

# Subdivision

## Applicant Handbook

This packet will guide an applicant through the City's Subdivision 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) Preliminary Map Requirements
- 4) City Street Naming Policy
- 5) Preliminary Plat Approval Criteria
- 6) Final Plat Approval Criteria
- 7) Application Form Preliminary Plat
- 8) Application Form Final Plat
- 9) Fee Agreement
- 10) Fee Schedule

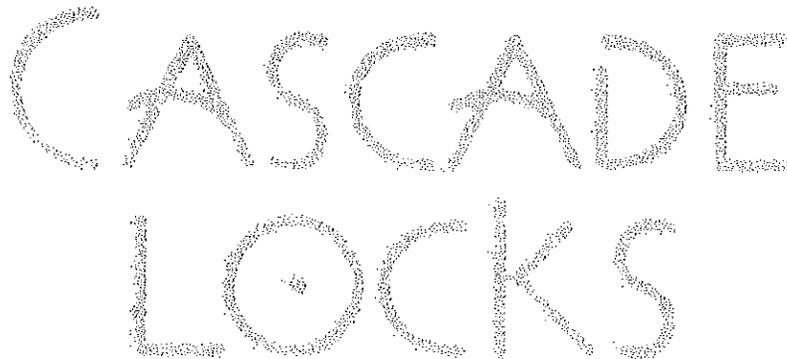
Please use the following as a check list to guide you through the process. **The Steps in Bold are those that the applicant has a significant role in completing.** The other steps are those taken by the City the applicant should track through the process. The Process Steps section gives a more detailed description of these steps.

### Preliminary Subdivision Plat

- 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: Notice of Public Hearing
- Step 6: Staff Report
- Step 7: Participate in the Public Hearing**
- Step 8: Decision
- Step 9: Notice of Decision
- Step 10: Appeal of a Planning Commission Decision**  
(if applicable)

Final Subdivision Plat, Contingent on Preliminary Approval

- Step 11: Improvement Agreement**
- Step 12: Submit the Final Subdivision Plat Application**
- Step 13: Application Acceptance
- Step 14: City Review of Final Plat
- Step 15: Notice of Decision
- Step 16: Appeal of an Administrative Decision (If Applicable)**
- Step 17: City Administrator Signature**
- Step 18: County Filing and Recording**
- Step 19: Reporting County Recording to the City**



# Subdivision 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. Hold suggested Pre-Application Applicant sponsored meeting with community members.
4. Subdivision 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 8-6.180.030 of the Community Development Code.
  - b. The fee for a Subdivision is \$1,200 and needs to be paid at the time of submittal.
5. 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.
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 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
    4. Dismiss without prejudice due to procedural error or remand to correct a procedural error.

# Subdivision Step by Step

## 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.

## **Final Plat, Contingent on Preliminary Approval**

### 12. Improvement Agreement

- a. Before City approval is certified on the final plat, and before approved construction plans are issued by the City, the sub divider shall:
  1. Execute and file an agreement with the Administrator specifying the period within which all required improvements and repairs shall be completed; and
  2. Include in the agreement provisions that if such work is not completed within the period specified, the City may complete the work and recover the full cost and expenses from the sub divider.
- b. The sub divider shall file with the agreement an assurance of performance supported by one of the following:
  1. An irrevocable letter of credit executed by a financial institution authorized to transact business in the State of Oregon;
  2. A surety bond executed by a surety company authorized to transact business in the State of Oregon which remains in force until the surety company is notified by the City in writing that it may be terminated; or
  3. Cash

### 13. Application for Final Plat Submitted

- a. Within two years of the preliminary plat approval a final plat application must be submitted.
- b. In addition to the application form and information required in Section 8-6.24.030, the applicant shall submit a ONE copy and ONE PDF version of the final plat to the City Administrator.

# Subdivision Step by Step

14. 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.
  
15. City Review of Final Plat
  - a. The City Administrator and the City's consulting engineer shall review the final plat and shall approve or deny the final plat based on the approval criteria listed in Section 8-6.180.070.
  
16. Notice of Decision
  - a. Written notice of the decision of the City Administrator shall be provided to the applicant.
  
17. 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 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.
  
