



CITY OF HOOD RIVER LAND USE APPLICATION INSTRUCTIONS & TIMELINE

- Review Required:** The attached application is required by the Hood River Municipal Code (“Code”) for review of your proposed development. 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.
- Pre-Application Conference:** Prior to submitting your application, you may be required to attend a pre-application conference with city staff to discuss applicable standards and criteria of the Code, and submittal requirements to make your application complete. Pre-application conferences typically are scheduled approximately 4 weeks after submittal of an application and fee. You also may be required to conduct a neighborhood meeting (mandatory for subdivisions and PUDs).
- Application Submittal:** Applications may be mailed or submitted 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 with property owner signature
 - All required materials listed in the application form
 - Application fee
 - Electronic copy of application materials (original .pdf, not scanned) and three (3) paper copies of application and all support materialsIt is the applicant’s responsibility to demonstrate the proposal meets standards & approval criteria.
- Completeness Review (≤ 30 days):** Upon submittal, your application will be reviewed for completeness within 30 days. 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 written findings and materials to demonstrate the application complies with the applicable approval criteria and standards.
- Incomplete Applications (> 30 days):** 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 limit the city’s ability to approve your application. Incomplete applications become void 181 days after submittal (ORS 227.178).
- Complete Applications:** If the Planning Department staff determines that an application is “complete,” you will be informed in writing and the review process will begin.
- Review Process (≤ 120 days):** 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. Notice of the application or public hearing will be mailed to neighboring property owners for comment.
- Decision:** A decision with findings and conditions of approval will be issued after a public comment period and public hearing (if applicable). All land use decisions are subject to an appeal process. A final decision is expected within 120 days after an application is deemed complete pursuant to ORS 227.178.

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>

CITY OF HOOD RIVER URBAN GROWTH AREA SEWER AND WATER SERVICE INFORMATION AND APPLICATION PACKET

Who is this packet for? If you own property in the Urban Growth Area (UGA), and plan to hook up to City of Hood River sewer and/or water service, this packet is for you.

Does the City of Hood River provide sewer and water service in the UGA? The City can provide both services in the UGA. However, the City may not be able to provide water service to your property if you are in the Ice Fountain Water District. You will need to contact Ice Fountain first if you are in their district.

Do I have to connect to sewer in the UGA? If your property is within 300 feet of a City sewer line, state law requires connection (OAR 340-071-0160(4)(f)(A)(i)(I)). There are very few properties in the UGA that do not meet this requirement.

How do I request connection to City water and/or sewer? Fill out the enclosed application form.

Will I have to be annexed to the City before I can receive water and/or sewer from the City? If your property is contiguous to City limits, annexation will probably be required as a condition to receiving water and/or sewer service from the City. If annexation is not required, or if your property is not contiguous to City limits, you will be required to execute and record a Consent-to-Annexation agreement as a condition to receiving water and/or sewer service.

If my property is located in the Ice Fountain Water District, will it be withdrawn from the District upon annexation? It is the City's policy to be able to provide all services, including water, to a property it annexes. In order for the City to withdraw the property from the District, the City must compensate the District under state law. If your property is located in the Ice Fountain Water District, whether or not it is receiving service from the District, the City will contact the District to determine the cost of withdrawing your property from the District upon annexation.

Who will provide irrigation water if my property is annexed? If you are connected or connecting to City water, you may use City water for irrigation. However, at this time, the City does not provide irrigation water at reduced rates. If you are a Farmer's Irrigation customer, you will need to contact them about service inside the city limits.

If my property must be annexed before it can be connected to City sewer and/or water, how does that process work? Your completed application (attached) constitutes a request for annexation. Upon receipt of your application, the City staff will determine whether annexation or execution of a Consent-to-Annexation agreement is required prior to connection. If annexation is required, the City Council is required to address the annexation at least one meeting and pass an annexation ordinance. The annexation process may take several months.

How much does this cost? Contact the City Planning Department for current fees.

