



**CITY OF RIVERGROVE
DEVELOPMENT PERMIT APPLICATION**

Applying for (check all that apply):

- _____ Development Permitⁱ (Includes land and building development and remodeling projects) \$20.00
- _____ Area Accessory Developmentⁱⁱ \$50.00
- _____ Land Division (Type I - \$30.00, Type II – \$50.00, Type III - \$70.00)ⁱⁱⁱ
- _____ Future Street and Public Facilities Plan^{iv} \$100.00
- _____ Hardship Relief^v \$100.00
- _____ Vacation of Street, Plat, Public Square or Other Public Place^{vi} \$100.00
- _____ Annexation^{vii} \$100.00

Costs incurred by the City for all administrative, legal, engineering, and planning requirements associated with the application will also be assessed along with a City administrative fee.^{viii}

1.) List all property owners. Use separate page if necessary.

Owner #1

Name	Address	City	State	Zip	Hm/Office Phone
_____	_____	_____	_____	_____	_____
e-mail address	Cell Phone	FAX Number			
_____	_____	_____			

Owner #2

Name	Address	City	State	Zip	Hm/Office Phone
_____	_____	_____	_____	_____	_____
e-mail address	Cell Phone	FAX Number			
_____	_____	_____			

2.) Applicant (if different than property owner)

Name	Address	City	State	Zip	Hm/Office Phone
_____	_____	_____	_____	_____	_____
e-mail address	Cell Phone	FAX Number			
_____	_____	_____			

Relationship to property owner _____ Power of Attorney? ____ Yes ____ No

3.) Property to be developed (if different than above)

Current Resident	Address	City	State	Zip	Phone
_____	_____	_____	_____	_____	_____

4.) Legal description of property

5.) Pre-application conference requested?^{ix} (Fees apply) _____ Yes _____ No

6.) Please describe the intent of this proposal.

Submission Requirements:

7 sets of the following:

- Application
- Proof of ownership
- County building permit application, filled out
- Notarized fees agreement
- Permit fee
- Building plans, including scale drawings and elevations
- Site plan showing: (include one additional copy)
 - Direction of north and south
 - The exact dimensions of the lot(s) in question, all set-backs clearly marked
 - The location of all trees over 36 inches in circumference measured 4.5 feet from the ground if affected by the proposed project^x
 - The location of the sewer or septic system
 - Existing and proposed surface water drainage
 - All easements
 - Existing and proposed access
 - Location of significant natural features, such as cliffs, creeks, trees
 - Wetlands
 - The floodway and 100-year floodplain of the Tualatin River

100' or 200' radius mailing labels or pre-addressed envelopes (TBD at the PC meeting)

Any other pertinent materials

Some applications may require other items, such as:

Elevation certificate if property is within the 100-year flood elevation^{xixii}

Grading plan

Landscape plan

Utility plan

Certified survey

Proof of sewer connection or proof that the septic system is approved by the county for the proposed construction if adding more bedrooms or new construction

Tree mitigation plan if more than three (3) jurisdictional trees are removed

A wetland delineation plan and mitigation plan by a certified specialist if wetlands exist on the property or within 25 feet of the side setback

Descriptive written request for hardship relief

Traffic impact study



CITY OF RIVERGROVE

AGREEMENT TO MEET THE COSTS OF DEVELOPMENT REVIEW

BACKGROUND

Development Permit Application fees have been established in Ordinance #54-89 Section 9.030 (the City's right to charge for fees incurred by the City for legal services, engineering services, planning services, etc), Resolution 195-2004 (the City's right to charge a 25% administrative fee) and Resolution 200-2005 (a fee schedule). If requested, you will be given an estimate of fees. In some cases the actual costs of development review exceed estimated fees. Ordinance #54-89 Section 9.030 requires that when actual costs to the City for development review exceed the estimate, the applicant shall be responsible for payment of actual costs. Resolution 158-98 establishes that payments are due within 30 days of the date of the invoice (unless the invoice expressly specifies an earlier or later due date.) Overdue balances remain overdue until paid in full (including all late payment fees and interest charges.) All overdue accounts will be charged a late payment fee of \$50 or 3% of the overdue balance, whichever is greater. Interest at the rate of 9% on the unpaid balance, calculated daily and compounded monthly, will be charged to all overdue accounts from the date of the original billing. Accounts paid in a timely manner will not be charged any accrued interest.

Development within the 100-year flood plain is subject to a \$500 deposit as established in Resolution 200-2005. If actual fees along with the administrative fee are less than \$500, a refund will be given.

If there is more than one applicant, each applicant must sign and have notarized separately the Agreement to Meet the Costs of Development Review.

AGREEMENT

I/We have read the above and understand that I/we are subject to all of the Rivergrove Ordinances and Resolutions. I/we agree to pay the actual costs of development review, a City administrative fee and any late fees should they be incurred. Actual costs include but are not limited to staff review and creation of reports, staff attendance at Planning Commission meetings, legal counsel, and all costs associated with an appeal should one be filed. If this development is within the 100-year flood plain, I agree to pay a \$500 deposit. I agree to pay these fees prior to receiving the written decision for my development application.

Signed

Date

State of Oregon, County of Clackamas/Washington

Signed or attested before me on _____ by _____

Notarial Signature

My commission expires: _____

ⁱ See RLDO Section 4.040

ⁱⁱ See RLDO Sections 6.010

ⁱⁱⁱ See RLDO Sections 6.080-6.6.110

^{iv} See RLDO Section 6.130-6.150

^v See RLDO Section 6.060

^{vi} See RLDO Section 6.223

^{vii} See RLDO Section 6.235

^{viii} Based upon RLDO Section 9.030 and Rivergrove Resolution #195-2004, the City will assess to all applicants a management and administrative processing charge equal to 25% of all other costs incurred by the City to process the application to cover management and administrative processing costs incurred. Also see Resolution 158-98 establishing a policy for collecting late payment fees and interest charges on overdue accounts.

^{ix} See RLDO Section 4.030

^x See Rivergrove Ordinance #74-2004

^{xi} If the proposed construction is within the 100-year flood plain of the Tualatin River, elevations certificates for FEMA need to be filled out prior to and at the completion of the construction. FEMA requires that the elevation of the first floor of living space be at least one foot above flood elevation. This is available on-line at http://www.fema.gov/plan/prevent/floodplain/nfipkeywords/elevation_certificate.shtm

^{xii} See Rivergrove Ordinance 70-2001