**APPLICATION CHECKLIST:**

Unless otherwise noted, the following information is required as part of a complete application:

<table>
<thead>
<tr>
<th>Completed application form</th>
<th>Project description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant's &amp; ALL property owners' signatures</td>
<td>Applicable criteria form / questionnaire</td>
</tr>
<tr>
<td>Site Plan - per attached example</td>
<td>Supporting documents (farm income, etc.)</td>
</tr>
</tbody>
</table>

Only applications with the required information can be processed. Obtain a copy of the criteria and the questionnaire for your application type. The pertinent Hood River County Zoning Ordinance sections may be obtained from Hood River County Community Development or on-line through the county website at [www.co.hood-river.or.us](http://www.co.hood-river.or.us).

Pursuant to Oregon Revised Statutes Chapter 215, Section 427, this department has 30 days to review the application for completeness and notify the applicant of any deficiencies.

**SIGNATURES:** All Owners must sign (Corporate or LLC owned parcels require authorized signatures)

<table>
<thead>
<tr>
<th>Owner Name:</th>
<th>Signature req'd</th>
<th>Mailing Address:</th>
</tr>
</thead>
<tbody>
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<td></td>
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<tr>
<td></td>
<td>Signature req'd</td>
<td>Mailing Address:</td>
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</table>

By signing, I acknowledge that the information provided in this application is accurate to the best of my knowledge.

Signature of the property owner(s) indicates that the property owner(s) is/are aware that an application is being made on the subject property. Signature of the property owner(s) also authorizes the County planning staff reasonable access to the site in order to evaluate the application.
SITE PLAN:

A site plan, drawn TO SCALE in black ink at a maximum scale of 1 inch = 100 feet, must be included with your submitted application. Please do not use highlighter, colors, or photographs/aerial photos since they are not easily reproducible. Site plans should be drawn on paper NO LARGER THAN 11"x17".

If the parcel is large, planning staff suggests that you submit a detail site plan that shows only the portions of the parcel affected by the proposed development, together with a vicinity plan showing the overall site. If this option is pursued, please show at least two property lines and enough of the parcel or some adjacent features, such as roads, so that the planner and other viewers can locate the proposed development on the vicinity map.

Much of the required information may be obtained from the Hood River County webmap at www.co.hood-river.or.us - under "County Maps"

MINIMUM SITE PLAN INFORMATION REQUIREMENTS:

Please Note: Although most site plans can be drawn by the person making application, you may wish to hire a professional to prepare your site plan if your proposal is complex or the site is challenging. Site plans allow the planner and other interested parties to clearly understand the nature of the proposal and its relationship to the parcel, as well as surrounding parcels of land. Submitted site plans are considered legally binding documents. It is the responsibility of the applicant to know and accurately identify the subject parcel's property lines, as well as the location of any easements or rights-of-way.

⇒ Property Information - address and map and tax lot.
⇒ Property owner and applicant name.
⇒ Scale and north arrow.
⇒ Boundaries of parcel with dimensions.
⇒ Location, labeling, and size of existing and proposed buildings and structures.
⇒ Setback distance of proposed buildings and structures from property lines, roads, other structures, streams, ponds, & wetlands.
⇒ Location and width of access roads, driveways, turnouts, turnarounds, and parking areas.
⇒ Location of utility services, including approved septic drainfields, and replacement field.
⇒ All easements (access, utility, irrigation, etc.).
⇒ Significant slope or terrain features.
⇒ Vegetation type.
⇒ Portion of property in farm or forest use.
⇒ Vicinity map (if needed to augment your site plan).

Site plans not drawn to scale or failing to include the required information will not be accepted. See the sample site plan provided.

Using a piece of graph paper, such as that included within this application form, may be the simplest way to draw your plan to scale!
Does your site plan show the following?

- Property Information.
- Scale and north arrow.
- Boundaries of parcel with dimensions.
- Existing and proposed structures.
- Setback distances of proposed buildings.
- Access roads, driveways, turnarounds, & parking.
- Location of utilities, septic drainfields.
- All easements (access, utility, irrigation, etc.).
- Significant slope or terrain features.
- Vegetation type.
- Portion of property in farm or forest use.
- Vicinity map (if needed to augment your site plan).
SITE PLAN

Applicant: ___________________________ Owner: ___________________________
Property Address: ___________________________ Twn ___ Rng ___ Sec _____ Txl t _________

Does your site plan show the following?

☐ Property Information.
☐ Scale and north arrow.
☐ Boundaries of parcel with dimensions.
☐ Existing and proposed structures.
☐ Setback distances of proposed buildings.
☐ Access roads, driveways, turnarounds, & parking.

☐ Location of utilities, septic drainfields.
☐ All easements (access, utility, irrigation, etc.).
☐ Significant slope or terrain features.
☐ Vegetation type.
☐ Portion of property in farm or forest use.
☐ Vicinity map (if needed to augment your site plan).