TECHNICAL 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 DEVELOPMENT/IMPROVEMENT:_____

_____

PROPERTY DESCRIPTION:

ADDRESS:_____

MAP PAGE AND TAX LOT NO:_____ ZONE:_____

CURRENT USE/STRUCTURES:_____SQUARE FOOTAGE OF SITE:_____

ZONE:_____

SUBMITTAL REQUIREMENTS:

Please submit four (4) sets of construction plans, drawn to scale in accordance with the City of Hubbard Public Works Design and Construction Standards (PWDCS). A copy of the PWDCS may be found online at: http://www.cityofhubbard.org/public_works/index.html.

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.)

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**

Date	Applicant
Date	Owner(s)
Date	Owner(s)
Date	Owner(s)

ADDITIONAL INFORMATION

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