18. City Administrator Signature
  - a. The applicant shall submit the original Mylar copy of the final plat to the City for required signatures of the City Officials.
  
19. County Filing and Recording
  - a. Within 60 days of the City review and approval, the applicant shall submit the final plat to the County for signatures of County officials as required by ORS Chapter 92.
  
20. Reporting County Recording to the City
  - a. Upon final recording with the County, the applicant shall submit one Mylar copy and one archive quality copy of the recorded final plat to the City.

## **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 reque 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.

# Subdivision

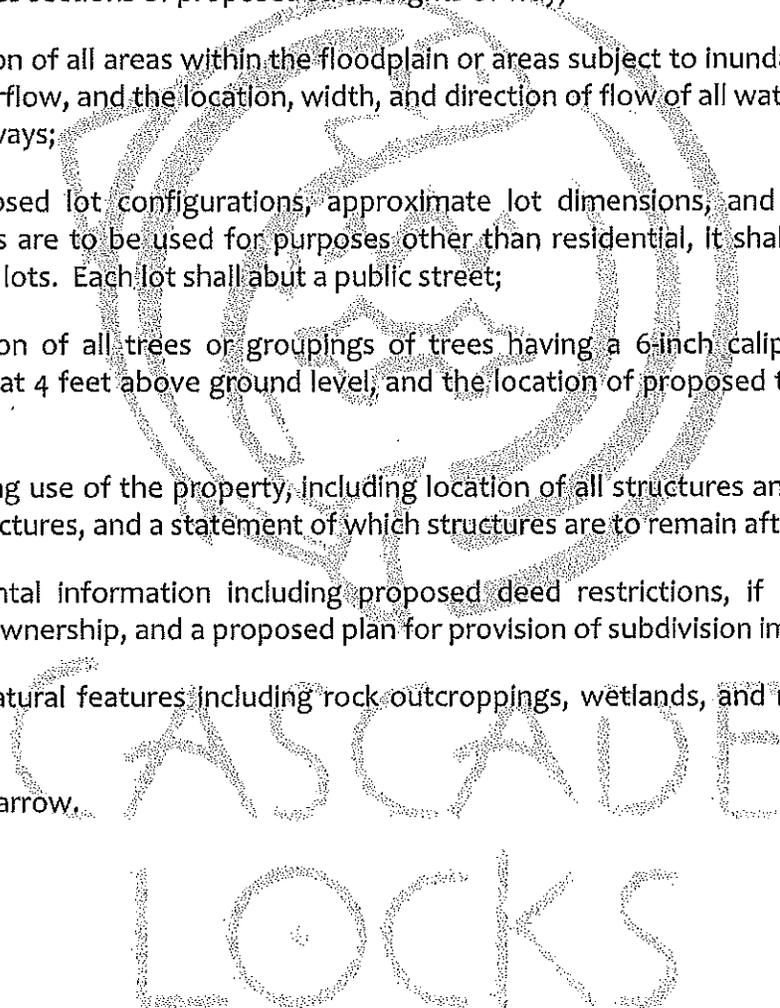
## Applicant Handbook

### Preliminary Plat Requirements

8-6.180.030

1. The preliminary plat map and data or narrative shall include the name, address, and telephone number of:
  - a. the owner(s) of the subject property;
  - b. the owner(s)' authorized agent; and
  - c. the land surveyor and engineer.
2. The scale shall be an engineering scale of 1 inch equals 100 feet or larger;
3. The proposed name of the subdivision shall comply with ORS Chapter 92 and shall not duplicate or resemble the name of any other subdivision in the county, unless the land platted is contiguous to and platted by the same party that platted the subdivision bearing that name or unless the applicant files and records the consent of the party that platted the subdivision bearing that name;
4. Vicinity map showing the general location of the subject property in relationship to arterial and collector streets;
5. The date of application;
6. The boundary lines of the tract to be subdivided;
7. The names of any adjacent subdivisions;
8. Contour lines related to a City established benchmark at 2-foot intervals for grades 0 to 10 percent and 5-foot intervals for grades over 10 percent;
9. The purpose, location, type and size of all the following (within and adjacent to the proposed subdivision) existing and proposed:
  - a. Public and private rights-of-way and easements;
  - b. Public and private sanitary and storm sewer lines, domestic water mains including fire hydrants, gas mains, major power (50,000 volts or higher), telephone transmission lines, cable television lines, and watercourses; and
  - c. Deed reservations for parks, open spaces, pathways, and any other land encumbrances.

