

Minor Facade Remodel

Applicant Handbook

This packet will guide an applicant through the City's Minor Facade Remodel 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: Public Notice of Administrative Review mailed to Property Owners
- Step 4: Public Comment Period
- Step 5: Attend meeting with Architectural Review Committee**
- Step 6: Decision Produced in the Form of a Staff Report
- Step 7: Notice of Decision
- Step 8: Appeal of City Administrator Decision**

(If applicable)

Minor Facade Remodel Step by Step

Minor Facade Remodel

1. 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. A Minor Façade Remodel is reviewed by the City Administrator. The fee for that is \$75 and will need 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 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.

3. Public Notice
 - a. A public notice of a pending Administrative Review shall be mailed to the applicant, all property owners within 250 feet and any affected jurisdictions.

4. Attend a meeting with the Architectural Review Committee
 - a. Once the application has been deemed complete, the applicant will be required to meet with the ARC to assure the remodel meets all design standards for the applicable zone.
 - b. The applicant will meet with the ARC no earlier than 7 days after the application is deemed complete and no more than 14 days after.
 - c. The ARC will recommend any changes or alterations and report back to the City Administrator with their decision and/or recommendations.

4. Public Comment Period
 - a. Prior to making any decision, the City Administrator will consider any written comments received by the City within a 14 day comment period.
 - b. The applicant will have the opportunity to respond to submitted comments if the applicant requests to do so.
 - c. The comment period will end at 5pm of the 14th day.

5. Notice of Decision
 - a. Written notice of decision of the City Administrator shall be provided to the applicant, all persons who submitted written comments.
 - b. The decision is based on the approval criteria listed on the attached sheet and in section 8-6.148.020 of the City's Community Development Code.

Minor Facade Remodel Step by Step

6. Appeal Period

- a. A City Administrator 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 anyone who files a petition for review 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. The Planning Commission 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.
- e. The City Council shall hear any appeals to the Planning Commission decision.



