HOOD RIVER COUNTY
PLANNING & BUILDING SERVICES

601 STATE STREET
HOOD RIVER, OR 97031-2093
PHONE 541-387-6840
FAX 541-387-6873
Email: plan.dept@co.hood-river.or.us

HOOD RIVER COUNTY

LAND USE APPLICATION AND HANDBOOK
FOR LANDS IN THE
NATIONAL SCENIC AREA (NSA)
Projects Requiring a Sensitive Plants and Wildlife Field Survey

Field surveys are used to identify sensitive plants and sensitive wildlife areas and sites. A field survey of the project area must be conducted before the Commission can accept your application for review if you are proposing one of the following:

- land divisions that create 4 or more parcels.
- recreation facilities that contain parking areas for more than 10 cars, overnight camping facilities, boat ramps, or visitor and environmental education facilities.
- public transportation facilities that are outside improved rights-of-way.
- electric facilities, lines, equipment, and appurtenances that are 33 kilovolts or greater.
- communications, water and sewer, and natural gas transmission (as opposed to distribution) lines, pipes, and appurtenances.

Land Use Ordinance .580(3) and .590(3)

Requirements for Sensitive Plant and Wildlife Field Surveys

If a survey is required, then sensitive plants and wildlife present on the parcel must be shown on a site plan map and described. Lists of sensitive plants and wildlife are given in the Management Plan.

- Field surveys shall be conducted by a professional wildlife biologist and by a person with recognized expertise in botany or plant ecology hired by the applicant. The Commission can provide you with a list of professional wildlife biologists and botany/plant ecology experts.

- Field surveys shall cover all areas affected by the proposed use or recreation facility.

Land Use Ordinance .580(3) and .590(3)

- All sensitive wildlife areas and sites shall be described and shown on a site plan map. If wildlife areas or sites are identified, the site plan map shall be drawn at a scale of 1 inch equals 100 feet (1:1200).

Land Use Ordinance .580(1)(b)

- The exact locations of sensitive plants and a 200-foot buffer zone around the plants shall be delineated on a site plan map. If sensitive plants are identified within 1000 feet of the proposed project site, the site plan map shall be drawn at a scale of 1 inch equals 100 feet (1:1200).

Land Use Ordinance .590(1)(b)
Columbia River Gorge Commission

*Land Use Application and Handbook*

On November 17, 1986, President Reagan signed the Columbia River Gorge National Scenic Area Act into law (Public Law 99-663). The Act required that new development and other uses of land be reviewed for consistency with the National Scenic Area Act. Until May 31, 1993, the U.S. Forest Service and Columbia River Gorge Commission used interim guidelines to review development.

In October, 1991, following a four-year comprehensive planning process, the Gorge Commission adopted a Management Plan to carry out the direction of the National Scenic Area Act. Pursuant to provisions in the Act, the Secretary of Agriculture concurred with the Plan in February, 1992.

After adoption of, and concurrence with the Management Plan, the Act directed that the six counties in the Scenic Area adopt land use ordinances consistent with the Management Plan. If a county did not adopt land use ordinances within a specified time period, then the Gorge Commission was required to adopt and implement land use ordinances for the National Scenic Area lands in that county.

The Gorge Commission has adopted land use ordinances for those counties that have not yet adopted their own land use ordinances. This handbook summarizes the relevant information in those ordinances for persons proposing new uses or developments. Your proposal must be approved before you can start your new use or development.
### Table of Contents

This handbook is your guide for when you apply to the Columbia River Gorge Commission for review of a development proposal in the National Scenic Area. It contains three sections. The first section describes the general process the Gorge Commission will use to review your proposed project. The second section is a step-by-step guide for completing the Land Use Application requirements. The third section explains additional application requirements for certain projects. Two copies of the application materials are included at the end of this handbook.

