030 Conditional Uses
- 8-6.84.040 Dimensional Requirements

8-6.84.010 Purpose

The purpose of the LI zone is to provide a mix of industrial and commercial services and employment opportunities for the community.

8-6.84.020 Permitted Uses

A permitted use is a use which is allowed outright, but is subject to all applicable provisions of this title. If a use is not listed as a permitted use, it may be held to be a similar unlisted use under the provisions of Chapter 8-6.48, Unlisted Use. Permitted uses in the LI district are as follows:

- A. Dwelling, one unit per lot for a caretaker;
- B. Manufacturing and production;
- E. Wholesale sales;
- F. Industrial services, light;
- G. Accessory buildings;
- H. Community services;
- I. Retail sales and service (conducted indoors or outdoors):
 - 1. Personal service-oriented, excluding drive-through facilities;
 - 2. Entertainment oriented, excluding drive-through facilities;
 - 3. Repair-oriented;
 - 4. Vehicle sales/rental and repair;
- J. Office;
- K. Community services;
- L. Religious assembly;
- M. Day care group home (Family Care);
- N. Adult day care (Family Care); and
- O. Accessory buildings; and
- P. Parking Lots.

8-6.84.030 Conditional Uses

A conditional use is a use which is subject to a discretionary decision by the Planning Commission. The approval criteria are set forth in Chapter 8-6.152. If a use is not listed as a conditional use, it may be held to be a similar unlisted use under the provisions of Chapter 8-6.48, Unlisted Use. Conditional uses in the LI district are as follows:

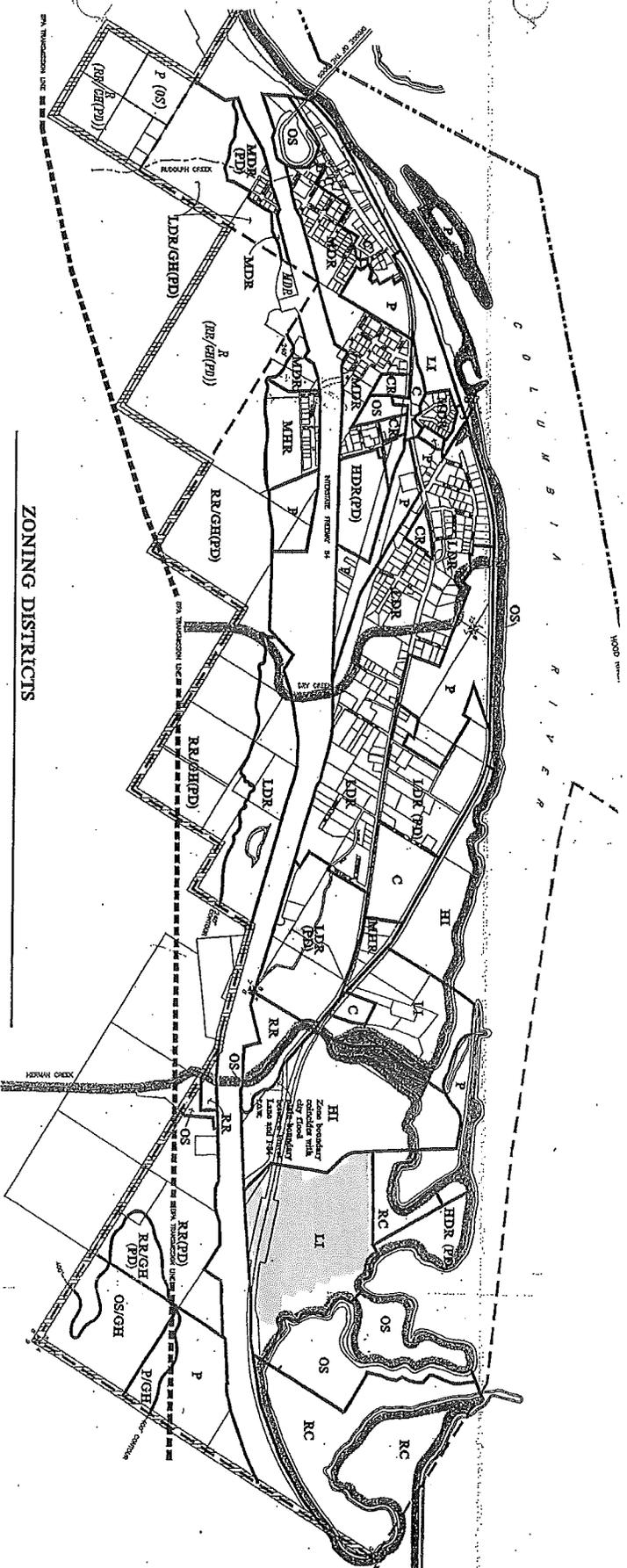
- A. Utilities;
- B. Public facilities;
- C. Parks and open space;
- D. Retail sales and service:
 - 1. Personal service-oriented, including drive-through facilities;
 - 2. Entertainment-oriented, including drive-through facilities;
- E. Quick vehicle servicing; and
- F. Hospital.