Minor Facade Remodel

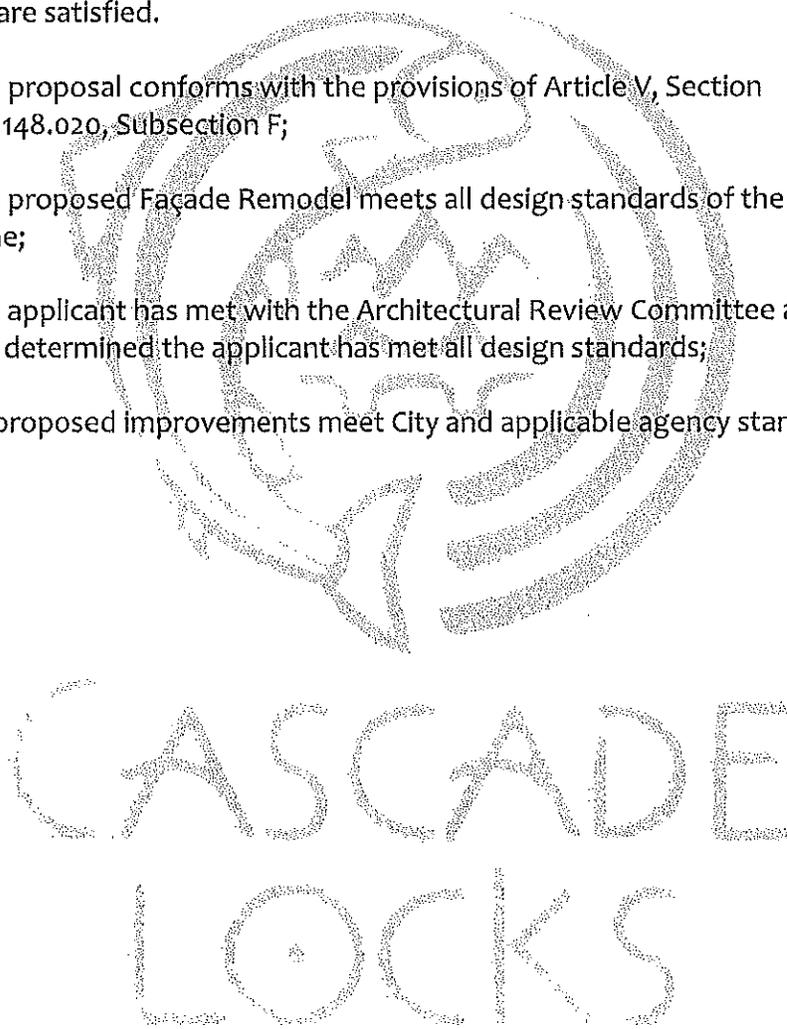
Applicant Handbook

Approval Criteria

8-6.148.020, 8-6.148.030

The City Administrator shall approve a request for a Minor Facade Remodel when the following criteria are satisfied.

1. The proposal conforms with the provisions of Article V, Section 8-6.148.020, Subsection F;
2. The proposed Façade Remodel meets all design standards of the applicable Zone;
3. The applicant has met with the Architectural Review Committee and the ARC has determined the applicant has met all design standards;
4. All proposed improvements meet City and applicable agency standards;



CASCADE
LOCKS

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Minor Facade Remodel 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: _____ 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

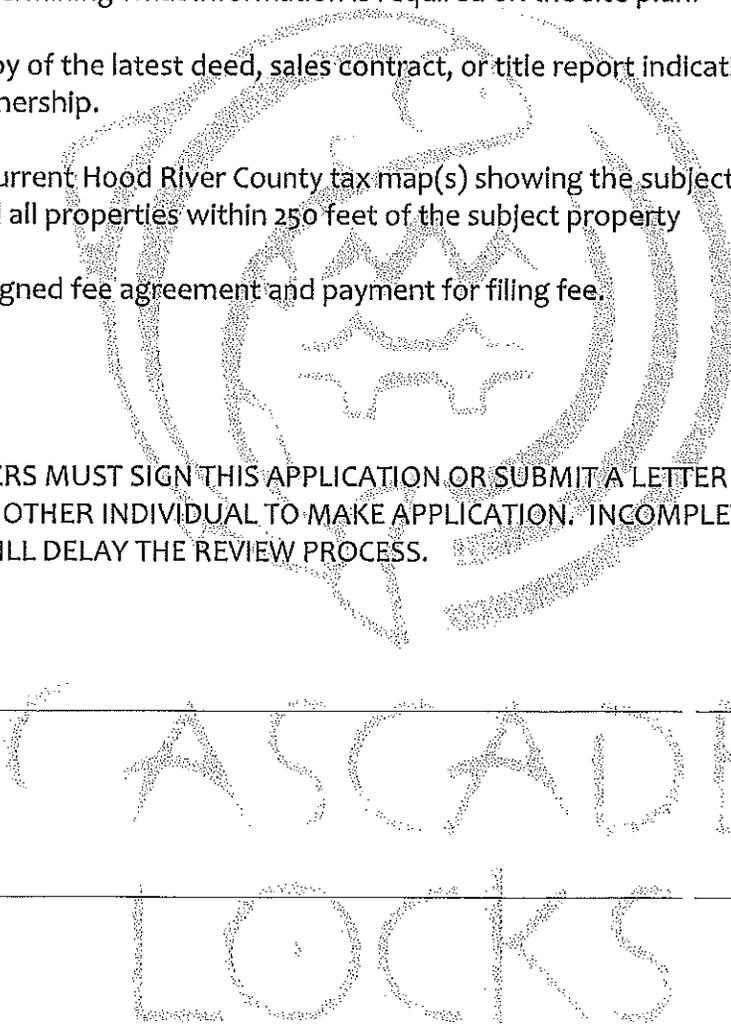
- (A) Completed and signed application form.
- (B) Written response to the approval criteria. It is the applications responsibility to show how the application meets the approval criteria.
- (C) ONE paper copy and/or ONE PDF copy of the site plan drawn to scale to show the proposed façade remodel. City 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) N/A 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 \$ 1,000.00, 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	\$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>		