10. Approximate plan and profiles of proposed sanitary and storm sewers with grades and pipe sizes indicated and plans of the proposed water distribution system, showing pipe sizes and the location of valves and fire hydrants;
11. Approximate centerline profiles showing the finished grade of all streets including street extensions for a reasonable distance beyond the limits of the proposed subdivision;
12. Scaled cross sections of proposed street rights-of-way;
13. The location of all areas within the floodplain or areas subject to inundation or storm water overflow, and the location, width, and direction of flow of all watercourses and drainage ways;
14. The proposed lot configurations, approximate lot dimensions, and lot numbers. Where lots are to be used for purposes other than residential, it shall be indicated upon such lots. Each lot shall abut a public street;
15. The location of all trees or groupings of trees having a 6-inch caliper or greater measured at 4 feet above ground level, and the location of proposed tree plantings, if any;
16. The existing use of the property, including location of all structures and present use of the structures, and a statement of which structures are to remain after platting;
17. Supplemental information including proposed deed restrictions, if any, proof of property ownership, and a proposed plan for provision of subdivision improvements;
18. Existing natural features including rock outcroppings, wetlands, and riparian areas; and
19. The north arrow.



## City Street Naming Policy Applicant Handbook

Resolution No. 1052

When used in this policy, the term “street” means any street, road, highway, private road, undeveloped platted road, right-of-way, and/or thoroughfare.

Street names shall be approved by the City Administrator, who may receive input from the Planning Commission at the time of preliminary review of proposed subdivision or partition or prior to or upon acceptance of any street created by a public dedication.

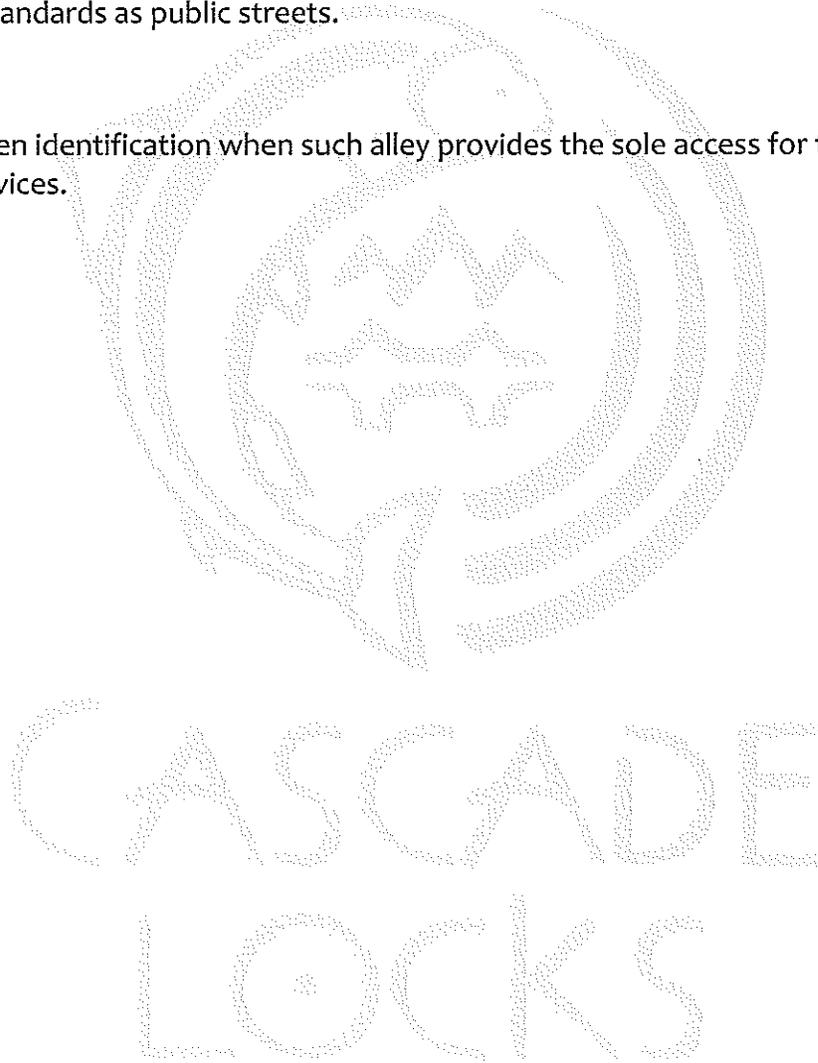
All new streets within the City of Cascade Locks shall be named in conformance with the following standards:

