

**SIMILAR USE 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: \_\_\_\_\_  
REQUEST: \_\_\_\_\_

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**PROPERTY DESCRIPTION:**

ADDRESS: \_\_\_\_\_  
MAP PAGE AND TAX LOT NO: \_\_\_\_\_ ZONE: \_\_\_\_\_  
CURRENT USE/STRUCTURES: \_\_\_\_\_ SQUARE FOOTAGE OF SITE: \_\_\_\_\_  
IS THE SITE OF HISTORIC SIGNIFICANCE? \_\_\_\_\_

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**FINDINGS:**

The Planning Commission may authorize a similar use may be authorized provided that the applicant demonstrates that the proposed use satisfies the following criteria:

1. The use is consistent with the purpose of the underlying zoning district and is similar in character, scale and performance to permitted uses specified in the underlying district.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The use conforms with the applicable standards and limitations of the underlying zoning district.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**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)

## **SIMILAR USE INFORMATION SHEET**

A similar use is a use which is not specifically listed in a particular zoning district but which is similar in character, scale, and performance to the permitted uses specified in the district.

### **SIMILAR USE REGULATION**

Prior to the issuance of a Building Permit for any approved similar use in any zone, the applicant shall be subject to the Site Development Review procedures set forth in Section 3.105 of the Hubbard 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 AUTHORIZING SIMILAR USES**

The Planning Commission may impose limitations or conditions on the similar use. Any reduction or change of the requirements of the ordinance will be considered as varying the ordinance and must be requested and viewed as such. 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 ordinance.

### **EFFECTIVE DATE OF APPROVAL**

The similar use authorization shall be effective ten (10) days after the date of the notice of the decision.

### **ADDITIONAL INFORMATION**

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