

ADMINISTRATIVE LAND USE APPLICATION



HOOD RIVER COUNTY COMMUNITY DEVELOPMENT

601 State Street
Hood River, OR 97031
JOHN ROBERTS, DIRECTOR
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FAX 541-387-6873
plan.dept@co.hood-river.or.us

PLANNING
File No.:
Date received:
Date issued:
Application Review Fee \$

TYPE OF LAND USE PERMIT:

Dwellings:

- Farm Operator Dwelling
 __Income __Acreage
- Relative Farm Dwelling
- Accessory Farm Dwelling
- Farm Lot of Record
- Forest Template Dwelling
- Forest Large Tract Dwelling
- Forest Lot of Record

Conditional Use:

- Non- Farm Dwelling
- Dependent Relative Dwelling
- Home Occupation
- Bed and Breakfast

Other:

- Variance
- Subdivision

- Plan and Zone Change
- Planned Unit Development
- Zone Boundary Adjustment
- Comprehensive Plan Amendment

- _____
- _____

SITE INFORMATION:

Township:	Range:	Section:	Tax Lot:	Parcel size: _____ ac.	Zoning: _____
Site Address:				City:	

Description of Proposed Development or Use: _____

APPLICATION CHECKLIST:

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

Completed application form _____	Project description _____
Applicant's & ALL property owners' signatures _____	Applicable criteria form / questionnaire _____
Site Plan - per attached example _____	Supporting documents (farm income, etc.) _____
Filing fee _____	

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

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)

Owner Name: _____ Signature req'd _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ E-mail: _____	Owner Name: _____ Signature req'd _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ E-mail: _____
Applicant if other than owner: _____ Signature req'd _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ E-mail: _____	<p><i>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 owners(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.</i></p>



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**INFORMATION REQUIRED FOR COMMERCIAL, INDUSTRIAL, AND
MULTI-FAMILY LAND USE PERMITS**

1. Legal Description (metes and bounds) of property.
2. Detailed description of project (i.e., the nature of the business-renovate into restaurant with seating for 55, no drive-in, no bar, about 8 to 12 employees depending on time of year, etc.).
3. Method of sewage disposal (must be approved prior to issuance of land use-permit).
4. Domestic water supply source (must be approved prior to issuance of land use permit).
5. Provide three copies of a site plan with the minimum:
 - a. North arrow.
 - b. Scale (must be one inch equals fifty feet or better).
 - c. Property lines, with dimensions.
 - d. All existing and proposed structures: Location on parcel, size and proposed use.
 - e. Existing and proposed wall and fences: Location, Height.
 - f. Off street parking: Location, number of bays, dimensions of parking areas and spaces, internal circulation pattern.
 - g. Access: Pedestrian and vehicle – show driveway location and sizes.
 - h. Signs: Location, size, height, and type.
 - i. Lighting: Location, hooding devices.
 - j. Truck loading and off loading areas.
 - k. Landscaping: Location, general nature, method of maintenance.

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!

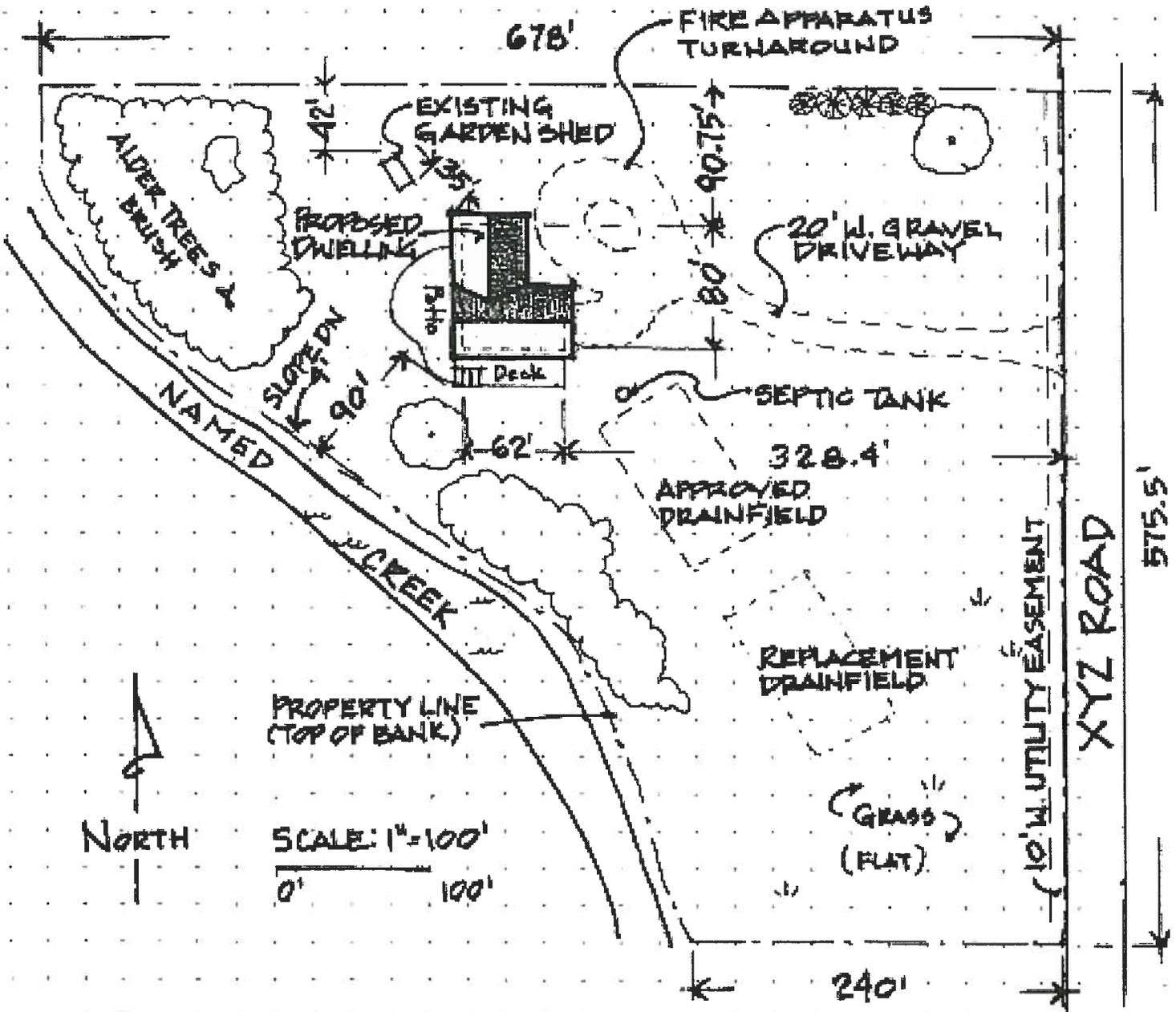
SITE PLAN EXAMPLE

Applicant: Joe and Jane Homeowner

Owner: Joe and Jane Homeowner

Property Address: 123 XYZ Road

Twn 3N Rng 8E Sec 10 TxLt 2010



Does your site plan show the following?

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

SITE PLAN

Applicant: _____

Owner: _____

Property Address: _____

Twn _____ Rng _____ Sec _____ TxLt _____



Does your site plan show the following?

- | | |
|---|--|
| <input type="checkbox"/> Property Information. | <input type="checkbox"/> Location of utilities, septic drainfields. |
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| <input type="checkbox"/> Access roads, driveways, turnarounds, & parking. | <input type="checkbox"/> Vicinity map (if needed to augment your site plan). |