1. No street names shall be used which will duplicate, sound like or closely resemble the names of existing streets, except for extensions of existing streets or when eventual connection can be anticipated.
2. Landscaped arterials providing through traffic movement across the community shall be called “**Boulevards**”.
3. Meandering collectors providing through traffic movement across a neighborhood shall be called “**Drives**”.
4. All other through streets shall be designated “**Streets**”.
5. Streets that generally run for a short distance shall be designated “**Lanes**”. Cul-de-sacs shall be designated as “**Court**”, “**Place**” or “**Way**”.
6. Other street name suffixes such as “**Hollow**”, “**Terrace**” or “**Ridge**” will be considered on a case-by-case basis.
7. All streets shall be addressed and numbered in accordance with the addressing plan adopted for Hood River County.
8. When practical, streets shall be named using historic surnames or names reflecting Oregon geography, natural features or native plants and animals. Utilization of first names is discouraged. Names to be considered may include, but are not limited to the following:
  1. Early homesteaders or settlers in the Cascade Locks area
  2. Early community leaders and pioneers of eminence.
  3. Native American tribes indigenous to the area.
  4. Names of Sternwheelers and Captains of Sternwheelers that navigated the Columbia River.
9. All streets shall have a suffix name. Only street suffix names from the USPS Postal Addressing Standards are permitted.
10. All streets shall be designated by one name for the entire length, whenever practical.

11. Consideration will be given to continuing the name of a street from outside the City, when applicable.
12. Streets that are offset at an intersection shall be given different names.
13. Any street which continues through an intersection shall be given the same name.
14. Street naming and addressing should be coordinated with the following agencies: Cascade Locks Fire Department, Hood River County 911, and the United States Post Office.
15. Private streets shall be named at the time of preliminary site development review subject to the same standards as public streets.

Alleys:

Alleys shall be given identification when such alley provides the sole access for the delivery of emergency services.



# Subdivision - Preliminary Plat

## Applicant Handbook

### Approval Criteria

8-6.180.040

The Planning Commission may approve, approve with conditions, or deny a preliminary plat based on the following approval criteria:

1. The proposed preliminary plat complies with provisions of this title and other applicable ordinances and regulations;
2. The proposed plat satisfies the provisions of ORS Chapter 92, Subdivisions and Partitions;
3. The proposed roads and streets are designed in accordance with the City's street standards;
4. The roads and streets are laid out so as to conform to the plats of subdivisions and maps of major partitions already approved for adjoining property as to width, general direction and in all other respects unless the City determines it is in the public interest to modify the street or road pattern;
5. Oversized lots or remnant parcels shall be of such size and shape as to facilitate future re-division in accordance with the requirements of the zoning district and this title;
6. The subdivision design will allow for efficient development of adjoining properties;
7. All subdivision proposals shall have appropriate public utilities and facilities such as sewer, gas, electrical, water, and storm water systems; and
8. An explanation has been provided for all improvements owned in common by either owners of property within the subdivision or for the public.

# Subdivision - Final Plat

## Applicant Handbook

### Approval Criteria

8-6.180.070

The Administrator and the City's consulting engineer shall review the final plat and shall approve or deny the final plat approval based on following findings.

