

Wetland/Riparian Limited Improvement Applicant Handbook

This packet will guide an applicant through the City's Wetland/Riparian Limited Improvement approval process. While this packet is comprehensive, an applicant should read the applicable Code Sections.

This Packet includes:

- 1) Process Steps
- 2) Approval Criteria
- 3) Application Form
- 4) Fee Agreement
- 5) Fee Schedule

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

- Step 1: Submit the Application**
- Step 2: Application Acceptance
- Step 3: Notice of Decision
- Step 4: Appeal of an Administrative Decision (If Applicable)**



Wetland/Riparian Limited Improvement Step by Step

1. Limited Improvement 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.

2. Application is reviewed for completeness.
 - a. The date of submission shall be recorded and the responsible party (City) has 7 calendar days to determine whether the application is complete.
 - b. 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 7 calendar day completeness check.

3. Notice of Decision
 - a. Written notice of decision of the City Administrator shall be provided to the applicant and all persons who submitted written comments.
 - b. The decision is based on the approval criteria listed on the attached sheet and in section 8-6.168.060 of the Community Development Code.

4. Appeal Period
 - a. An administrative 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
LIMITED IMPROVEMENT
PERMITS
LOCKED

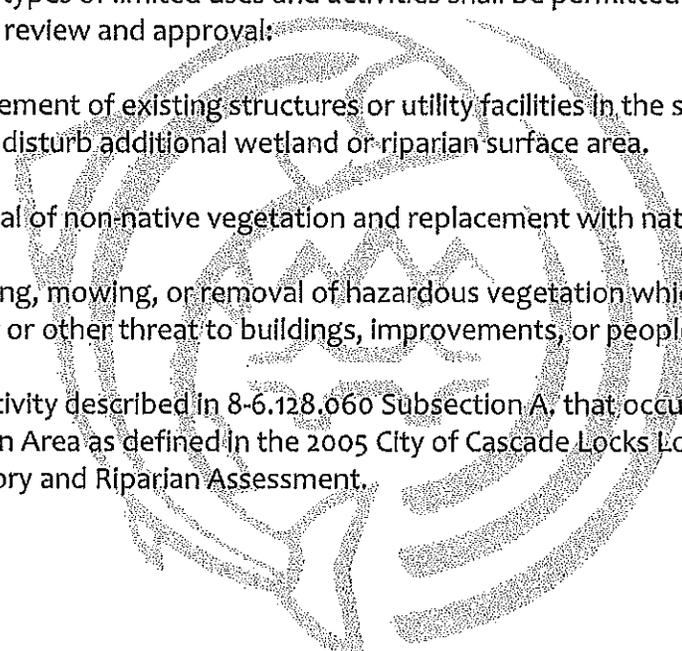
**Wetland/Riparian
Limited Improvement
Applicant Handbook**

Approval Criteria

8-6.128.050

The following types of limited uses and activities shall be permitted subject to City Administrator review and approval:

- A. Replacement of existing structures or utility facilities in the same location that do not disturb additional wetland or riparian surface area.
- B. Removal of non-native vegetation and replacement with native plant species.
- C. Trimming, mowing, or removal of hazardous vegetation which poses a fire danger or other threat to buildings, improvements, or people.
- D. Any activity described in 8-6.128.060 Subsection A, that occurs only in a Tier 3 Riparian Area as defined in the 2005 City of Cascade Locks Local Wetlands Inventory and Riparian Assessment.



CASCADE
LOCKS

**WETLAND/RIPARIAN LIMITED
IMPROVEMENT 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

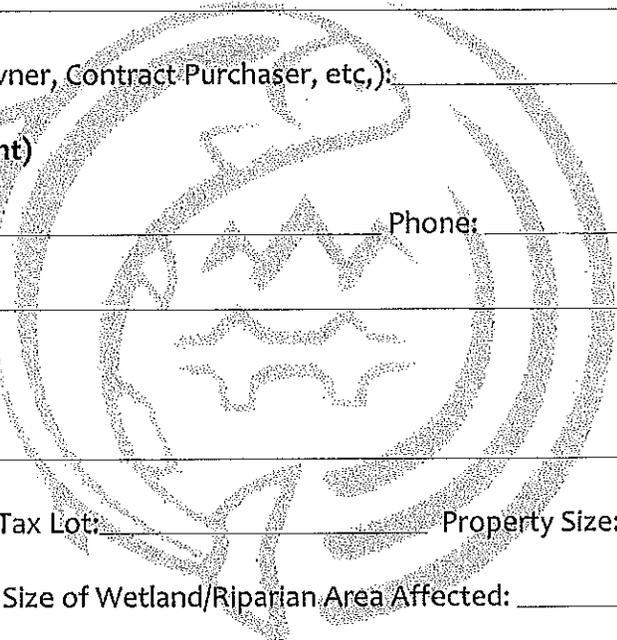
Property Address: _____

Township; Range; Section; Tax Lot: _____ Property Size: _____

Zone: _____ Approx. Size of Wetland/Riparian Area Affected: _____

Existing Use/Structures: _____

Application Proposal: _____



CASCADE
LOCKS

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 describing how the proposed use or activity complies with the allowed uses and activities described in the Approval Criteria.
- (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 all applicable standards. 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 proposal

City 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.

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 <i>Staff time, 5 hours planning consultant & 1 hour engineer</i>	\$625
Public Work Type A Permit <i>Plan review & inspection by Public Works</i>	\$250
Zoning/Building Review Plan	
A. Accessory Structure, minor review	\$50
B. House or Mobile Home	\$100
C. Multi-Family Dwellings	\$100 + \$25 per unit
D. Commercial, Industrial, Other Projects	\$200

Additional Fees for Multi-Family Developments:

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

Other Possible Charges:

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

Appeal Process:

Appeal	\$450
Administrative Review <i>Staff time & 1 hour planning consultant</i>	\$75

Miscellaneous Fees:

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

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.