Where do I submit the application? Submit completed application, fee, and appropriate number of copies to the City Planning Department, 211 2nd St., Hood River, OR, 97031.

File No.: _____

Fee: _____

Date Submitted: _____

CITY OF HOOD RIVER APPLICATION ANNEXATION REQUEST and REQUEST for CONNECTION to CITY of HOOD RIVER SEWER and/or WATER SERVICE

Submit the completed application form with three (3) complete paper copies 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) _____

(email) _____

Telephone: _____ Cell Phone: _____

Signature: _____

PARCEL OWNER: (if different than applicant)

Name: _____

Address: _____
(mailing) _____

Telephone: _____ Cell Phone: _____

Signature: _____

**Authorization of parcel owner required.*

PARCEL INFORMATION:

Township _____ Range _____ Section _____ Tax Lot(s) _____

Current Zoning: _____ Parcel Size: _____

Property Location (cross streets or address): _____

Existing Water Service, if any: _____

Farmers Irrigation: YES NO Existing Septic: YES NO

Is this a health hazard request for sewer connection? YES NO

If yes, Explain: _____

ADDITIONAL APPLICATION INFORMATION

Please submit the following information with your completed application form:

1. Assessor’s map (tax lot map) showing the location of your parcel.
2. For contiguous parcels, a copy of the most recent deed to your property with a complete legal description.
3. Addresses of all dwellings and/or businesses located on the parcel.
4. Names, addresses, and ages of all residents on the parcel and verification whether they are registered voters.
5. Written consent to the annexation must be provided by the owner and not less than 50% of the residents who are registered to vote at each address.
6. Written statement in support of annexation addressing the applicable annexation criteria of the Hood River zoning ordinance.

REQUEST

Sewer Service _____

Water Service _____

In connection with this request to hook up to and receive water and/or sewer service from the City of Hood River, I/we hereby petition the Honorable Mayor and City Council of Hood River for annexation of the above-described property. I/we further desire that by this petition, the above-described property be annexed to and included within the corporate limits of the city of Hood river, Oregon, a municipal corporation, and I/we do hereby consent to such annexation without the necessity of any election being called within the area above described or a public hearing being held pursuant to ORS 222.125, and I/we do hereby consent to the City of Hood River taking such steps a necessary to determine whether or not the above-described property shall be annexed.

If the City determines that the above-described property is to be annexed, at least 51% of the electors residing on the property will be required to sign a Consent-to-Annexation agreement in order to complete the annexation process.

If the City determines that the above-described property will not be annexed at this time, the property owner(s) will be required to execute and record a Consent-to-Annexation agreement prior to connection to city water and/or sewer.

Signature

CHAPTER 17.15 - ANNEXATION POLICY

Legislative History: *Ord. 1719 (1995); Ord. 1774 (1999).*

SECTIONS:

- 17.15.010 Introduction
- 17.15.020 Application and Process
- 17.15.030 Filing Fees
- 17.15.040 Planning Commission Review
- 17.15.050 Evaluation Criteria – Developed Land
- 17.15.060 Evaluation Criteria – Undeveloped Land
- 17.15.070 Evaluation Criteria – Fiscal Impact
- 17.15.080 Evaluation Criteria – Urban Services Capabilities
- 17.15.090 Staff Analysis

17.15.010 Introduction. It is the policy of the City of Hood River to promote orderly, efficient, and fiscally responsible annexation of territories in conjunction with urban growth or expected or desired urban growth within the urban growth area. Accordingly, the City shall annex property where:

1. The proposed annexation represents the natural extension of the existing City boundary consistent with urban growth;
2. The proposed annexation would not, when developed or as developed, unreasonably limit the ability of the City to provide a level of services to City residents consistent with community needs and the financial capabilities of the City, as determined by the City;
3. The proposed annexation would not cause the City to pledge extension of services beyond its resources so as to result in a deficit operation of the service;
4. The proposed annexation would serve the interests of the entire community and not solely the interests or convenience of those within the territory proposed to be annexed.