- A. The final plat complies with the plat approved by the Planning Commission and all conditions of approval have been satisfied.
- B. The plat complies with the applicable provisions of this title and other applicable City regulations.
- C. The streets and roads for public use are dedicated without reservation or restriction other than reversionary rights upon vacation of any such street or road and easements for public utilities.
- D. The streets and roads held for private use and indicated on the tentative plan of such subdivision have been approved by the City.
- E. The plat contains a donation to the public of all common improvements, including but not limited to streets, roads, parks, sewage disposal, and water supply systems.
- F. An explanation regarding all of the common improvements required as conditions of approval are provided to be recorded.
- G. Proper verification has been provided showing that the necessary water, sanitary, storm drainage, and other utilities will be available.
- H. Copies of signed deeds have been submitted granting the City a reserve strip as provided by the preliminary plat approval.
- I. The final plat has been made upon materials that are suitable for binding and copying purposes, that have characteristics of strength and permanency, and that comply with the recording requirements of Hood River County.
- J. The lettering of the approvals, dedication and affidavit of the surveyor is of such a size and type, and the plat is at such a scale, as will be clearly legible, but no part shall come nearer any edge of the sheet than 1 inch.
- K. If there is more than one sheet, a face sheet and index has been provided.
- L. The plat contains a surveyor's affidavit by the surveyor who surveyed the land represented on the plat to the effect the land was correctly surveyed and marked with proper monuments as provided by ORS Chapter 92 and the requirements of Hood River County.

**SUBDIVISION APPLICATION  
PRELIMINARY PLAT**

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: \_\_\_\_\_

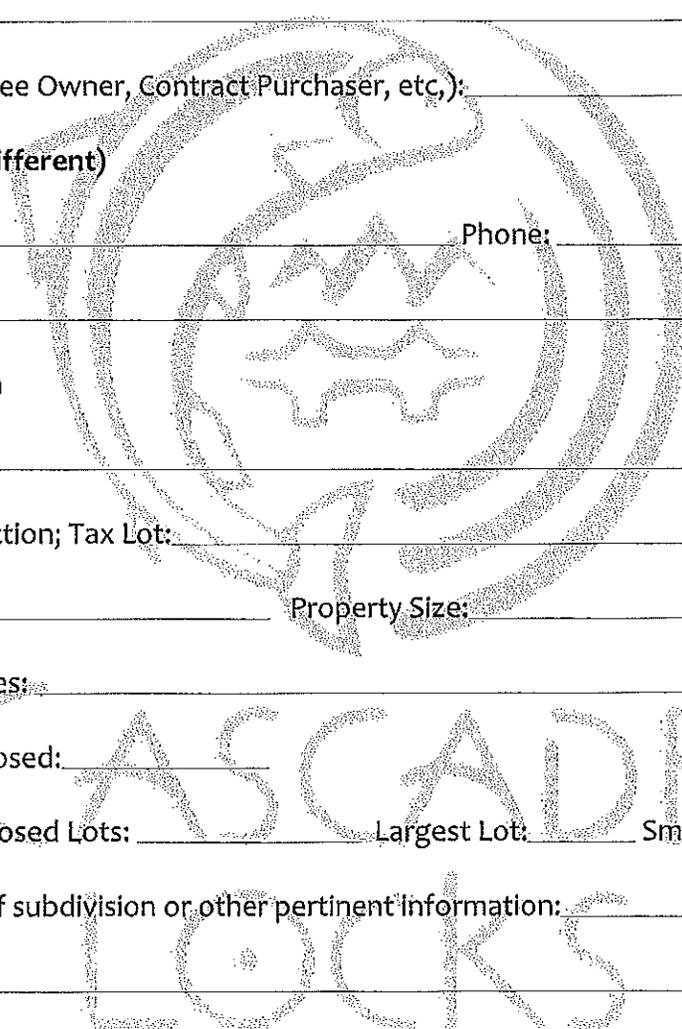
Current Zone: \_\_\_\_\_ Property Size: \_\_\_\_\_

Existing Use/Structures: \_\_\_\_\_

Number of Lots Proposed: \_\_\_\_\_

Average Area of Proposed Lots: \_\_\_\_\_ Largest Lot: \_\_\_\_\_ Smallest Lot: \_\_\_\_\_

General description of subdivision or other pertinent information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



<b>FOR OFFICE USE ONLY</b>			
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 applicant's responsibility to prove the subdivision meets the approval criteria.
- (C)  ONE 11 X 17 size copy and ONE PDF version of the preliminary plat drawn to scale. The preliminary plat must include the information required under Sections 8-6.184.040 of the Community Development Code. These requirements are described on the attached Preliminary Plat Requirements and City staff is also available to assist applicants. If any required information cannot be reasonably articulated through the plat that information may be included in the application through a narrative.
- (D) *N/A* 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.
- (E)  Copy of the latest deed, sales contract, or title report indicating property ownership.
- (F) *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
- (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

