

ALTERATION OR EXPANSION OF A NONCONFORMING USE, STRUCTURE, OR LOT

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 NUMBER: _____ ZONE: _____

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

IS THE SITE OF HISTORIC SIGNIFICANCE? _____

SUBMITTAL REQUIREMENTS

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:

- Dimensions of the property;
- Location of all buildings and structures - either existing or proposed;
- Location of driveway access vehicular circulation, and offstreet parking areas; and
- Landscaping and significant natural features.

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

EVALUATION CRITERIA

The Planning Commission shall authorize alteration, restoration or replacement of a nonconforming use, structure, or lot after conducting a public hearing when any of the following circumstances apply:

1. Is the alteration necessary to comply with any lawful requirements for the use, structure, or lot?

2. Is the restoration or replacement necessary due to a fire, other casualty, or natural disaster?

In any other circumstance, the alteration, restoration or replacement of a nonconforming use or structure may be authorized by the Planning Commission, if the applicant demonstrates that the proposal satisfies the following criteria:

1. Would the alteration result in a reduction in nonconformity of the use? If yes, please explain.

2. What types of impacts would the alteration have on the surrounding neighborhood?

3. Has the use or occupancy of the property been maintained continuously over the past year?

4. Has the use or occupancy of the property been maintained continuously over the past year?

5. Does the nonconforming use and any subsequent use of the property and structure involved comply with the requirements of the Hubbard Development Code and any other applicable laws, ordinances, and regulations.

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)