8-6.84.040 Dimensional Requirements.

Unless modified as provided in Chapter 8-6.140, Planned Development Overlay Zone or Chapter 8-6.160, Variance, the dimensional requirements in the LI district area as follows:

- A. There is no minimum lot size.
- B. There is no minimum lot width or lot depth requirement.
- C. The minimum setback requirements shall be as follows:
 - 1. Front yard setback of 10 feet;
 - 2. No required side yard setback, except when abutting a residential zone, a side yard of 20 feet shall be required; and
 - 3. No required rear yard setback, except when abutting a residential zone, a rear yard setback of 20 feet shall be required.
- D. No building shall exceed a height of 45 feet.
- E. The maximum height and size and minimum setbacks for accessory structures shall comply with the provisions of Chapter 8-6.164, Accessory Structure.
- F. The maximum coverage of buildings and impervious surfaces shall not exceed 85 percent of the total lot area.

[SECTION 8-6.84 GENERAL PROVISIONS AMENDED BY ORDINANCE NO. 388,
ADOPTED BY THE CITY COUNCIL ON AUGUST 28, 2006]



- LEGEND**
- City Limits
 - State & County Line
 - BPA Transmission Line
 - Urban Growth Boundary
 - Zoning Boundary

ZONING DISTRICTS

P	Residential (Comprehensive Plan and Future Zoning)
RR	Rural Residential (1 home/acre)
LDR	Low Density Residential (2-3 homes/acre or 7,500 sq. ft./unit)
MDR	Medium Density Residential (6-10 homes/acre or 4,000 sq. ft./unit)
HDR	High Density Residential (10-20+ homes/acre or 2,000 sq. ft./unit)
MHR	Manufactured/Mobile Home Park Residential
C	Commercial (Retail, Service, Tourist Accommodations)
CR	Commercial/Residential (Single or Multi-Family Residences w/Commercial Businesses)
RC	Resort Commercial
LI	Light Industrial (Warehousing, Distributing, etc)
HI	Heavy Industrial (Processing Raw Materials, etc)
P	Public (Government, Institutions, Recreation, Natural Areas, Parks)
OS	Open Space (Parks, Natural Areas)

