

CITY OF HOOD RIVER PLANNING DEPARTMENT 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 standards and criteria of the Code and that there are adequate public facilities to meet the needs of your development.
2. Prior to submitting your application, you may be required to attend a pre-application conference with Planning Department staff to discuss the applicable standards and criteria of the Code, and the submittal requirements to make your application complete. You also may be required to conduct a neighborhood meeting (mandatory for Subdivisions and Planned Developments).
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 review is based upon the requirements of State law (ORS 227.178) and the requirements of 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 the missing information could result in denial of the application. Incomplete applications become void 181 days after submittal.
6. If the Planning Department determines that your 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’ Code and other useful information are available on the Planning Department’s webpage: <http://www.ci.hood-river.or.us/planning>

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

**CITY OF HOOD RIVER
LANDMARKS REVIEW APPLICATION**

Submit the completed application form **with three (3) paper copies of all application materials including full- and reduced-sized plans, one electronic copy (original .pdf), and appropriate fees** to the City of Hood River Planning Department, 211 2nd St., Hood River, OR 97031. Additional paper copies may be required as determined by staff. If you have any questions, please contact the Planning Department at (541) 387-5210.

APPLICANT: *(attach a copy of title or purchase contract if applicable*)*

Name: _____
Address: _____
(physical) _____

(mailing) _____

Telephone: _____ Cell : _____ Email: _____
Signature: _____

PARCEL OWNER: (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:** _____

TYPE OF APPLICATION: (Check one)
New Construction Minor alteration Major alteration Sign permit
Demolition List Removal Moving

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