

# ADMINISTRATIVE LAND USE APPLICATION



## HOOD RIVER COUNTY COMMUNITY DEVELOPMENT

601 State Street  
Hood River, OR 97031  
JOHN ROBERTS, DIRECTOR  
PHONE 541-387-6840  
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](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)

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>



## Farm Stand Approval Criteria

A farm stand may be established in the Exclusive Farm Use zone subject to Section 7.10(R) of the Hood River County Zoning Ordinance and applicable portions of Oregon Administrative Rules (OAR) 660-033-0130(23). For a complete application, a detailed description of your proposed use and a written narrative with supporting documentation should be provided explaining how your proposal complies with all of the following applicable criteria:

1. The structures are designed and used for the sale of farm crops and livestock grown on the farm operation, or grown on the farm operation and other farm operations in the local agricultural area, including the sale of retail incidental items and fee-based activity to promote the sale of farm crops or livestock sold at the farm stand, if the annual sales of the incidental items and fees from promotional activity do not make up more than 25 percent of the total annual sales of the farm stand;
  - *Please describe the type and origin of all farm crops, livestock, or both, including both fresh and processed products, proposed to be sold from the farm stand.*
  - *Please describe all incidental items to be sold and all fee based activities to be held as part of your proposed farm stand operation.*
  - *Please indicate how percent of income expected to be derived from the sale of incidental items and fees collected from promotional events.*
2. The farm stand shall not include structures designed for occupancy as a residence or for activities other than the sale of farm crops and livestock and does not include structures for banquets, public gatherings or public entertainment;
  - *Please include as part of your site plan all existing and proposed buildings to be used as part of your farm stand operation. As part of your written narrative also describe how each building or structure is proposed to be used.*
3. As used in this document, "farm crops or livestock" includes both fresh and processed farm crops and livestock grown on the farm operation, or grown on the farm operation and other farm operations in the local agricultural area. As used in this subsection, "processed crops and livestock" includes jams, syrups, apple cider, animal products and other similar farm crops and livestock that have been processed and converted into another product (*i.e. prepackaged food products*) but not prepared food items;
  - *Please keep this requirement in mind when answering the item 1 above.*
4. As used in this document, "local agricultural area" includes Oregon or an adjacent county in Washington, Idaho, Nevada or California that borders the Oregon county in which the farm stand is located;
  - *Please keep this requirement in mind when answering the item 1 above.*

5. Subject to Article 64 (*Land Use Permit*) of the County Zoning Ordinance;
  - *Article 64 outlines the procedures used by the Planning Department to review your application. Article 64 is available for review or purchase at the Planning Department or online at [www.co.hood-river.or.us](http://www.co.hood-river.or.us).*
6. Adequate off-street parking will be provided subject to provisions of Article 51 (*Off-Street Parking*) of the County Zoning Ordinance;
  - *The provisions of Article 51 are available for review or purchase at the Planning Department or online at [www.co.hood-river.or.us](http://www.co.hood-river.or.us). Generally speaking, all required parking spaces must be at least 8.5' x 20' in size and at least one space per 200 square feet floor area dedicated to the farm stand must be provided. All required parking spaces are required to be hard surfaced, but not necessarily paved.*
7. All vehicle maneuvering and parking will be conducted on site and shall not occur within adjacent roads, streets, or highways;
  - *On your submitted site plan, please show all driveways and parking/maneuvering areas proposed to accommodate the farm stand.*
8. All ingress and egress points shall be approved by the County Public Works Department and be clearly marked;
  - *Please show on your submitted site plan all ingress and egress points along adjacent roadways. Identify how all access points are proposed to be marked.*
9. Vision clearance at all street intersections shall be 35 feet;
  - *Please note that as part of your farm stand permit a condition will be implemented that requires compliance with this standard.*
10. Signs are not permitted within the right-of-way, unless approved by either the County Public Works Department or the State Highway Division;
  - *As part of your submitted site plan, please identify the location of all proposed signage and their proximity to adjacent road right-of-ways.*
11. Only four (4) signs, maximum 6 square feet each are permitted. They shall be located in such a manner as to protect the public's health, safety, and welfare;
  - *Please indicate the number, location, and size of all signage proposed to be used in conjunction with your proposed farm stand.*
12. Outside lighting shall be hooded and directed away from adjacent lands in residential or farm use and adjacent roads, highways, etc.;
  - *Please identify the location and type of all outside lighting proposed to be used in conjunction with your proposed farm stand.*
13. Compliance with the County Sanitarian or Department of Agriculture requirements; and
  - *Please describe the type and number of restrooms proposed to accommodate the public visiting the proposed farm stand. Please note that permitting may be required by the County*

*Environmental Health Department (541-387-6885) and the Department of Agriculture (503-508-0470) prior to operating a farm stand. For more information, please contact these agencies at the numbers provided.*

14. Obtain a County Building Permit, if necessary.

- *A building permit may be required for all buildings used in conjunction with your farm stand, especially new buildings and/or existing buildings open to the public. Whether this standard applies or not will be determined by the Planning Department as part of reviewing your application.*

## SITE PLAN:

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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](http://www.co.hood-river.or.us) - under "County Maps"

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## 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).