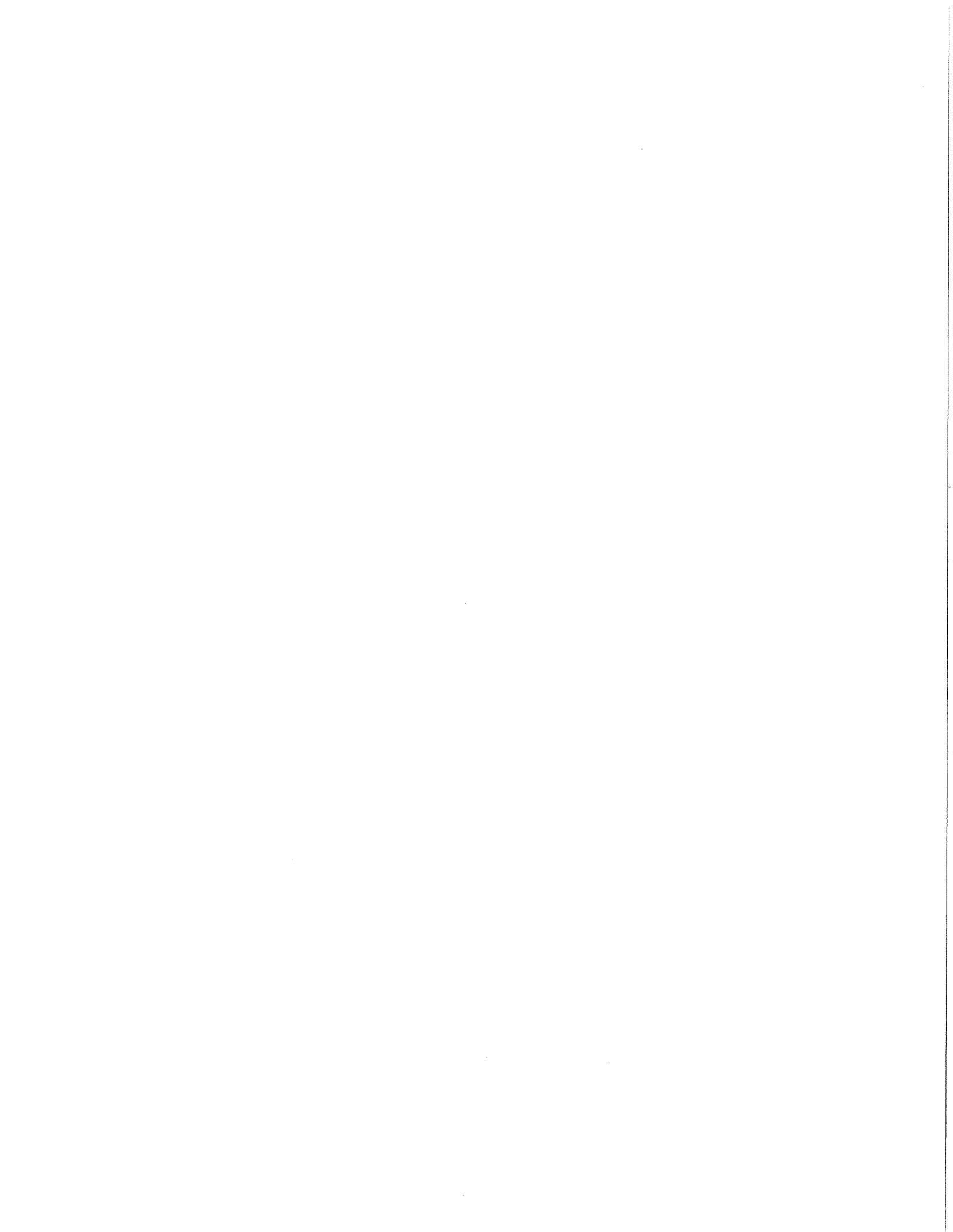
OVERLAY ZONES

FP	Floodplain - (CDC Chapter 8-612) Not shown, see FEMA and city maps at City Hall
GH	Geological Hazard (CDC Chapter 8-612-4)
	Riparian Areas (CDC Chapter 8-612-3) Approximate locations shown for Herman and Dry Creeks (50 feet from top of bank) and Columbia River (75 feet from top of bank).
/AP	Airport Protection (CDC Chapter 8-612-2) Not shown, see AP Overlay Zone maps at City Hall
PD	Planned Development (CDC Chapter 8-614-0)

NOTE:
This map is for planning purposes only.
The boundary lines shown are approximate
and should not be used for any other purpose
of record or as evidence of ownership.