17.15.020 Application and Process. An annexation may be proposed by the City of Hood River, landowners, or a group of residents and shall include the following elements:

1. Preliminary plans and specifications, drawn to scale, showing the actual shape and dimensions of the property to be annexed and the existing and proposed land uses and residential density. City and County zoning in the proposed territory, as shown on a vicinity map, and contiguous lands must also be indicated.
2. Comprehensive statement of reasons in support of the annexation addressing the applicable annexation criteria.
3. Completed certifications of property ownership, registered voter status, map, and legal description.

17.15.030 Filing Fees. Fees for filing for annexation requests shall be set by City Council resolution.

17.15.040 Planning Commission Review. The Planning Commission shall review the application in a public hearing and forward a recommendation with findings to the City

Council who will conduct a public hearing according to the *Quasi-Judicial Hearing Procedures* or *Legislative Hearing Procedures* (Chapter 17.09), whichever is applicable.

17.15.050 Evaluation Criteria – Developed Land. Prior to approving a proposed annexation of developed land, affirmative findings shall be made relative to the following criteria:

1. The territory is contiguous to the city limits and within the Urban Growth Area;
2. The annexation represents the natural extension of the existing City boundary to accommodate urban growth;
3. The development of the property is compatible and consistent with the rational and logical extension of utilities and roads to the surrounding area;
4. The City is capable of providing and maintaining its full range of urban services to the territory without negatively impacting the City's ability to adequately serve all areas within the existing city limits;
5. The fiscal impact of the annexation is favorable, as determined by the City of Hood River because of existing development;
6. The proposed annexation does not negatively impact nearby properties, whether located within the city limits or the urban growth area; and
7. The annexation conforms to the Comprehensive Plan.

17.15.060 Evaluation Criteria – Undeveloped Land. Prior to approving a proposed annexation of undeveloped land, affirmative findings shall be made relative to the following criteria:

1. The territory is contiguous to the city limits and within the Urban Growth Area;
2. The annexation represents the natural extension of the existing City boundary to accommodate urban growth;
3. The annexation of the territory is compatible and consistent with the rational and logical extension of utilities and roads to the surrounding area;
4. The City is capable of providing and maintaining its full range of urban services to the property without negatively impacting the City's ability to adequately serve all areas within the existing city limits;
5. The fiscal impact of the annexation is favorable, as determined by the City of Hood River, either upon approval or because of a commitment to a proposed development, unless the City determines that a public need outweighs the increase;
6. The annexation meets the City's urban growth needs, and it is to the City's advantage to control the growth and development plans for the territory; i.e., to be able to address the issues of traffic, density, land use, and the level and timing of necessary facilities and services;
7. If the criteria in 17.15.060 (6) does not apply, the annexation provides a solution for existing problems resulting from insufficient sanitation, water service, needed routes for utility or transportation networks, or other service-related problems;
8. The proposed annexation does not negatively impact nearby properties, whether located within the city limits or the urban growth area; and
9. The annexation conforms to the Comprehensive Plan.

17.15.070 Evaluation Criteria – Fiscal Impact. The following factors are to be taken into consideration when determining fiscal impact for both developed and undeveloped land and may include, but are not be limited to:

1. The additional revenues, if any, available to the City as a result of the annexation;
2. Whether any unusual or excessive costs will be incurred as a result of the annexation; and
3. The impact on the City's tax base, if any, as a result of the annexation.

17.15.080 Evaluation Criteria – Urban Service Capabilities.

1. The municipal service needs, if any, of the territory to be annexed, including those of police and fire protection, public sewer and water supply facilities, street improvement and/or construction, and such other municipal services as may reasonably be required. Both short term and long term plans for all services shall be addressed.
2. The projected costs of supplying reasonably needed municipal services to the territory proposed to be annexed.

17.15.090 Staff Analysis. In order to assure that the Planning Commission and the City Council, prior to action upon a proposal for annexation, are fully informed as to the potential impacts of the annexation on both the City and the territory proposed to be annexed, the City Planning Department shall provide a staff report addressing the above criteria.