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**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!**

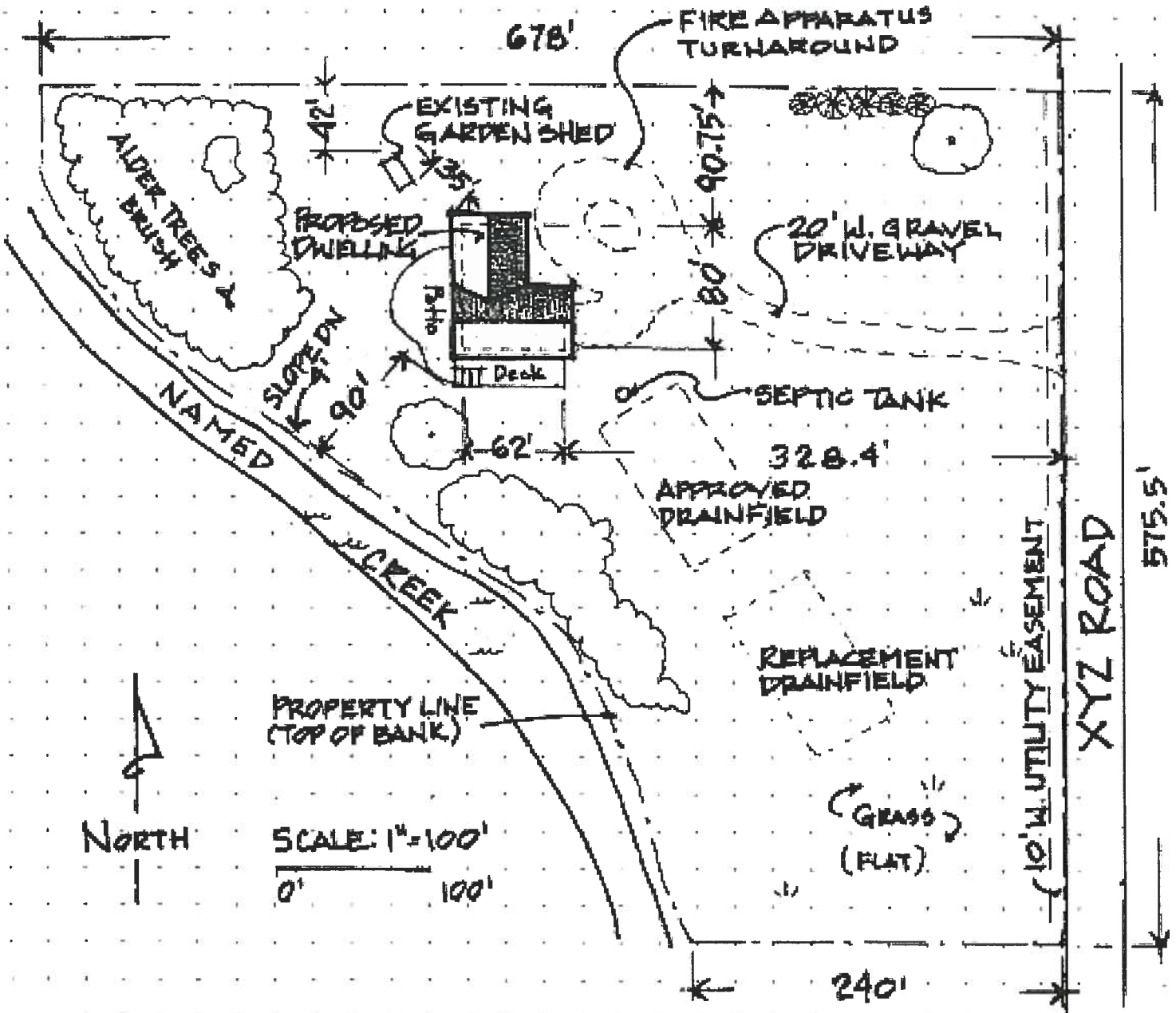
# SITE PLAN EXAMPLE

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

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