SITE DEVELOPMENT REVIEW APPLICATION

To Be Filled Out by Staff:
FILE:_____
DATE:_____
FEE:_____
RECEIPT NO: _____

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

APPLICANT:_____

MAILING ADDRESS:_____

PHONE:_____ EMAIL ADDRESS:_____

OWNER(S) (If different from above):_____

PHONE:_____ EMAIL ADDRESS:_____

ADDRESS:_____

PROPOSED STRUCTURE/IMPROVEMENT:_____

_____

SQUARE FOOTAGE:_____

ESTIMATED VALUE OF STRUCTURE/IMPROVEMENT:_____

PROPERTY DESCRIPTION:

ADDRESS:_____

MAP PAGE AND TAX LOT NO:_____ ZONE:_____

CURRENT USE/STRUCTURES:_____SQUARE FOOTAGE OF SITE:_____

ZONE:_____

SUBMITTAL REQUIREMENTS:

Please submit one (1) legible copy, drawn to scale on 8 ½ x 11 or 11 x 17 inch paper and one (1) electronic copy (PDF format preferred); OR eight (8) full-size copies (typically 18 x 24-inch or larger paper), one (1) reduced-size copy (8 1/2 x 11 or 11 x 17-inch), and one (1) electronic copy (PDF format preferred) of the following application materials:

1. Site Analysis
   - ☐ Existing site topography;

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 ½ 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**	

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

_____ _____

Applicants Signature **Date**

- ☐ Identification of areas exceeding 10% slopes;
- ☐ Site drainage, areas of potential flooding;
- ☐ Areas with significant natural vegetation;
- ☐ Classification of soil types;
- ☐ Existing structures, roadway access and utilities; and
- ☐ Existing and proposed streets, bikeways, and pedestrian facilities within 200 feet.

2. Site Plan
   - ☐ Proposed grading and topographical changes;
   - ☐ All proposed structures including finished floor elevations and setbacks;
   - ☐ Vehicular and pedestrian circulation patterns, parking, loading and service areas;
   - ☐ Proposed access to public roads and highways, railroads or other commercial or industrial transportation systems;
   - ☐ Site drainage plan including methods of storm drainage, sanitary sewer system, water supply system and electrical services. Inverse elevations may be required for all underground transmission lines;
   - ☐ Proposed landscape plan, to include appropriate visual screening and noise buffering, where necessary, to ensure compatibility with surrounding properties and uses;
   - ☐ Proposed on-premise signs, fencing or other fabricated barriers, together with their heights and setbacks; and
   - ☐ A schedule of expected development.

EVALUATION CRITERIA

In addition to compliance with the standards of the Development Code, the review of a Site Development Plan shall be based upon consideration of the following:

1. Characteristics of adjoining and surrounding uses;
2. Drainage and erosion control needs;
3. Public health factors;
4. Traffic safety, internal circulation and parking;
5. Provision for adequate noise and/or visual buffering from non-compatible uses;
6. Retention of existing natural features on site; and
7. Problems that may arise due to development within potential hazard areas.

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	Owner(s)

Revised: 9/19/08

SITE DEVELOPMENT REVIEW INFORMATION SHEET

The purpose of the site development review process is to guide future growth and development in accordance with the Hubbard Comprehensive Plan and Development Code, provide an efficient process and framework to review development proposals, and resolve potential conflicts that may arise between proposed developments and adjacent uses.

☑ SITE DEVELOPMENT REVIEW REGULATION

Site development review is required for all new developments, major remodeling of existing developments, and change of occupancy, as defined by the Uniform Building Code, and/or change of use for commercial and industrial developments, except:

1) single-family detached dwellings;
2) a duplex;
3) any commercial or industrial remodel that does not exceed 25% of the total square footage of the existing structure, or
4) any new development, change of occupancy, or commercial or industrial remodel, that does not intensify he use of the property by increasing the number of customers, vehicle or pedestrian traffic top the site, parking requirements, etc.

Site development review procedures are listed in Section 3.105 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, a public hearing at the Planning Commission will be scheduled. 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.

☑ EFFECTIVE DATE OF APPROVAL

The site development review shall be effective 12 days after the date of the notice of the decision by the Planning Commission unless the decision is appealed to the City Council.

☑ ADDITIONAL INFORMATION

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

Revised: 9/19/08