I. The Development Review Process

   Step 1. Staff Preliminary Review and Acceptance of Application
   Step 2 and 3. Notice and Comment Period
   Step 4. Analysis of Proposal
   Step 5. Issuance of Decision

II. Completing the Land Use Application

   The Application Form
   Site Plan
   Key Viewing Areas
   List of Adjacent Property Owners
   Additional Application Requirements for Specified Projects
   For More Help

III. Additional Application Requirements for Specified Projects

---

*This handbook is a users' guide to, not a substitute for, the adopted land use ordinances. Every attempt has been made to make this guide as complete and accurate as possible, however, if there are any discrepancies or conflicts between this handbook and the land use ordinances, the ordinances shall apply.*
1. The Development Review Process

When you submit a land use application to the Gorge Commission, it will be reviewed according to a process specified in the land use ordinances. The five basic steps are shown in the following timeline and described below. Most proposals will follow this process; however, certain projects may require special review steps. A Gorge Commission planner can tell you exactly how your proposal will be reviewed.

The development review process generally begins when a completed land use application is received at the Commission Office. You may submit your application by mail or in person. Faxed applications cannot be accepted.

Development Review Timeline

<table>
<thead>
<tr>
<th>TIME (in days)</th>
<th>0</th>
<th>7</th>
<th>28</th>
<th>58</th>
<th>72</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEPS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>review and acceptance</td>
<td>notice</td>
<td>public comment period</td>
<td>gather and analyze information</td>
<td>issue decision</td>
</tr>
</tbody>
</table>

Step 1. Staff Preliminary Review and Acceptance of Application

When an application is received at the Commission office, the Gorge Commission will conduct a preliminary review of the application. In some cases, a planner may contact you to discuss your application. During this review, the planner will determine if the application is complete and whether there are any potential issues of concern. The planner may suggest minor modifications which may be necessary to meet some of the development guidelines or expedite the review process. This preliminary review may take up to 14 days.
Step 5. Issuance of Decision

The land use ordinance requires that the Commission issue a decision on your proposed project within 72 days. However, if you need additional time to prepare and carry out a natural resources management plan or if you must perform other steps to ensure protection of cultural resources, then a decision will likely take longer than 72 days. A copy of the decision will be mailed to you, the people who submitted comments on your proposal and other interested agencies.

Approvals from the Gorge Commission are valid for two years from the date the approval is granted. You may request an extension of the approval by submitting a letter to the Gorge Commission. An extension of the original approval may be granted for up to 12 months.

In addition to approval from the Gorge Commission, approvals or permits from your county as well as state or federal agencies may be necessary. What other approvals or permits are required may depend on the type, size or location of the project. Your county officials can help you apply for the correct permits.
A written description of the project, including details on size, height, exterior colors, and construction materials of proposed structures.

Signatures: The applicant must sign and date the land use application form. The property owner, if different than the applicant must also sign the application form. The property owner's signature on the application form gives permission to Commission planners to conduct an on-site evaluation of your project.

You may also submit any additional information which you believe will assist the Commission planners to evaluate your proposal. This might include maps, drawings, and development plans.

Site Plan

Along with the application form, the Gorge Commission will need a site plan which shows how your project is laid out on the land. This site plan must meet the following requirements:

- The site plan must be drawn to a scale of 1 inch = 200 feet (1:2,400), or at a scale providing greater detail.

  If the parcel is very large, you may show only the portion of the parcel affected by the proposed use. Be sure, however, to show enough of the parcel or some adjacent features, such as roads, so that the planners can orient themselves on your map. A small vicinity map showing the subject parcel and surrounding parcels may help.

