



CITY OF RIVERGROVE
DEVELOPMENT PERMIT APPLICATION

Applying for (check all that apply):

- Development Permitⁱ (Includes land and building development and remodeling projects) \$25.00
- 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.^{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

The fees established in Ordinance #54-89 for review of development proposals are based upon estimates for average cases. In some cases the actual costs of development review may exceed established and/or estimated fees. Ordinance #54-89 requires that when actual costs to the City for development review exceed the amount set by the Ordinance, the applicant shall be responsible for payment of actual costs.

AGREEMENT

I have read the above paragraph and understand that I am responsible for payment of actual costs of development review that exceed the established and/or estimated fee. I agree that as a condition of application I shall pay to the City of Rivergrove costs which the City may incur in excess of the established and/or estimated fee. I further agree to pay this amount in full within five days of resolution of my 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 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.

^{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