<p>1 of 1</p>	<p>McKeever/Morris A Division of Parsons Brinckerhoff Quade & Douglas</p> <p>400 S.W. 65th Avenue, Suite 602 Portland, Oregon 97204 Fax: (503) 274-1412 (503) 274-8772</p>	<p>ZONING MAP</p> <p>City of Cascade Locks Cascade Locks, Oregon</p>	<table border="1"> <thead> <tr> <th>DATE</th> <th>DESCRIPTION</th> <th>APPROVED BY</th> <th>PROJECT NO.</th> </tr> </thead> <tbody> <tr> <td>5/26/98</td> <td>Revised Draft Designation Per City Council</td> <td>464-51-P</td> <td>DESIGNED BY: KL</td> </tr> <tr> <td>2/1/98</td> <td>Revised Draft Designation Per Planning Commission</td> <td></td> <td>DRAWN BY: MS</td> </tr> <tr> <td>12/28/97</td> <td>Revised Draft Designation Per City Council</td> <td></td> <td>CHECKED BY: KL</td> </tr> <tr> <td>3/16/97</td> <td>Final Riparian Corridor Designations</td> <td></td> <td>APPROVED BY:</td> </tr> <tr> <td>5/14/01</td> <td>Revised Final Designations</td> <td></td> <td></td> </tr> </tbody> </table>	DATE	DESCRIPTION	APPROVED BY	PROJECT NO.	5/26/98	Revised Draft Designation Per City Council	464-51-P	DESIGNED BY: KL	2/1/98	Revised Draft Designation Per Planning Commission		DRAWN BY: MS	12/28/97	Revised Draft Designation Per City Council		CHECKED BY: KL	3/16/97	Final Riparian Corridor Designations		APPROVED BY:	5/14/01	Revised Final Designations		
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SEARCH

Events

Helpful Links

Adopt-a-Dog

Windmaster

County Departments

Agenda and Minutes

Job Openings

Elections

County Charter

County Maps

Library

The History Museum

In County Departments:

