

PRE-APPLICATION CONFERENCE APPLICATION

CITY OF HUBBARD

FILE: _____
DATE: _____
FEE _____
RECEIPT NO: _____

APPLICANT(S): _____ PHONE: _____

ADDRESS: _____

OWNER(S): _____ PHONE: _____

(If different from above)

PROPERTY ADDRESS: _____

MAP PAGE AND TAX LOT NO: _____ ZONE: _____

SQUARE FOOTAGE : _____

CURRENT USE/STRUCTURES: _____

PROPOSED USE/DEVELOPMENT: _____

NOTE: ALL PROPERTY OWNERS MUST SIGN THIS FORM OR SUBMIT LETTERS OF CONSENT.

Date Applicant

Date Applicant

Date Owner(s)

Date Owner(s)

EXHIBIT A

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

as of 3/10/2006 (attachment to Resolution No. 398-2005)

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 \$72
(The City Planner prepares staff reports, final actions, 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 \$52.00
(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 \$62.00
Utility Worker I \$33.00
Utility Worker II \$45.00
(The Public Works personnel reviews applications and comments regarding water, sewer, streets, backflow devices, and storm drain issues)

Police Chief \$62.00
(The Police Chief reviews plans and looks into safety concerns such as lighting and addressing issues)

City Attorney \$210.00
(Review of documents, negotiation of conflicts, litigation and enforcement issues)

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

For use by City staff.

Date: _____ Time: _____

Persons in attendance:

Summary:
