

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
HISTORIC LANDMARK DESIGNATION APPLICATION**

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. Also, 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) _____

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): _____

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

EXISTING USE(S) OF PROPERTY: _____

PROPOSED USE(S) OF PROPERTY: _____

On a separate sheet, please explain why the following historic resource should be designated a City Landmark. The description should include the following:

1. The building's history, including the builder (if known) and the original owner.
2. Architectural or physical description of the proposed landmark.
3. Discussion of any modifications to the proposed landmark.
4. Map of site.

Note: If property is listed on the Hood River History Inventory, inventory form will be accepted for 1-4.

5. Current photographs of the exterior of the proposed landmark (all elevations).

A.	Received by the City Planning Department:	Date: _____	Initials: _____
B.	Reviewed by Landmarks Review Board:	Date: _____	Action: _____
C.	City Council Hearing:	Date: _____	Action: _____
D.	Other:	Date: _____	Action: _____

17.14.080 DESIGNATION OF HISTORIC LANDMARKS OR DISTRICTS

5. **Review Criteria.** The Landmarks Board shall review all applications for historic landmark or district designations and shall make its recommendation on the basis of the following criteria (at least one section or sub-section of the following criteria must apply to the proposed historic landmark or district).
 - a. The proposed historic landmark or district has historic significance or contributes to the historical resources of the community. The resource is:
 - i. Associated with past trends, events, or values that have made a significant contribution to the economic, cultural, social and/or political history of city, county, state, region, or nation;
 - ii. Associated with the life of or activities of a person, group, or organization, or institution that has made a significant contribution to the city, county, region, state, or nation;
 - b. The proposed historic landmark or district has architectural significance because it:
 - i. Embodies distinguishing architectural characteristics of a period, style, method of construction, craftsmanship, or materials;
 - ii. Represents the work of a designer, architect, or master builder who influenced the development and appearance of history of the city, county, region, state, or the nation;
 - iii. It is the only remaining, or one of few remaining, resources of a particular style, building type, design, material, or method of construction;
 - iv. Is a prominent visual landmark with strong associations to the community;
 - v. Has high quality of composition, detailing, and/or craftsmanship.
 - c. The site contains archaeological artifacts related to prehistory or to the early history of the community.
 - d. The proposed historic landmark or district is listed on the National Register of Historic Places.
 - e. In conjunction with other criteria listed above, the proposed historic landmark/district:
 - i. Is fifty years old or older unless the resource is of exemplary architectural or historical significance;
 - ii. Contributes to the continuity or historic character of the street, neighborhood, and/or community;
 - iii. Has sufficient original workmanship and materials remaining to show the construction technique and stylistic character of a given period;