# SUBDIVISION APPLICATION - FINAL PLAT

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 Zone: \_\_\_\_\_ Property Size: \_\_\_\_\_

Existing Use/Structures: \_\_\_\_\_

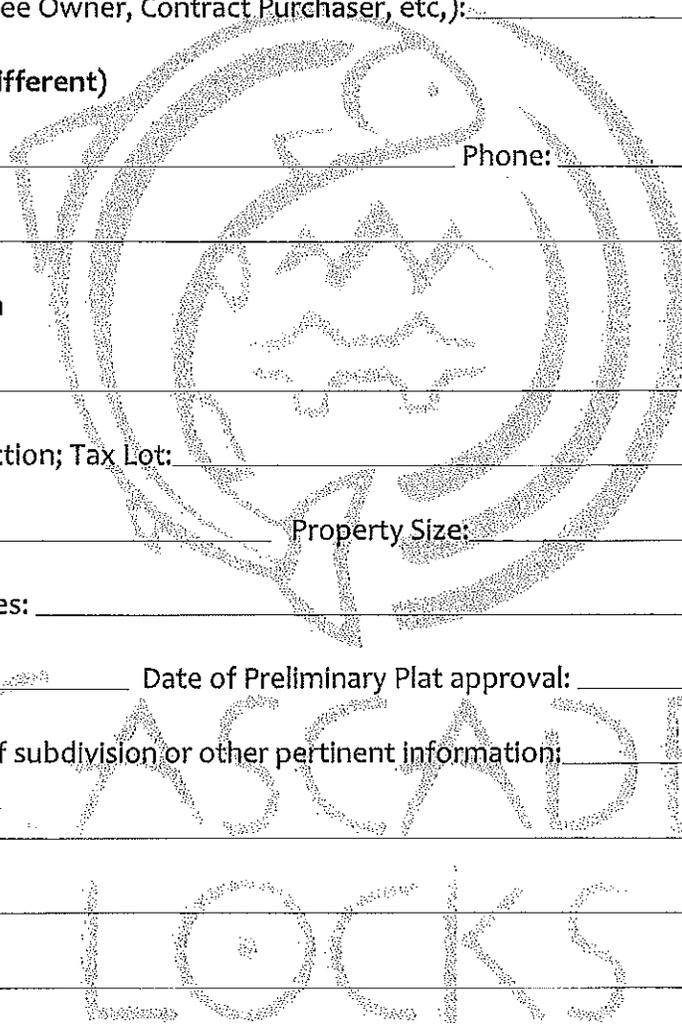
Number of Lots: \_\_\_\_\_ Date of Preliminary Plat approval: \_\_\_\_\_

General description of subdivision or other pertinent information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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 applicant's responsibility to prove the subdivision meets the approval criteria.
- (C) \_\_\_ THREE copies of the final plat drawn to scale at the size to be recorded. The plat shall be prepared in accordance with the requirements of the Hood River County Surveyor.
- (D) \_\_\_ Copy of signed deeds granting the City a reserve strip as provided by the preliminary plat approval.
- (E) \_\_\_ Copy of the latest deed, sales contract, or title report indicating property ownership.
- (F) *NA* A current Hood River County tax map(s) showing the subject property(ies) and all properties within 250 feet of the subject property
- (G) \_\_\_ If all public improvements have not been built and accepted by the city, submit a copy of the approved public works construction permits and signed improvement agreements.
- (H) \_\_\_ 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 \$ 5,000.00, 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		
Staff time, 5 hours planning consultant & 1 hour engineer	\$625	
Public Work Type A Permit		
Plan review & inspection by Public Works	\$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	\$1,400	
Staff time, 8 hours planning consultant & 3 hours engineer		
Subdivision	\$1,200	
Staff time, 8 hours planning consultant & 3 hours engineer		
Public Work Type B Permit	\$500	
Plan review & inspection by Public Works		

## Other Possible Charges:

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

## Appeal Process:

Appeal	\$450	
Administrative Review		
Staff time & 1 hour planning consultant	\$75	

## Miscellaneous Fees:

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

## 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.