Board of Commissioners

Administration

Budget & Finance

Commission on Children & Family

Community Justice

District Attorney

Elections

Emergency Management

Forestry

Health Department

Human Resource

Justice Court

Library

Parks & Buildings

Community Development

 Planning Services

 Building Services

 Planning Commission

Public Works

Records and Assessment

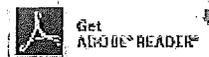
Sheriff's Office

Veteran's Service Officer

Weed & Pest Division

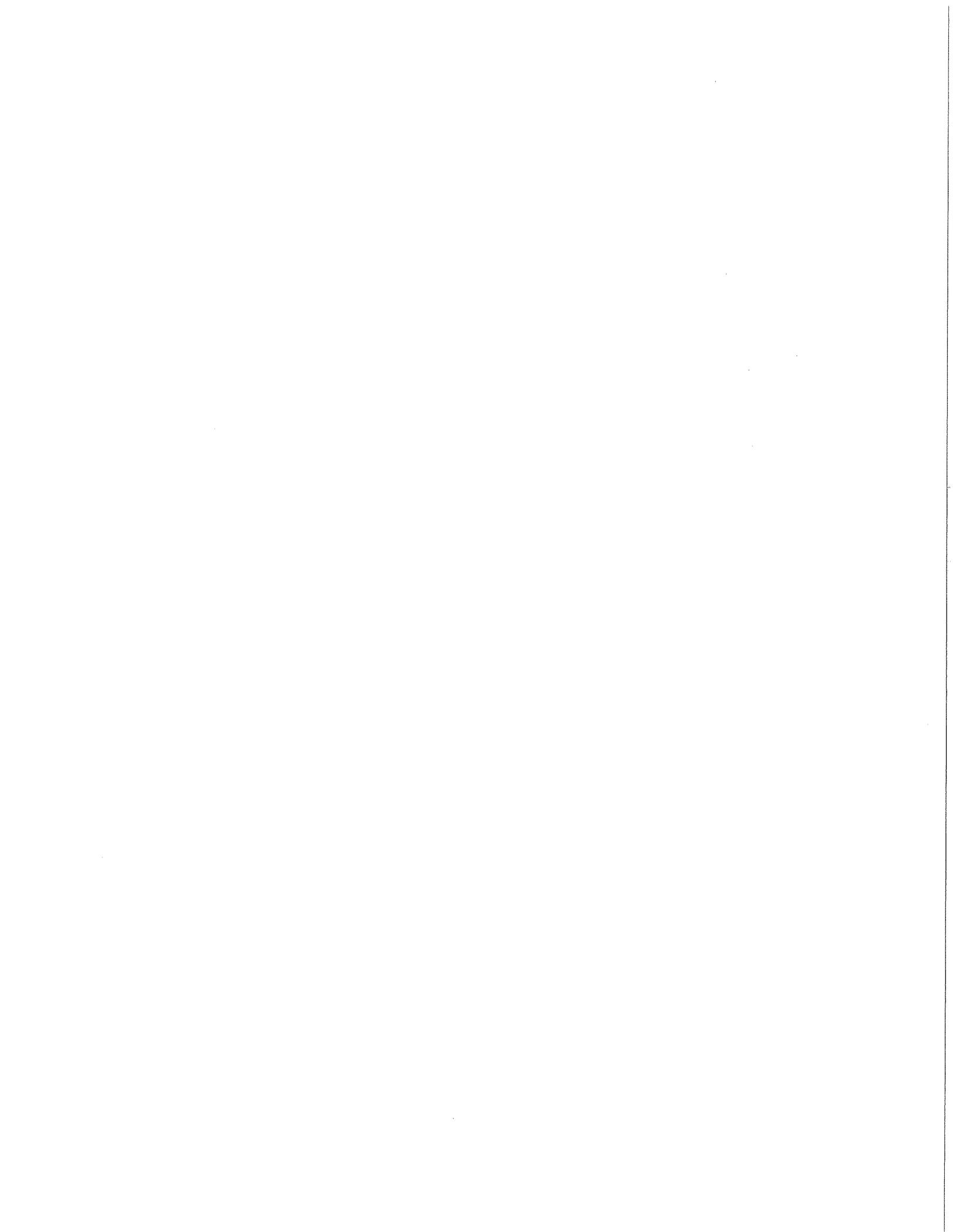
Hood River County Building Applications

Many of the documents available via the following links are in .pdf format and require Adobe Reader® to view them.



-  [Building Permit Application \(with site plan\)](#)
-  [Building Application Information Packet](#)
-  [Mechanical Permit Application](#)
-  [Solar Panel Installation Packet](#)
-  [Manufactured Home Application](#)
-  [Manufactured Home Info Packet](#)
-  [Electrical Application](#)
-  [Plumbing Application](#)
-  [Fill & Grade Permit Application](#)
-  [Solar Panel Installation Application](#)
-  [Energy Code Form](#)

[Printer-friendly Version](#)



RESOLUTION NO. 1249

A RESOLUTION ESTABLISHING SYSTEM DEVELOPMENT CHARGES AND CONNECTION FEE FOR THE MUNICIPAL SEWER SYSTEM; AND REPEALING RESOLUTION NO. 1069.

WHEREAS, due to general cost increases and the need to replace and expand facilities to collect, treat, and dispose of the City's sewerage/wastewater; and

WHEREAS, an analysis was prepared by Raymond J. Bartlett, Economic & Financial Analysis to analyze the wastewater financing plan, and recommend sewer rates and System Development Charges (SDC) for the sewer system in Cascade Locks; and

WHEREAS, the connection fee must be applied to maintain operating expenses;

THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES AS FOLLOWS:

SECTION 1. Systems Development Charges for Sewer by Meter Size.

Meter Size (inches of diameter)	Safe Maximum Operating Capacity (gpm)	Equivalent Number of 3/4" meters	SDC Reimbursement Fee
3/4"	30	1	\$1,513
1"	50	1.67	\$2,519
1 1/2"	100	3.33	\$5,023
2"	160	5.33	\$8,038
3"	350	11.67	\$17,588
4"	600	20	\$30,154
6"	1250	41.67	\$62,825
8"	1800	60	\$90,475
Multiple Family			\$1,210

Source of Equivalencies: American Water Works Association (AWWA) numbers AWWA C702-86 for meters under 3-inches in diameter and AWWA C701-88 for Turbine meters 3-inches and larger in diameter. These publications set the American National Standard for cold-water meter safe maximum operating capacities.