The following elements must be shown on the site plan:

- North arrow
- Map scale
- Boundaries and dimensions of the subject parcel
- Significant terrain features or landforms (such as steep slopes)
- Groupings and species of trees or other vegetation on the parcel
Example of elevation drawings and landscaping details

WEST ELEVATION

NORTH ELEVATION

PROPOSED SCREENING TREES
MIX OF D.PIP AND ALDER
6'-8' HEIGHT AT PLANTING
3 TOTAL

E.P. AND ALDER
PROPOSED FOR
REMOVAL FOR
DRAINFIELD

SCALE 1″=50’
0 50'

25

25'

PROPOSED DWELLING

GRANULAR
DRIVE

PROPOSED SHED
County Offices:

Clark County
Planning Department
1013 Franklin Street
P.O. Box 5000
Vancouver, WA 98668
206-699-2375

Skamania County
Planning Department
Courthouse Annex
P.O. Box 790
Stevenson, WA 98648
509-427-5141

Klickitat County
Planning Department
Courthouse Annex
228 SW Main, Rm. 150
Goldendale, WA 98620
509-773-5703

Multnomah County
Planning Department
2115 SE Morrison
Portland, OR 97214
503-248-3043

Hood River County
Planning Department
Courthouse
309 State St., Rm. 101
Hood River, OR 97031
503-386-1306

Wasco County
Planning Department
1721 W. 10th Street
The Dalles, OR 97058
503-298-5169
New livestock grazing; new fences, livestock watering facilities, and corrals; or soil, water, and vegetation conservation activities on lands designated Agriculture-Special (See page 21)

Projects In the Special Management Area

If you are proposing one of the following in the Special Management Area, then you must submit the applicable additional application requirements.

- Single-family dwellings on lands designated Forest (See page 22)
- Forest practices on lands designated Forest (See page 23)
- Any new use or development on lands designated Open Space (See page 24)

For More Help

Please contact the Gorge Commission Office if you need assistance or if you have any questions. Planners are available between 8 a.m. and 5 p.m., Monday through Friday.

If you wish, you may schedule an appointment to discuss your project with a planner before submitting your application for review. These pre-application conferences are a good opportunity to make certain that your application is complete or to learn more about how the review is conducted and which development guidelines apply to your project. In many cases, a planner can offer suggestions which can expedite the approval process.
Reconnaissance surveys should be conducted in consultation with the Indian Tribal governments. The applicant shall notify the tribes prior to conducting reconnaissance surveys. The tribes shall have an opportunity to monitor the survey.

Reconnaissance surveys shall reflect the physical characteristics of the project area and the design and potential effects of the proposed use. They shall meet the following guidelines:

- Archival research shall be performed before any field work. It should entail a thorough examination of tax records; historic maps, photographs, and drawings; previous archaeological, historic, and ethnographic research; cultural resource inventories and records maintained by federal, state, and local agencies; and primary historic accounts, such as diaries, journals, letters, and newspapers.
- Surface surveys shall include the entire project area, except for inundated areas and impenetrable thickets.
- Subsurface probes shall be placed at intervals sufficient to document the presence or absence of cultural resources.
- Archaeological site inventory forms shall be submitted to the State Historic Preservation Officer whenever cultural resources are discovered.

Land Use Ordinance Guideline 540(1)(c)(F)

The results of a reconnaissance survey for large-scale uses shall be documented in a confidential report that includes:

- A description of the proposed use, including drawings and maps.
- A description of the project area, including soils, vegetation, topography, drainage, past alterations, and existing land use.
- A list of the documents and records examined during the archival research and a description of any prehistoric or historic events associated with the project area.
- A description of the fieldwork methodology used to identify cultural resources, including a map that shows the project area, the areas surveyed, and the location of subsurface probes. The map shall be prepared at a scale of 1 inch equals 100 feet (1:1,200), or a scale providing greater detail.
Projects on Slopes Over 10%

If your project meets all of the following, then you must submit a grading plan:

- the building site is visible from one or more key viewing areas;
- the slope of the building site on the parcel is over 10 percent; and
- there would be more than 100 cubic yards of grading for the purpose of structural development (such as for basements or foundations).

