

CONDITIONAL USE PERMIT APPLICATION

CITY OF HUBBARD

3720 2nd 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: _____

APPLICANT: _____

PHONE: _____ EMAIL ADDRESS: _____

ADDRESS: _____

OWNER(S): _____

(If different from above)

PHONE: _____ EMAIL ADDRESS: _____

ADDRESS: _____

REQUEST: _____

PROPERTY DESCRIPTION:

ADDRESS: _____

MAP PAGE AND TAX LOT NO: _____ ZONE: _____

CURRENT USE/STRUCTURES: _____ SQUARE FOOTAGE OF SITE: _____

IS THE SITE OF HISTORIC SIGNIFICANCE? _____

FINDINGS:

Conditional Use Permits shall be approved if the applicant provides evidence substantiating that all the requirements of this Hubbard Development Code relative to the proposed use are satisfied, and demonstrates that the proposed use also satisfies the following criteria (use additional pages if necessary):

1. The proposed use is listed as a conditional use in the underlying district (please cite the Development Code Section where the use is listed as a conditional use).

EXHIBIT A

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

as of 10/14/2008 (attachment to Resolution No. 470-2008)

Resolution No. 398-2005 requires a deposit for land use applications 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 City Recorder / Planning Secretary may require an additional deposit for cost that may be incurred to complete the project. At the end of the project a final bill will be prepared and either request additional funds or issue a refund check.

The following are types of charges and amounts per hour. *The Contracted Service provider fees are subject to change, and may also include their hired staff time.*

City Planner \$74.00
(The City Planner prepares staff reports, final actions, and makes presentations at Planning Commission and Council meetings.)

City Engineer \$70.00
(The City Engineer may be requested to investigate or review plans submitted by the applicant, and may make presentations at required meetings)

Planning Secretary \$57.00 Admin Assistant \$26
(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 \$68.00 Admin Assistant \$39
Utility Worker I \$36.00
Utility Worker II \$48.00
(The Public Works personnel reviews applications and comments regarding water, sewer, streets, backflow devices, and storm drain issues)

Police Chief \$65.00
(The Police Chief reviews plans and looks into safety concerns such as lighting and addressing issues)

City Attorney \$240.00
(Review of documents, negotiation of conflicts, litigation and enforcement issues)

Office Copies (Black & White 8 1/2 X 11) .25 per page Color .35 per page
(Black & White 11X 17) .50 per page Color .70 per page
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

2. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography and location of improvements and natural features.

3. The proposed development is timely, considering the adequacy of transportation systems, public facilities and services, existing or planned for the area affected by the use.

4. The proposed use will not alter the character of the surrounding area in a manner, which substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying district.

5. The proposal satisfies any applicable goals and policies of the Comprehensive Plan, which apply to the proposed use.

ATTACHMENTS:

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

1. 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:

- existing and proposed structures,
- driveways and vehicular circulation,
- parking,
- landscaping, and
- significant natural features.

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)

CONDITIONAL USE PERMIT INFORMATION SHEET

A conditional use is a use, which is not outright, permitted in a given zoning district, rather the Planning Commission is authorized to review the proposed use to ensure compatibility with the surrounding area. The Planning Commission may attach conditions on the use to ensure compatibility. Each zoning district has a list of uses which are only permitted as conditional uses.

CONDITIONAL USE REGULATION

Conditional uses listed in the zoning ordinance may be permitted, enlarged, or otherwise altered upon authorization by the Planning Commission in accordance with the standards and procedures set forth in Section 3.103 of the Development Code.

APPLICATION PROCESSING

Once an application is submitted, along with all pertinent filing information, City staff will review it for completeness, and if additional material is necessary, you will be contacted. Once the application is determined to be complete, staff will prepare a report for Planning Commission review. The staff report is available seven days prior to the Planning Commission meeting. You will have the opportunity to testify on behalf of your application at the Planning Commission meeting. The Planning Commission decision can be appealed to the City Council.

CIRCUMSTANCES FOR GRANTING CONDITIONAL USE PERMITS

The Planning Commission may impose limitations or conditions on the conditional use. The Planning Commission shall impose conditions only after it has determined that such conditions are necessary for the public health, safety, and general welfare, or to protect persons or improvements in the area. The Planning Commission may prescribe such conditions it deems appropriate to fulfill the intent of the Development Code.

EFFECTIVE DATE OF APPROVAL

The conditional use permit shall be effective 12 days after the date of the notice of the decision, unless the decision is appealed to the City Council.

ADDITIONAL INFORMATION

For additional information on conditional use permits, call Hubbard City Hall at (503) 981-9633.