

# Wetland/Riparian Area Permit

## Applicant Handbook

This packet will guide an applicant through the City's Wetland/Riparian Area Permit 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: Request a Pre-Application Conference**
- Step 2: Attend the Pre-Application Conference**
- Step 3: Submit the Application**
- Step 4: Application Acceptance
- Step 5: Public Notice
- Step 6: Applicant Opportunity to Respond to Comments**
- Step 7: Notice of Decision
- Step 8: Appeal of a City Administrator Decision**

(If applicable)

## Wetland/Riparian Area Permit 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. Wetland/Riparian Area Permit Application submitted by applicant.
  - a. Applications include the application form and additional required information described in section 8-6.24.030 and Section 8-6.128.040 of the CDC.
  - b. The fee for a Wetland/Riparian Area Permit is \$400 and needs to be paid at the time of submittal.
4. Application is reviewed for completeness.
  - a. The date of submission shall be recorded and the responsible party (City) has 14 calendar days to determine whether the application is complete.
  - b. Once the application is determined to be complete, the applicant will be notified via a letter.
  - c. If the application is denied, resubmitted applications will be subject to another 14 calendar day completeness check.
5. Public Comment Period
  - a. A Public Notice of a pending City Administrator Review will be mailed to the applicant, all property owners within 250ft of the subject property and any affected jurisdictions.
  - b. Prior to making any decision, the City Administrator will consider any written comments received by the City within a 14 day comment period.
  - c. The Applicant will have the opportunity to respond to submitted comments if the applicant requests to do so.
  - d. The comment period will end at 5pm of the 14<sup>th</sup> day.
6. Notice of Decision
  - a. Written notice of decision of the City Administrator shall be provided to the applicant and all persons who submitted written comments.
  - b. The decision is based on the approval criteria listed on the attached sheet and in section 8-6.168.040 of the Community Development Code.
7. 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.

# Wetland/Riparian Area Permit

## Applicant Handbook

### Approval Criteria

8-6.128.060

#### General Approval Standards

To approve any activities or development in wetland/riparian areas, the following standards shall be satisfied;

1. The design and location minimize the amount of land and vegetation disturbed within the wetland/riparian area;
2. Each tree removed shall be replaced with a native tree species;
3. The provisions of Chapter 8-6.120, Flood Plain Overlay Zone (FP) are satisfied; and
4. The Division of State Lands has been notified of the application, as provided by ORS 227.350 and all applicable state and federal permits shall be obtained.

#### Supplemental Criteria

- 8-6.128.060 A.3. - *Water-related and water-dependent uses and associated vegetation removal along the Columbia River and Herman Creek only; and*
- 8-6.128.060 A.4. - *Site grading or filling, new or enlarged structures, or impervious surfaces which are not part of a development as described in Subsections A.1., A.2., and A.3.*

For activities or development listed in Subsections 8-6.128.060 A.3., and 8-6.128.060 A.4., the following criteria shall apply in addition to the General Approval Standards

1. Equal or better protection for the identified resource values will be ensured through restoration of wetlands, riparian areas, enhanced buffer treatment, or similar measures.
2. In no case shall such alterations in riparian areas occupy more than 50% of the width of the riparian area measured between the top of the bank and edge of the corridor.

**WETLAND/RIPARIAN AREA PERMIT  
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: \_\_\_\_\_ Property Size: \_\_\_\_\_

Zone: \_\_\_\_\_ Approx. Size of Wetland/Riparian Area Affected: \_\_\_\_\_

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 permit.
- (C) \_\_\_ ONE copy and ONE PDF version of the site plan drawn to scale. The site plan should include information necessary show how the development conforms to the approval standards including all the information described in 8-6.128.060. 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.
  - 4. Include 2 foot contour lines if necessary to adequately explain the proposalCity staff will assist the applicant in determining what information is required on the site plan.
- (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.

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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 &amp; 1 hour engineer</i>	\$625	
Public Work Type A Permit <i>Plan review &amp; inspection by Public Works</i>	\$250	
Zoning/Building Review Plan		
A. Accessory Structure, minor review	\$50	
B. House or Mobile Home	\$100	
C. Multi-Family Dwellings	\$100 + \$25 per unit	
D. Commercial, Industrial, Other Projects	\$200	

## Additional Fees for Multi-Family Developments:

Planned Unit Development <i>Staff time, 8 hours planning consultant &amp; 3 hours engineer</i>	\$1,400	
Subdivision <i>Staff time, 8 hours planning consultant &amp; 3 hours engineer</i>	\$1,200	
Public Work Type B Permit <i>Plan review &amp; inspection by Public Works</i>	\$500	

## Other Possible Charges:

Conditional Use <i>Staff time, 5 hours planning consultant &amp; 1 hour engineer</i>	\$625	
Lot Line Adjustment	\$125	
Variance <i>Staff time &amp; 4 hours planning consultant</i>	\$450	
Partitions <i>Staff time, 4 hours planning consultant &amp; 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 &amp; 1 hour planning consultant</i>	\$75	

## Miscellaneous Fees:

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

## Waiver of pre-application conference

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

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

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

Community Development Code, which states that:

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

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

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

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

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