The grading plan must include the following:

- A map of the site prepared at a scale of 1 inch equals 200 feet (1:2,400) or at a scale providing greater detail, with contour intervals of at least every five feet including:
  - Existing and proposed final grades
  - Location of all areas to be graded, with cut banks and fill slopes delineated; and,
  - Estimated dimensions of graded areas.
- A narrative description of the proposed grading activity, including:
  - Its purpose
  - An estimate of the total volume of material to be moved
  - The height of all cut banks and fill slopes
  - Provisions to be used for compaction, drainage, and stabilization of graded areas (preparation of this information by a licensed engineer or geologist is recommended)
  - A description of all plant materials used to revegetate exposed slopes and banks, including types of species, number of, size and location of plants, and a description of irrigation provisions or other measures necessary to ensure the survival of plantings; and
  - A description of any interim or permanent erosion control measures to be utilized.

Land Use Ordinance Guideline .520(2)(u)

Note: Structural development on slopes greater than 30% is prohibited.
Uses Located In, or Providing Recreational Access to the Columbia River or Its Tributaries

For any new use located in or providing recreational access to the Columbia River, or its fishbearing tributaries, an assessment of effect on Indian Tribal treaty rights must be conducted.

The Assessment of Effect must include:

- A project site plan map showing adjacent river areas at least 1/2 mile upstream and downstream from the project site, the locations at which river access is planned, and the locations of all tribal fishing sites known to the project applicant.

- An assessment report which:
  - Describes the type of river access and uses proposed, estimated period when the development would be used, and anticipated levels of use (people, boats, and other uses) during peak-use periods.
  - Lists tribal commercial fishing seasons in the project vicinity, as established by the four treaty tribes.
  - Lists tribal ceremonial fishing seasons in the project vicinity.
  - Based on the above factors, assesses the potential effects that the proposed uses may have on Indian treaty rights.

Land Use Ordinance Guideline .150(8)(a)(A)

If you have any questions about whether a stream or river is a fishbearing tributary, please contact the Commission office.
New Livestock Grazing; New Fences, Livestock Watering Facilities, and Corrals; or Soil, Water, and Vegetation Conservation Activities on Lands Designated Agriculture-Special

These uses require that a range conservation plan be developed. Range conservation plans shall ensure that new uses do not adversely affect natural areas. They shall accomplish the following goals:

- maintain native rangeland that is in excellent or good condition; enhance rangeland that is in fair or poor condition.
- preserve native trees and shrubs.
- reestablish native grasses in degraded areas that have been invaded by non-native plants and weeds.

The range conservation plan shall be prepared by property owners in cooperation with range scientists from local conservation districts. Specialists from the Oregon or Washington Natural Heritage Program should be consulted while the plan is being prepared. Range conservation plans shall include the following elements:

- Range inventory. This shall include existing composition, carrying capacity, and condition of rangeland; the location of rare plants and non-native weeds; and existing fences, watering ponds, and other range improvements.
- Rehabilitation plan. This shall include actions that will be taken to rehabilitate native rangeland that is in fair or poor condition, such as weed and soil erosion control, seeding, and prescribed burning.
- Livestock management plan. This shall include the grazing system that will be used, including number and size of pastures, expected livestock numbers, and grazing/deferral periods and sequence. Management plans shall project livestock movements for at least 3 years.
- Monitoring program. This shall track the annual progress of the conservation plan and condition of the range. Monitoring techniques shall be described, such as line transects or photographic plots.
Forest Practices on Lands Designated Forest

If you are proposing any timber harvesting or forest practices in the Special Management Area, you must submit the following additional information with your land use application.

- The following must be shown on the land use application site plan:
  - Boundary of proposed commercial forest practice.
  - Location of proposed rock or aggregate sources.
  - Timber types.
  - Harvest units.
  - Silvicultural prescriptions.
  - Road and structure construction and/or reconstruction design.
  - Major skid trails, landings, and yarding corridors.
  - Commercial firewood cutting areas.
  - Existing and proposed rock pit development plans.
  - Protection measures for scenic, cultural, natural, and recreation resources, such as road closures.

- A discussion of slash disposal methods.

- A reforestation plan as reviewed by the appropriate state forest practices agency.

Land Use Ordinance Guideline .270(2)(b)