

ZONE CHANGE

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: _____

OWNER(S): _____

(If different from above)

PHONE: _____ **EMAIL ADDRESS:** _____

ADDRESS: _____

PROPERTY DESCRIPTION:

ADDRESS: _____

MAP PAGE AND TAX LOT NO: _____

PRESENT ZONE: _____ **PROPOSED ZONE:** _____

CURRENT USE/STRUCTURES: _____ **SQUARE FOOTAGE OF SITE:** _____

IS THE SITE OF HISTORIC SIGNIFICANCE? _____

FINDINGS:

Zone change requests shall be approved if the applicant provides evidence substantiating the following:

1. Approval of the request is consistent with the Comprehensive Plan and the Comprehensive Plan map designation and most effectively carries out the Plan goals and policies considering all alternatives, and
2. The property and affected area is presently provided with adequate public facilities, services, and transportation to support uses allowed within the requested zone, or such facilities, services provided concurrently with the development of the property.
3. The proposed amendment is consistent with the purpose of the Code's subject section and article.
4. The natural features of the site are conducive to the proposed zone district.

ATTACHMENTS:

Please submit one (1) 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)

ZONE CHANGE

Zone change applications are reviewed under the same criteria. A zone change may be initiated by resolution of the City Council, resolution of the Planning Commission, or petition of property owners.

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. The staff report is available seven days prior to the Planning Commission meeting.

AUTHORITY TO GRANT OR DENY A ZONE CHANGE

The Planning Commission shall conduct a public hearing on the proposed zone change and shall submit a recommendation to the City Council. The City Council shall then conduct a public hearing on the proposal and make the final decision.

EFFECTIVE DATE OF APPROVAL

The zone change decision is effective 21 days after the date of the notice of the final decision, unless the decision is appealed to the Oregon Land Use Board of Appeals

ADDITIONAL INFORMATION

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

EXHIBIT A

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

as of 2/11/2020 (attachment to Resolution No. 686-2020)

Resolution No. 685-2020 requires land use applications to reimburse the City for the actual costs associated with their applications. The City requires a deposit for land use application 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 Director of Administration/City Recorder may require an additional deposit for costs that may be incurred to complete the project. At the end of the project a final bill will be prepared, and the City will either request additional funds or issue a refund check.

The following are examples of the most common types of charges and amounts per hour that will be incurred for land use projects in the City. These rates are provided for example purposes only, and you will be charged the actual costs incurred by the City as required by Resolution 685-2020. These example rates will therefore be reviewed annually and updated as necessary. You may request a copy of the most recent example rates at any time by contacting the Director of Administration/City Recorder.

City Planner \$85.00
(The City Planner prepares staff reports, final actions, and makes presentations at Planning Commission and Council meetings.)

City Engineer \$165.00
(The City Engineer may be requested to investigate or review plans submitted by the applicant, and may make presentations at required meetings)

Director of Admin/Recorder \$90.00
Admin Assistant \$45.00
(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 \$84.00
Public Works Admin Manager \$68.00
Utility Worker II \$58.00
Utility Worker I \$37.00
Admin Assistant \$20.00
(The Public Works personnel reviews applications and comments regarding water, sewer, streets, backflow devices, and storm drain issues)

Police Chief \$83.00
(The Police Chief reviews plans and looks into safety concerns such as lighting and addressing issues)

City Attorney \$235.00
(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