

FILE #: \_\_\_\_\_

FEE: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

## HOOD RIVER COUNTY PRE-APPLICATION FORM (for the UGA)

Submit the completed form **WITH SEVEN (7) ADDITIONAL COMPLETE COPIES** and an appropriate fee to the Hood River County Planning Department, 601 State Street, Hood River, OR 97031. Note the review criteria attached to this application. If you have any questions, please contact the Planning Department at (541) 387-6840.

**APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(physical)

\_\_\_\_\_ (mailing)

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**PARCEL OWNER:** (if different than applicant)

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

*\*Authorization of parcel owner(s) is required.*

**NOTE:** *IF EITHER THE APPLICANT OR THE OWNER ARE A CORPORATION OR AN LLC, EVIDENCE OF SIGNATURE AUTHORITY FOR THE ENTITY SHALL BE PROVIDED AS WELL.*

**PARCEL INFORMATION:**

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Parcel Size: \_\_\_\_\_

Property Location (cross streets or address):

\_\_\_\_\_  
\_\_\_\_\_

Summary Description of Request:

\_\_\_\_\_  
\_\_\_\_\_

**REQUEST:**

On a separate sheet of paper, provide a detailed description of the proposed project. Address all of the criteria listed below in the Site Plan Checklist. *(Note: All documents submitted to the County become subject to public disclosure.)*

**Site Plan Checklist**

- \_\_\_ 1. Narrative describing the project.
- \_\_\_ 2. Vicinity map with North arrow.
- \_\_\_ 3. Scale (1" = equals 60 feet or larger, except for subdivisions).
- \_\_\_ 4. Date.
- \_\_\_ 5. Street names and locations of all existing and proposed streets within or on the boundary of the proposed development within 200' of all map lines.
- \_\_\_ 6. Floor plan (specify area usage and type of construction).
- \_\_\_ 7. Lot layout with approximate dimensions for all lot lines.
- \_\_\_ 8. Zoning designations in proposed development.
- \_\_\_ 9. Zoning designations adjacent to proposed development.
- \_\_\_ 10. Location and use of all proposed and existing buildings, fences, and structures within the proposed development and their distances to applicable property lines. Indicate which buildings are to remain and which are to be removed.
- \_\_\_ 11. Location of all landscaped area. See Chapter 17.11 of the Zoning Ordinance.
- \_\_\_ 12. Location and size of all public utilities in and adjacent to the proposed development with the locations of the following items clearly shown *(information can be obtained from City and County Public Works Departments)*:
  - A. Water lines and meter size;
  - B. Sewers, manholes, and clean-outs;
  - C. Storm drainage and catch basins.
- \_\_\_ 13. Locations and drainage ways or public utility easements in and adjacent to the proposed development.
- \_\_\_ 14. The location, size, and use of all contemplated and existing public areas within the proposed development.
- \_\_\_ 15. Fire hydrants located within 250 feet of any exterior point on any building in a commercial or industrial area.
- \_\_\_ 16. Approximate topography of the site.
- \_\_\_ 17. Location of all parking areas and parking spaces.
- \_\_\_ 18. All ingress and egress points on the site, and on-site circulation.
- \_\_\_ 19. Use designation for the areas not covered by buildings, such as parking, loading, storing, vacant areas, etc.
- \_\_\_ 20. Location and sketches of all proposed signs. See Chapter 17.14 of the Zoning Ordinance.
- \_\_\_ 21. Construction materials, such as wood frame, masonry, etc.
- \_\_\_ 22. Size of structure, including number of stories.
- \_\_\_ 23. A narrative addressing all applicable zoning ordinance criteria not addressed by the above.
- \_\_\_ 24. Elevation drawings.