



**Planning and Zoning**  
**Department of Transportation and Development**  
 Development Services Building  
 150 Beaver Creek Road | Oregon City, OR 97045  
 503-742-4500 | zoninginfo@clackamas.us  
 www.clackamas.us/planning

<b>STAFF USE ONLY</b>	
Staff Initials:	File Number:

Land use application for:

# HABITAT CONSERVATION AREA DEVELOPMENT

**Application Fee:**

**\$1,320 if pursuant to ZDO 706.10(A) or \$1,685 if pursuant to ZDO 706.10(B)**

APPLICANT INFORMATION			
Applicant name:	Applicant email:	Applicant phone:	
Applicant mailing address:	City:	State:	ZIP:
Contact person name (if other than applicant):	Contact person email:	Contact person phone:	
Contact person mailing address:	City:	State:	ZIP:

PROPOSAL
Brief description of proposal:

SITE INFORMATION		
Site address:	Comprehensive Plan designation:	Zoning district:
Map and tax lot #:	Land area:	
Township: _____ Range: _____ Section: _____ Tax Lot: _____		
Township: _____ Range: _____ Section: _____ Tax Lot: _____		
Township: _____ Range: _____ Section: _____ Tax Lot: _____		
Adjacent properties under same ownership:		
Township: _____ Range: _____ Section: _____ Tax Lot: _____		
Township: _____ Range: _____ Section: _____ Tax Lot: _____		

Printed names of all property owners:	Signatures of all property owners:	Date(s):

<b><i>I hereby certify that the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.</i></b>	
Applicant signature:	Date:

## A. Review applicable land use rules:

This application is subject to the provisions of [Section 706, Habitat Conservation Area District \(HCAD\)](#) of the [Clackamas County Zoning and Development Ordinance](#) (ZDO).

It is also subject to the ZDO's definitions, procedures, and other general provisions, as well as to the specific rules of the subject property's zoning district and applicable development standards, as outlined in the ZDO.

## B. Turn in all of the following:

- Complete application form:** Respond to all the questions and requests in this application, and make sure all owners of the subject property sign the first page of this application. Applications without the signatures of *all* property owners are incomplete.
- Application fee:** The cost of this application is **\$1,320 if made pursuant to ZDO Subsection 706.10(A)** or **\$1,685 if made pursuant to Subsection 706.10(B)**. Payment can be made by cash, by check payable to "Clackamas County", or by credit/debit card with an additional card processing fee using the [Credit Card Authorization Form](#) available from the Planning and Zoning website. Payment is due when the application is submitted. Refer to the FAQs at the end of this form and to the adopted [Fee Schedule](#) for refund policies.
- For ZDO 706.10(A) applications:** If you are applying for this HCA Development permit pursuant to Subsection 706.10(A), attach all of the items listed in Subsections 706.07(C)(1)-(4), including the required site plan, mitigation plan, and report, if applicable.
- For ZDO 706.10(B) applications:** If you are applying for this HCA Development permit pursuant to Subsection 706.10(B), include all of the items listed in Subsections 706.07(D)(1)-(5), including the required site plan, topographic map, grading plan, Impact Evaluation and Alternatives Analysis, and mitigation plan.

**Note:**

Except for utility facilities reviewed pursuant to ZDO Subsection 706.10(A)(1) and notwithstanding any other provisions of Subsection 706.07, for utility facilities developed by public utilities on property that is not owned by the utility, the utility shall not be required to map or provide any information about the property except for the area within 300 feet of the proposed disturbance area.

### C. Describe the proposed development:

In the box below, describe all of your proposed development, including any grading, filling, vegetation removal, utility improvements, and the installation/construction of any roads, wells, driveways, fences, septic systems, dwellings, and accessory structures. Attach additional pages, if necessary.

### D. Demonstrate with supporting plans and narrative:

Through a combination of attached plans, a written narrative, and other supporting evidence as necessary, demonstrate that the proposal meets and/or can meet all applicable approval criteria in either ZDO Subsection 706.10(A) or Subsection 706.10(B).

**Note:**

If proposed development is in a Water Quality Resource Area (WQRA) regulated pursuant to [ZDO Section 709, Water Quality Resource Area District \(WQRAD\)](#), it shall comply with either Subsection 706.10(B) or 709.10, except that if the subject parcel contains an HCA and a WQRA *and* is the subject of a land use application for a partition of subdivision, the partition or subdivision shall comply with the requirements of Subsections 706.10 *and* 709.11, and if the provisions conflict, the most restrictive standard shall apply.

## FAQs

### When is an HCA Development permit required?

The County's Zoning and Development Ordinance (ZDO) requires a Habitat Conservation Area (HCA) Development permit for:

- Development within an HCA; and for
- A lot/parcel that contains an HCA and is the subject of a partition or subdivision.

### What is the permit application process?

HCA Development permits are subject to a "Type II" land use application process, as provided for in [Section 1307](#) of the ZDO (unless the application is filed concurrently with another land use application that requires review as a Type II application). Type II decisions include notice to owners of nearby land, the Community Planning Organization (if active), service providers (sewer, water, fire, etc.), and affected government agencies. If the application is approved, the applicant must comply with any conditions of approval identified in the decision. The Planning Director's decision can be appealed to the County Land Use Hearings Officer.

### What is needed for the County to approve a land use permit?

An HCA Development permit *may* be approved after an evaluation by the County of applicable standards of the ZDO. The applicant is responsible for providing evidence that their proposal does or can meet those standards. In order to address the standards, the information requested in this application should be as thorough and complete as possible. A permit will only be approved or denied after a complete application is received and reviewed. The County approves an application only if it finds that the proposal meets the standards or can meet the standards with conditions.

### How long will it take the County to make a decision about an application?

The County makes every effort to issue a decision on a Type II land use application within 45 days of when we deem the application to be complete. State law generally requires a final County decision on a land use permit application in an urban area within 120 days of the application being deemed complete, and within 150 days for a land use permit in a rural area, although there are some exceptions.

### If an application is submitted and then withdrawn, will a refund be given?

If a submitted Type II application is withdrawn before it is publicly noticed, 75% of the application fee paid, or the fee paid minus \$250, whichever is less, will be refunded. If a submitted application is withdrawn after it is publicly noticed, but before a decision is issued, 50% of the application fee paid, or the fee paid minus \$500, whichever is less, will be refunded. No refund will be given after a decision is issued.

### Who can help answer additional questions?

For questions about the County's land use permit requirements and this application form, contact Planning and Zoning at **503-742-4500** or [zoninginfo@clackamas.us](mailto:zoninginfo@clackamas.us). You can also find information online at the Planning and Zoning website: [www.clackamas.us/planning](http://www.clackamas.us/planning).

*Clackamas County is committed to providing meaningful access and will make reasonable accommodations, modifications, or provide translation, interpretation or other services upon request. Please contact us at 503-742-4545 or [drenhard@clackamas.us](mailto:drenhard@clackamas.us).*

**503-742-4545:** ¿Traducción e interpretación? | Требуется ли вам устный или письменный перевод?

翻译或口译? | Cần Biên dịch hoặc Phiên dịch? | 번역 또는 통역?