

File # _____
Fee _____
Date Rec'd _____
Hearing Date _____

CITY OF HOOD RIVER LANDMARKS REVIEW BOARD REVIEW APPLICATION

Please complete the following required information after holding a pre-application conference with the Planning Department staff. If any of the required information or material is missing or incomplete, the application will not be processed. **Submit the completed application WITH TWELVE (12) ADDITIONAL COMPLETE COPIES to the City of Hood River Planning Department, 301 Oak Ave. (P.O. Box 27), Hood River, OR 97031.** If you have any questions, please contact the Planning Department at (541) 387-5210.

TYPE OF APPLICATION: (Check one)

New Construction Minor alteration Major alteration Sign permit
Demolition List Removal Moving

APPLICANT:

Name: _____

Address: _____
(physical) _____

(mailing) _____

Telephone: _____ Cell : _____ Email: _____

Signature: _____

PARCEL OWNER: (if different than applicant)

Name: _____

Address: _____
(mailing) _____

Telephone: _____ Cell Phone: _____

Signature: _____

****Authorization of parcel owner required.***

NAME OF PROPERTY: (Historic) _____ (Common) _____

PROPERTY ADDRESS (or cross streets): _____

LEGAL DESCRIPTION: Township _____ Range _____ Section _____ Tax Lot(s) _____

EXISTING USE(S) OF PROPERTY: _____

PROPOSED USE(S) OF PROPERTY: _____

HISTORIC STATUS: National Register Local Landmarks Designation State _____

Anticipated starting date of construction: _____ **Anticipated ending date:** _____

Please enclose the following information with this application:

- _____ 1. Narrative description of work to be completed
- _____ 2. Site Plan drawing (drawn to scale)
- _____ 3. Photographs of building and or site (effected facades, overall, and details)
- _____ 4. Materials list and accompany product brochures
- _____ 5. Construction blueprints and details (as needed)
- _____ 6. Exterior elevations drawings (as needed)
- _____ 7. Location, layout, size, color, and font style of sign (as needed)
- _____ 8. Awning material sample (as needed)

The Secretary of Interior standards for Historic Preservation has been adopted by City Ordinance as local review criteria. These standards are attached. Please review them when preparing the application for submittal.

I (We) the undersigned acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge, and do hereby grant permission for and consent to City of Hood River Landmarks Review Board, its offices and staff, to come upon the above described property to gather information and inspect the property whenever it is reasonably necessary for the purpose of processing this application or preparing a staff report.

PROPERTY OWNER SIGNATURE (application cannot be accepted without a signature)

APPLICANT SIGNATURE

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.

