

VACATION APPLICATION

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: _____

GENERAL INFORMATION:

AREA TO BE VACATED: _____

ABUTTING TAX LOT NO.(s) (including map page no.): _____

ZONE: _____

PURPOSE OF VACATION: _____

EXISTING UTILITIES AND/OR EASEMENTS WITHIN AREA TO BE VACATED: _____

TOPOGRAPHY: _____

SURROUNDING USES: NORTH: _____ **SOUTH:** _____

EAST: _____ **WEST:** _____

ATTACHMENTS:

Please submit one paper copy and one (1) electronic copy (PDF format preferred of the following application materials:

- 1. A map 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 all abutting properties and all properties within 200 feet of the proposed vacation area. Any existing or proposed easements or utilities must also be identified.
- 2. A petition signed by all of the abutting owners and the owners of two-thirds of the “affected area”. (Note: This means the owners of two-thirds of the affected area, not two-thirds of the total number of property owners in the affected area.)

For the purposes of this application, the “affected area” includes the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. Where a street is proposed to be vacated to its termini, the land included in an extension of the street for a distance of 400 feet beyond each terminus shall also be included in the affected area.

Note: City staff will provide the applicant(s) with a map showing the “affected area.”

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

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
_____	_____
Date	Owner
_____	_____
Date	Owner

VACATION INFORMATION SHEET

Vacations are governed by Oregon Revised Statutes 271.080-271.230. The City may vacate all or part of a street, avenue, alley, plat, public square or other public place. Any person interested in any real property in the City may file a petition for a vacation.

VACATION INFORMATION

The petition shall provide a description of the ground proposed to be vacated, the purpose for which the ground is proposed to be used and the reason for such vacation.

APPLICATION PROCESSING

Once an application is submitted, along with all pertinent filing information, City staff will review it for completeness. If additional material is necessary, you will be contacted. Once the application is determined to be complete, staff will present the application to the City Council who will determine whether to schedule public hearings to consider the request. If the Council decides to forward the request to a public hearing, staff will then prepare a report for Planning Commission review. The staff report is available seven (7) days prior to the Planning Commission public hearing. The Planning Commission will conduct a public hearing and make a recommendation to the City Council. The City Council will conduct a second public hearing and make the final decision. The City Council decision can be appealed to the Oregon Land Use Board of Appeals (LUBA).

ADDITIONAL INFORMATION

For additional information on vacations, please review the attached Street/Alley Vacation Process handout or call Hubbard City Hall at (503) 981-9633.