

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 criteria that your proposal must meet, and what you will need to submit with your application to make it complete. You may also be required to conduct a neighborhood meeting (mandatory for subdivisions and PUDs).
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
 - Detailed site plan *and* floor plan of the project
 - 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 PRE-APPLICATION FORM

PRE-APPLICATION CONFERENCE INFORMATION SHEET

All projects that entail a site plan review, conditional use permit, subdivision, or planned unit development, require a pre-application conference prior to acceptance of a complete application.

This conference is intended to inform the applicant of the City requirements and help them submit a complete application. The pre-application conference is not a decision-making meeting; it is an informal review of a preliminary design. A decision approving or denying the development can not be made until a complete application is submitted and reviewed. During the pre-application conference, applicable City Ordinances will be reviewed with the applicant including requirements for connection to the City's sanitary sewer, water, storm drain, and street systems. Where applicable, other agencies (Port of Hood River, Oregon Department of Transportation, etc.) will be invited to participate.

At the conclusion of the pre-application conference, the applicant will receive a list of comments on the project. The comments are intended to give the applicant an idea as to some of the potential planning, engineering, building, and fire code requirements for the proposed use on the property. Comments may become recommendations to the reviewing body (Planning Director or Planning Commission), and additional requirements may be determined to apply once the City receives and reviews a completed application.

NOTE: *Applications for subdivisions and PUDs must meet the Neighborhood Meeting Requirement. Other applications may be required to conduct a Neighborhood Meeting, as determined by the Planning Director.*

APPLICATION PROCEDURE: Submit the completed application **WITH SEVEN (7) COPIES 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. **A conference will be scheduled on the third Tuesday from submittal.** A copy of the application will be forwarded to the appropriate departments for written comments and/or scheduled attendance at the pre-application conference. If more than six (6) months elapse from the time of the conference to the formal application for the project, a new pre-application conference may be required.

\$75.00 credit applied to land use application permit if permit application is submitted within 60 days of pre-application conference

CITY OF HOOD RIVER PRE-APPLICATION FORM

Submit the completed application **WITH SEVEN (7) 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. 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: _____

PARCEL OWNER: (if different than applicant)

Name: _____

Address: _____
(mailing) _____

Telephone: _____ Cell Phone: _____

Signature: _____

**Authorization of parcel owner required.*

PARCEL INFORMATION:

Township _____ Range _____ Section _____ Tax Lot(s) _____

Current Zoning: _____ Parcel Size: _____

Property Location (cross streets or address): _____

Brief Description of Request: _____

Neighborhood Meeting Required ? Yes

Proposed Date: _____

No

REQUEST:

On a separate sheet of paper, provide a detailed description of the proposed project. Address all the criterion listed below in the Site Plan Checklist. **Note: All documents submitted to the city become subject to public disclosure.**

Site Plan Checklist

- ___ 1. Narrative describing the project.
- ___ 2. Vicinity map with North arrow.
- ___ 3. Scale (one inch equals 60 feet or larger, except for subdivisions).
- ___ 4. Date.
- ___ 5. Street names and locations of all existing and proposed streets within or on the boundary of the proposed development within 200' of all map lines.
- ___ 6. Floor plan (specify area usage and type of construction).
- ___ 7. Lot layout with approximate dimensions for all lot lines.
- ___ 8. Zoning designations in proposed development.
- ___ 9. Zoning designations adjacent to proposed development.
- ___ 10. Location and use of all proposed and existing buildings, fences, and structures within the proposed development and their distances to applicable property lines. Indicate which buildings are to remain and which are to be removed.
- ___ 11. Location of all landscaped area. See Section 17.04.130 of the Zoning Ordinance.
- ___ 12. Location and size of all public utilities in and adjacent to the proposed development with the locations of the following items clearly shown (*information can be obtained from the City Engineering Department*):
 - A. Water lines and meter size;
 - B. Sewers, manholes, and clean-outs;
 - C. Storm drainage and catch basins.
- ___ 13. Locations and drainage ways or public utility easements in and adjacent to the proposed development.
- ___ 14. The location, size, and use of all contemplated and existing public areas within the proposed development.
- ___ 15. Fire hydrants located within 250 feet of any exterior point on any building in a commercial or industrial area.
- ___ 16. Approximate topography of the site.
- ___ 17. Location of all parking areas and parking spaces.
- ___ 18. All ingress and egress points on the site, and on-site circulation.
- ___ 19. Use designation for the areas not covered by buildings, such as parking, loading, storing, vacant areas, etc.
- ___ 20. Location and sketches of all proposed signs. See Section 17.13 of the Zoning Ordinance.
- ___ 21. Construction materials, such as wood frame, masonry, etc.
- ___ 22. Size of structure, including number of stories.
- ___ 23. A narrative addressing all applicable zoning ordinance criteria not addressed by the above.
- ___ 24. Elevation drawings.

OTHER RESTRICTIONS:

- A. Permits are required for all signs, and the size and location of signs and fences must conform to City Ordinances.
- B. Approval from the State of Oregon Highway Department is required on State Highway right-of-way (Cascade, Oak, Second, Twelfth, and Thirteenth) or drainage system.
- C. Easements are required for all city utilities.
- D. Any planting or removal of trees on City right-of-way requires a permit from the City Engineer.
- E. Any street cut requires a permit from the City Engineer prior to cutting.
NOTE: Some streets may be under a street cutting moratorium.
- F. Proposed developments may be restricted due to unavailability of required City utilities or inadequate street access.
- G. A Neighborhood Meeting may be required pursuant to 17.09.130.