Source: Raymond J. Bartlett, Economic & Financial Analysis.

SECTION 2. Automatic Annual Increases to Sewer System Development Charge.

Effective January 1, ~~2003~~ **2007**, and on every January 1 of each succeeding year these System Development Charges will be increased by the rate of inflation for Construction as reported in the Engineering News Record, published by the McGraw-Hill Companies, as the Construction Cost Index (1967=1) for the period October 1 of the preceding year to October 1 of the current year.

SECTION 3. Connection Charges. All persons desiring or required to connect to City sewer system shall, when applying for sewer connection, pay a connection fee of **\$1500.00** plus actual cost of materials and labor.

SECTION 4. Repeal of Prior Resolutions. Resolution No. **1069** is hereby repealed.

SECTION 5. Effective Date. This Resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 6. Expiration. This resolution shall remain in effect until repealed by the City Council.

ADOPTED by the City Council this **10th** day of **September**, 2012.

APPROVED by the Mayor this **10th** day of **September**, 2012.

RESOLUTION NO. 1027

A RESOLUTION ESTABLISHING CONNECTION CHARGES AND INCREASING SYSTEM DEVELOPMENT CHARGES FOR THE MUNICIPAL WATER SYSTEM; AND REPEALING RESOLUTION NO. 952.

WHEREAS, due to general cost increases and the need to replace and expand facilities to obtain, store, treat, transmit, and distribute water; and

WHEREAS, the Council did authorize Raymond J. Bartlett, Economic & Financial Analysis, to analyze the construction costs for supplying water in Cascade Locks and to recommend a System Development Charge (SDC); and

THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES AS FOLLOWS:

SECTION 1. Connection and Systems Development Charges for Water by Meter Size and by Number of Housing Units.

Meter Size (inches of diameter)	Connection Charge		Systems Development Charge	Total	
	Displacement or Compound	Turbine		Displacement or Compound	Turbine
3/4"	\$ 724	NA	\$ 922	\$ 1,646	NA
1"	\$ 819	NA	\$ 1,537	\$ 2,356	NA
1 1/2"	\$ 1,045	NA	\$ 3,074	\$ 4,119	NA
2"	\$ 1,790	NA	\$ 4,918	\$ 6,708	NA
3"	\$ 4,339	\$ 3,312	\$ 10,758	\$ 15,097	\$ 14,070
4"	\$ 5,237	\$ 4,529	\$ 18,442	\$ 23,379	\$ 22,971
6"	\$ 7,863	\$ 6,059	\$ 38,420	\$ 46,283	\$ 44,479
8"	NA	\$ 7,952	\$ 55,324		\$ 63,276
8" Fire	NA	\$ 15,194	Exempt	NA	\$ 15,194
Single-Family Residence, or meter size				\$ 1,578	
Multi-Family Residence, per residence				See Note*	

Note: The SDC for multi-family equals the greater of the number of residential units x \$ 922 x 80%, or the meter size SDC, whichever is greater. The connection charge is based on the size meter installed.

Source: Raymond J. Bartlett, Economic & Financial Analysis (Exhibit A to this Resolution No. 866).

SECTION 2. Automatic Annual Increases to Water System Development Charge. Effective January 1, 2003, and on every January 1 of each succeeding year these System Development Charges will be increased by the rate of inflation for Construction as reported in the Engineering News Record, published by the McGraw-Hill Companies, as the Construction Cost Index (1967=1) for the period October 1 of the preceding year to October 1 of the current year.

SECTION 3. Repeal of Prior Resolutions. Resolution No. 953 is hereby repealed.

SECTION 4. Effective Date. This Resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 5. Expiration. This resolution shall remain in effect until repealed by the City Council.

ADOPTED by the City Council this **13th** day of **September**, 2004.

APPROVED by the Mayor this **13th** day of **September**, 2004.

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	\$250
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 hour engineer</i>	\$500
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 <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

