

## **CITY OF HOOD RIVER PLANNING APPLICATION INSTRUCTIONS**

1. The attached application is for review of your proposed development as required by the Hood River Municipal Code (“Code”). Review is required to make sure that your proposal complies with the applicable provisions of the Code and that there are adequate capacities of public facilities to meet the needs of your development.
2. Prior to filing your application you may be required to attend a pre-application conference with the Planning Department staff to discuss the requirements that your proposal will be required to meet, and what you will need to submit with your application to make it complete.
3. Once you have prepared and submitted your application, the application will first be reviewed for completeness. Completeness is based upon the requirements of State law (ORS 227.178) and the requirements in the Code for your development proposal. It is the applicant’s responsibility to provide persuasive evidence that the application complies with the approval criteria and applicable standards. Refusal to submit all or some of the missing information could result in a denial of the application.
4. When you are ready to submit your application, you may send it in to the Planning Department at P.O. Box 27, Hood River, OR 97031, or present it in person at the Planning Department at 301 Oak Street, Hood River, OR 97031. The following *must* be included in your application packet:
  - Completed application form
  - All required materials listed in the application form
  - Application fee
  - Appropriate number of copies of application and all support materials

If you have any questions about this process, please call the Planning Department at (541) 387-5210. Application forms, the City’s Code, public hearing timeline, and other useful information are available at the Planning Department’s website: <http://www.ci.hood-river.or.us/planning.html>

5. If the Planning Department determines that your application is “incomplete,” you will be informed in writing and provided with a list of missing or incomplete materials and options for completing the application. Incomplete applications become void 181 days after submittal.
6. If the Planning Department staff determines that an application is complete, the Planning Department will inform you that the application is “complete,” and the review process will begin. Review of your application may be administrative, with no public hearing, or it may be quasi-judicial, with a public hearing. For quasi-judicial review, applicants *are required* to attend the public hearing. All decisions on applications are subject to appeal.

## CITY OF HOOD RIVER BOUNDARY LINE ADJUSTMENT APPLICATION

Submit the completed application **WITH THREE (3) ADDITIONAL COMPLETE COPIES** and appropriate fees to the City of Hood River Planning Department, 301 Oak Ave. (P.O. Box 27), Hood River, OR 97031. Please note the review criteria attached to this application. If you have any questions, please contact the Planning Department at (541) 387-5210.

**APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(physical) \_\_\_\_\_

(mailing) \_\_\_\_\_

(email) \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**SUBJECT PARCEL OWNER:**

(if different than applicant)

**ADJACENT PARCEL OWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(mailing) \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

*\*Authorization of parcel owner(s) required.*

**PARCEL INFORMATION:**

1. SUBJECT PROPERTY:

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Parcel Size: \_\_\_\_\_

Property Location (address or cross streets): \_\_\_\_\_

2. ADJACENT PROPERTY:

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Parcel Size: \_\_\_\_\_

Property Location (address or cross streets): \_\_\_\_\_

**APPROVAL STANDARDS AND FACTORS: If the proposed use cannot comply with the following standards and factors, the use will be denied.**

**16.08.070 Lot Line Adjustments.**

Lot Line Adjustments, and the modification of lot boundaries, when no new lots are created. The application submission and approvals process is as follows:

- A. **Submission Requirements.** All applications for Lot Line Adjustment shall be made on forms provided by the City and shall include information required for a Ministerial action, as governed by Title 17. The application shall include a preliminary lot line map identifying all existing and proposed lot lines and dimensions; footprints and dimensions of existing structures (including accessory structures); location and dimensions of driveways and public and private streets within or abutting the subject lots; location of streams, wetlands, steep slopes and other significant natural features; existing fences and walls; and any other information deemed necessary by the Planning Director for ensuring compliance with city codes.
- B. **Approval Process.**
1. **Decision-making process.** Lot line adjustments shall be reviewed by means of a Ministerial action, as governed by Title 17, using approval criteria contained in subsection C, below.
  2. **Time limit on approval.** The lot line adjustment approval shall be effective for a period of two years from the date of approval, during which time it must be recorded.
  3. **Lapsing of approval.** The lot line adjustment approval shall lapse if:
    - a. The lot line adjustment is not recorded within the time limit in subsection 2;
    - b. The lot line adjustment has been improperly recorded with the County without the satisfactory completion of all conditions attached to the approval; or
    - c. The final recording is a departure from the approved plan.
- C. **Approval Criteria.** The Planning Director shall approve or deny a request for a lot line adjustment in writing based on findings that all of the following criteria are satisfied:
1. **No additional parcel** or lot is created by the lot line adjustment, however the number of lots or parcels may be reduced;
  2. **Lot standards.** All lots and parcels comply with the applicable lot standards of the land use zone (Title 17) including lot area and dimensions.
  3. **Access.** All lots and parcels comply with applicable access and circulation standards or requirements; and
  4. **Setbacks.** The resulting lots, parcels, tracts, and building locations comply with the standards of the land use zone (Title 17).
  5. **Exemptions from Dedications and Improvements.** A lot line adjustment is not considered a development action for purposes of determining whether right-of-way dedication or improvement is required.

**D. Recording Lot Line Adjustments.**

1. **Recording.** Upon the City's approval of the proposed lot line adjustment, the applicant shall record the lot line adjustment with the County within 60 days of approval (or the decision expires), and submit a copy of the recorded survey map to the City, to be filed with the approved application.
2. **Time limit.** The applicant shall submit the copy of the recorded lot line adjustment survey map to the City within 15 days of recording and prior to the issuance of any building permits on the re-configured lots.

**E. Extension.** The City shall, upon written request by the applicant and payment of the required fee, grant an extension of the approval period not to exceed one year provided that:

1. No changes are made on the original plan as approved by the City;
2. The applicant can show intent of recording the approved lot line adjustment within the one year extension period; and
3. The extension request is made before expiration of the original approved plan.