CITY OF HOOD RIVER
PLANNING APPLICATION INSTRUCTIONS

1. The attached application is for review of your proposed development as required by the Hood River Municipal Code ("Code"). Review is required to make sure that your proposal complies with the applicable provisions of the Code and that there are adequate capacities of public facilities to meet the needs of your development.

2. Prior to filing your application, you may be required to attend a pre-application conference with the Planning Department staff to discuss applicable standards and criteria of the Code, and submittal requirements to make your application complete. You also may be required to conduct a neighborhood meeting (mandatory for subdivisions and PUDs).

3. Applications may be mailed or presented in person to the City of Hood River Planning Department at City Hall, 211 2nd Street, Hood River, OR 97031. The following *must* be included in your application packet:

   - Completed application form
   - All required materials listed in the application form
   - Application fee
   - Appropriate number of copies of application and all support materials

4. Following submittal of your application it will be reviewed for completeness. Completeness is based upon the requirements of State law (ORS 227.178) and the requirements in the Code for your development proposal. It is the applicant's responsibility to provide persuasive evidence that the application complies with the approval criteria and applicable standards.

5. If the Planning Department determines that your application is "incomplete," you will be informed in writing and provided with a list of missing or incomplete materials and options for completing the application. Refusal to submit all or some of the missing information could result in a denial of the application. Incomplete applications become void 181 days after submittal.

6. If the Planning Department staff determines that an application is "complete," you will be informed in writing and the review process will begin. Review of your application may be administrative, with no public hearing, or it may be quasi-judicial, with a public hearing. For quasi-judicial review, applicants are required to attend the public hearing. All land use decisions are subject to an appeal process.

7. If you have questions about this process, please call the Planning Department at (541) 387-5210. Application forms, the City's Code and other useful information are available at the Planning Department's website: http://ci.hood-river.or.us/planning

File No.: _____
Fee: _____
Date Submitted: _____

CITY OF HOOD RIVER
LANDMARKS REVIEW APPLICATION

Submit the completed application <u>with twelve (12) additional complete copies, one electronic copy</u>, and appropriate fees to the City of Hood River Planning Department, 211 2nd St., Hood River, OR 97031. If you have any questions, please contact the Planning Department at (541) 387-5210.

TYPE OF APPLICATION: (Check one)

New Construction ☐ Minor alteration ☐ Major alteration ☐ Sign permit ☐
Demolition ☐ List Removal ☐ Moving ☐

<u>APPLICANT:</u> ***(attach a copy of title or purchase contract if applicable*)***

Name: _____

Address: (physical) _____

_____

(mailing) _____

_____

Telephone: _____ Cell : _____ Email: _____

Signature: _____

<u>PARCEL OWNER:</u> (if different than applicant)

Name: _____

Address: (mailing) _____

_____

Telephone: _____ Cell Phone: _____

Signature: _____

Authorization of parcel owner required.

NAME OF PROPERTY: (Historic) _____ (Common) _____

PROPERTY ADDRESS (or cross streets): _____

LEGAL DESCRIPTION: Township _____ Range _____ Section _____ Tax Lot(s) _____

EXISTING USE(S) OF PROPERTY: _____

PROPOSED USE(S) OF PROPERTY: _____

HISTORIC STATUS: National Register ☐ Local Landmarks Designation ☐ State _____

Anticipated starting date of construction: _____ **Anticipated ending date**: _____

Please enclose the following information with this application:

_____ 1. Narrative description of work to be completed
_____ 2. Site Plan drawing (drawn to scale)
_____ 3. Photographs of building and or site (effected facades, overall, and details)
_____ 4. Materials list and accompany product brochures
_____ 5. Construction blueprints and details (as needed)
_____ 6. Exterior elevations drawings (as needed)
_____ 7. Location, layout, size, color, and font style of sign (as needed)
_____ 8. Awning material sample (as needed)

The Secretary of Interior standards for Historic Preservation has been adopted by City Ordinance as local review criteria. These standards are attached. Please review them when preparing the application for submittal.

I (We) the undersigned acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge, and do hereby grant permission for and consent to City of Hood River Landmarks Review Board, its offices and staff, to come upon the above described property to gather information and inspect the property whenever it is reasonably necessary for the purpose of processing this application or preparing a staff report.

_____

PROPERTY OWNER SIGNATURE (application cannot be accepted without a signature)

_____

APPLICANT SIGNATURE