

**ANNEXATION APPLICATION**

**CITY OF HUBBARD**

3720 2<sup>nd</sup> Street (P.O. Box 380)

Hubbard, OR 97032

Phone: (503) 981-9633; Fax: (503) 981-8743

<http://www.cityofhubbard.org>

To Be Filled Out by Staff:

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

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

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

RECEIPT NO: \_\_\_\_\_

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**APPLICANT:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**OWNER(S):** \_\_\_\_\_

(if different from above)

**PHONE:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**ENGINEER/SURVEYOR:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**OTHER DESIGN PROFESSIONAL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

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**GENERAL INFORMATION:**

**SITE ADDRESS:** \_\_\_\_\_

**MAP PAGE AND TAX LOT NO:** \_\_\_\_\_

**LEGAL DESCRIPTION (attach additional sheet, if necessary):** \_\_\_\_\_

**ASSESSED VALUATION (attach Assessor's printout):** \_\_\_\_\_

**EXISTING ZONING DESIGNATION:** \_\_\_\_\_

**PROPOSED ZONING DESIGNATION:** \_\_\_\_\_

**EXISTING COMPREHENSIVE PLAN DESIGNATION:** \_\_\_\_\_

DATE: 9/19/08

**PROPOSED COMPREHENSIVE PLAN DESIGNATION:** \_\_\_\_\_

**CURRENT USE/STRUCTURES:** \_\_\_\_\_

**SQUARE FOOTAGE OF SITE:** \_\_\_\_\_

**ACREAGE OF SITE:** \_\_\_\_\_

**PROPOSED USE/DENSITY AFTER ANNEXATION:** \_\_\_\_\_

**TOPOGRAPHY:** \_\_\_\_\_

**NATURAL FEATURES/HAZARDS OF THE SUBJECT SITE:** \_\_\_\_\_

\_\_\_\_\_

**PUBLIC UTILITY PROVIDERS (gas, electric, water, sewer, telephone):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUBMITTAL REQUIREMENTS:**

**Please submit one (1) paper copy and one (1) electronic copy (PDF format preferred) of the following application materials:**

- ☐ 1. A current title report,
- ☐ 2. A copy of the most recent deed for the property,
- ☐ 3. A legal description of the area subject to annexation, and
- ☐ 4. A legible site plan drawn to scale on 8 ½ x 11 or 11 x 17 inch paper, or eight (8) full size copies (typically 18 x 24 inches or larger) that shows the following information:
  - ☐ The name, address, and phone number of the applicant engineer, land surveyor or person preparing the application,
  - ☐ Vicinity sketch showing location of the proposed annexation,
  - ☐ Existing vegetation, trees, or other important natural features,
  - ☐ Existing structures and improvements (including utilities),
  - ☐ Assessor's map and tax lot numbers for each parcel,
  - ☐ Gross acreage of property being annexed,
  - ☐ Direction of drainage,
  - ☐ Location of existing streets, sewer, water, public utilities, and drainage structures and the size of the facilities,
  - ☐ Any other legal access to the parcel other than a public street,
  - ☐ Areas of site with slopes 10 percent or greater,
  - ☐ All areas of public dedication, and
  - ☐ Location and purpose of any existing or proposed easements.

DATE: 9/19/08

**I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT; AND THAT THE REQUEST DOES NOT VIOLATE ANY DEED RESTRICTIONS THAT MAY BE ATTACHED OR IMPOSED UPON THE SUBJECT PROPERTY. (NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner(s)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner(s)**

DATE: 9/19/08

## EXHIBIT A

### LAND USE FEE SCHEDULE ACKNOWLEDGMENT

as of 2/11/2020 (attachment to Resolution No. 686-2020)

Resolution No. 685-2020 requires land use applications to reimburse the City for the actual costs associated with their applications. The City requires a deposit for land use application as required in section 3.206.03 in the Hubbard Development Code. Staff collects the deposit at the time of application.

Costs and time are paid out of the deposit. If it appears the costs exceed the initial deposit, the Director of Administration/City Recorder may require an additional deposit for costs that may be incurred to complete the project. At the end of the project a final bill will be prepared, and the City will either request additional funds or issue a refund check.

The following are examples of the most common types of charges and amounts per hour that will be incurred for land use projects in the City. These rates are provided for example purposes only, and you will be charged the actual costs incurred by the City as required by Resolution 685-2020. These example rates will therefore be reviewed annually and updated as necessary. You may request a copy of the most recent example rates at any time by contacting the Director of Administration/City Recorder.

**City Planner** **\$85.00**

*(The City Planner prepares staff reports, final actions, and makes presentations at Planning Commission and Council meetings.)*

**City Engineer** **\$165.00**

*(The City Engineer may be requested to investigate or review plans submitted by the applicant, and may make presentations at required meetings)*

**Director of Admin/Recorder** **\$90.00**

**Admin Assistant** **\$45.00**

*(The Planning Secretary prepares applicants files, prepares comments for other departments, prepares public hearing notices, posts and mails notices, answers applicants questions and attends all meetings)*

**Public Works Director/Superintendent** **\$84.00**

**Public Works Admin Manager** **\$68.00**

**Utility Worker II** **\$58.00**

**Utility Worker I** **\$37.00**

**Admin Assistant** **\$20.00**

*(The Public Works personnel reviews applications and comments regarding water, sewer, streets, backflow devices, and storm drain issues)*

**Police Chief** **\$83.00**

*(The Police Chief reviews plans and looks into safety concerns such as lighting and addressing issues)*

**City Attorney** **\$235.00**

*(Review of documents, negotiation of conflicts, litigation and enforcement issues)*

<b>Office Copies</b>	<b>(Black &amp; White 8 ½ X 11)</b>	<b>.25 per page</b>
	<b>Color</b>	<b>.35 per page</b>
	<b>(Black &amp; White 11X 17)</b>	<b>.50 per page</b>
	<b>Color</b>	<b>.70 per page</b>

**Long Distance Phone Calls** **\$3.00 per call**

**Fax** **\$2.00 per fax + .50 per page**

**I have read this information and understand that the land use fee is a deposit and the application may cost more or less.**

**Applicants Signature**

**Date**