CITY OF HOOD RIVER

PRE-APPLICATION CONFERENCE
INFORMATION SHEET & INSTRUCTIONS

A pre-application conference may be required at the Planning Director's discretion prior to filing an application for an administrative- or quasi-judicial action. Pre-application conference requirements and procedures are detailed in Section 17.09.120 of the Hood River Municipal Code. Projects that entail Annexation, Site Plan Review, Conditional Use Permit, Subdivision, Planned Unit Development and Zone Change typically require a pre-application conference prior to acceptance of a complete application. The Planning Director may determine that other land use or land division applications also require a pre-application conference.

A pre-application conference is intended to inform applicants of the City's development standards, submittal requirements and review procedures prior to submittal of a development application. The conference is an informal review of a preliminary design rather than a decision-making meeting. A decision approving or denying the development cannot be made until a complete application is submitted and reviewed. During the pre-application conference, applicable ordinances will be reviewed including requirements for connection to the City's sanitary sewer, water, storm drainage and street systems. Where applicable, other agencies (e.g. Port of Hood River, Oregon Department of Transportation, etc.) will be invited to participate.

After the pre-application conference, City staff will prepare a summary of the discussion including comments from City departments (Planning, Engineering, Building and Fire) and other agencies. Comments may become recommendations to the reviewing body (Planning Director or Planning Commission). Additional requirements may be determined to apply after the City receives and reviews a completed application.

PROCEDURE FOR PRE-APPLICATION CONFERENCE: Submit the completed application form with one (1) complete paper copy and one electronic version (.pdf) of application materials, as well as appropriate fees, to the City of Hood River Planning Department, 211 2nd Street, Hood River, OR 97031. Please contact the Planning Department to verify the fee for the pre-application conference at planning@cityofhoodriver.gov or (541)387-5210.

A conference will be scheduled approximately four weeks from the date of submittal, typically on a Wednesday morning. A copy of the application materials will be forwarded to the appropriate departments and agencies soliciting written comments.

If more than six (6) months elapse from the time of the conference to the formal application for the project, a new pre-application conference may be required.

File #:_____
Fee:_____
Date Received:_____

CITY OF HOOD RIVER
PRE-APPLICATION FORM

Submit the completed application form **with one (1) paper copy of all application materials including full- and reduced-sized plans and written analysis, 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 planning@cityofhoodriver.gov or (541) 387-5210.

APPLICANT:

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): _____

_____

Brief Description of Request: _____

_____

Neighborhood Meeting Required ? Yes ☐ Proposed Date: _____ No ☐

☐ **Written Analysis of Development Proposal:**

Please provide a detailed description of the proposed project. This should describe the nature of the project, goals and summarize how the project addresses applicable zoning- and land division-criteria.

Plan Submittal Checklist:

Please provide preliminary plans that include the following information:

☐ 1. Vicinity map with North arrow.

☐ 2. Scale (e.g. one inch equals 20 feet).

☐ 3. Date.

☐ 4. Site layout with approximate dimensions for all existing and proposed lots.

☐ 5. Street names and locations of all existing and proposed streets on or adjacent to the proposed development site, and within 200 feet of the site.

☐ 6. Location and use of all existing and proposed buildings, and their distances to property lines. Indicate which buildings are to remain and which are to be removed.

☐ 7. Size of existing and proposed structures, including floor area and height. Floor plan specifying area usage and type of construction may be required.

☐ 8. Elevation drawings of proposed structures specifying exterior materials.

☐ 9. Zoning designations on- and adjacent to the site.

☐ 10. Location and size of all existing and proposed public utilities and drainageways in and adjacent to the proposed development with the locations of the following items clearly shown (*information can be obtained from the City Engineering Department*):

A. Water lines and meter size;

B. Sewers, manholes, and clean-outs;

C. Storm drainage and catch basins.

☐ 11. Existing and proposed use of areas not covered by buildings such as parking, loading, storage, landscaping, stormwater facilities, parks, etc.

☐ 12. Location and size of landscaped areas, significant trees and landscape features.

☐ 13. Locations of existing and proposed easements on the development site.

☐ 14. The location, size, and use of all existing and proposed public areas on the development site.

☐ 15. Fire hydrants and street lights located within 250 feet of the site.

☐ 16. Approximate existing and proposed topographical contours on the site.

☐ 17. Location of all existing and proposed parking areas and parking spaces.

☐ 18. All existing and proposed vehicular access points to the site, and on-site circulation details.

☐ 19. Location and height of existing and proposed fences.

☐ 20. Location of proposed signs. See Title 18, Sign Code.

Note: All documents submitted to the City are subject to public disclosure.

PLEASE BE AWARE:

A. Adequate public facilities must be provided by the developer to serve proposed development. Development may be restricted if public utilities or street access is inadequate.

B. Oregon Department of Transportation (ODOT) approval is required prior to development of sites accessing State highways (Hwy 35, Hwy 281, Cascade Ave., Oak St., Second St., Twelfth St. and Thirteenth St.) or discharging storm water into ODOT storm drainage facilities.

C. Easements are required for public utilities located outside of public rights-of-way.

D. Any planting or removal of trees on City right-of-way requires a permit from the City Engineer and may require ODOT permits.

E. Any street cut requires a permit from the City Engineer prior to cutting.
NOTE: Some streets may be under a street-cutting moratorium.

F. A Neighborhood Meeting may be required pursuant to 17.09.130. Applications for subdivisions and Planned Unit Developments must meet the Neighborhood Meeting requirement. Other applications may be required to conduct a Neighborhood Meeting, as determined by the Planning Director.

G. Permits are required for all signs.

H. Ensure conformance with requirements of the Building Official and Fire Marshal.