

## **Columbia River Gorge Commission**

### ***Land Use Application and Handbook*** *(updated 11/19/13)*

This handbook is a guide for preparing an application to the Columbia River Gorge Commission for review of a development proposal in the National Scenic Area. It contains three sections. The first section describes the general processes the Gorge Commission will use to review your proposed project. The second section is a step-by-step guide for completing the Land Use Application requirements. The third section explains additional application requirements for certain projects. A copy of the application form is included at the end of this handbook.

The Gorge Commission has adopted a land use ordinance for the portions of Klickitat County within the National Scenic Area. This handbook summarizes the relevant requirements of that ordinance for persons proposing new uses or developments. Your proposal must be approved before you can start your new use or development.

#### **For More Help**

Please contact the Gorge Commission office if you need assistance or if you have any questions. Planners are available between 8 a.m. and 5 p.m., Monday through Thursday.

We recommend you schedule an appointment to discuss your project with a planner before submitting your application for review. These pre-application conferences are a good opportunity to make certain that your application is complete or to learn more about how the review is conducted and which development guidelines apply to your project.

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## **I. The Development Review Process**

When you submit a land use application to the Gorge Commission, it will be reviewed according to a process specified in the land use ordinance. There are two processes: Expedited Review and Review Use. The five basic steps are:

1. Completeness review
2. Notice preparation
3. Public comment period
4. Gather and analyze information
5. Prepare and issue decision

The Expedited Review process applies to minor projects with limited resource impacts, and takes at least 30 days from the date the application is determined to be complete. Review Uses are projects not eligible for Expedited Review. These reviews take at least 72 days from the date the application is determined to be complete. Actual review process times are likely to be longer and vary based upon staffing levels, current work load, complexity of the proposed development, and other factors.

A pre-application meeting with a Gorge Commission planner can help you determine how your proposal will be reviewed and answer questions about what materials may be necessary for a complete application. The development review process generally begins when a completed land use application is received at the Commission Office. You may submit your application by mail or in person. Faxed applications cannot be accepted.

### **Step 1. Staff Completeness Review and Acceptance of Application**

When an application is received at the Commission office, the Gorge Commission will conduct a completeness review of the application. In some cases, a planner may contact you to discuss your application. During this review, the planner will determine if the application has all the required information and whether there are any potential issues of concern. The planner may suggest minor modifications which may be necessary to meet some of the development guidelines or expedite the review process. The completeness review may take several weeks. The planner will also determine whether or not the application is eligible for Expedited Review.

Once the application is deemed complete, the formal review process begins.

### **Steps 2 and 3. Notice and Comment Period**

After an application is accepted by the Gorge Commission, Commission staff will prepare a public notice of the application. The notice of your proposal will be mailed to:

1. the applicant and the property owner(s)
2. state and local government agencies,
3. the Indian tribal governments with treaty rights in the Gorge, and
4. adjacent property owners, when applicable.

The notice will state the type of project, the location of the subject parcel, and the deadlines for public comment. Public comment will be accepted for 10 days for Expedited Review or 21 days for Review Use applications.

#### **Step 4. Analysis of Proposal**

Following the close of the comment period, an impact analysis of the proposal occurs. This will likely include an on-site evaluation. The Gorge Commission staff will determine if your proposal may adversely affect scenic, cultural, natural or recreation resources. If the Gorge Commission determines that there may be an adverse impact, you may need to modify the proposal or develop a mitigation plan. For example, development that impacts natural resources such as wildlife habitat or rare plants may require the applicant to develop a natural resources management plan.

To be approved through Expedited Review, the Gorge Commission must be able to determine that there will be no adverse impact according to the guidelines of Commission Rule 350-81-052. If an application cannot be approved through Expedited Review, the comment period will be extended and the application will continue via the Review Use procedures.

For Review Uses, any required cultural resources reconnaissance surveys will be forwarded to the Tribal Governments and the State Historic Preservation Office for review. Comments on a reconnaissance survey will be accepted for 30 days. At the close of this special comment period, the Gorge Commission will determine if it is necessary that you perform other steps to protect cultural resources. After all comment periods close, the Gorge Commission will gather and analyze other information about your proposal.

For all applications, your proposal will be approved only if it is found to be consistent with all of the ordinance guidelines. The Gorge Commission may set conditions of approval with a decision to ensure that the project satisfies the ordinance guidelines. The conditions of approval are legally binding requirements which must be followed during development.

#### **Step 5. Issuance of Decision**

When a decision is made, a copy of the decision will be mailed to you, the people who submitted comments on your proposal and other interested agencies. A petition to appeal the decision may be filed for 30 days after the decision date. A Gorge Commission planner will notify you if a petition is received. If no petition is filed, the decision is final.

Approvals from the Gorge Commission are valid for two years from the date the approval is granted. In some cases, an extension of the original approval may be granted for up to 12 months.

In addition to approval from the Gorge Commission, approvals or permits from county, state or federal agencies may be necessary. What other approvals or permits are required may depend on the type, size or location of the project. County officials can help you apply for the correct permits.

## **II. Completing the Land Use Application**

In order for the Gorge Commission to review your proposal for consistency with the land use ordinances, it is necessary that you submit a land use application. Most applications will require four pieces of information: (1) a completed application form, (2) a project description and site plan with elevation drawings and landscape details, (3) a checklist of key viewing areas, and (4) a list of property owners within a specified distance of your property. Each of these requirements is described below.

More complicated projects may require additional information about the project and the surrounding area. A list of projects for which more information is required, is on pages 9 and 10.

A planner can help clarify whether your project will require additional information. Incomplete applications cannot be accepted for review. A planner will contact you if your application is not complete and inform you what additional information must be submitted to complete the application.

## The Application Form

The land use application form asks for information about yourself (you are the applicant), the land on which your proposal would be located (the subject parcel), and your development proposal. The following information is required:

- Applicant's name, address and home and work phone numbers.
- The property owner's name, address and phone numbers, if different than the applicant.
- The legal description of the subject parcel including township, range, section, and tax lot number. This information can be found on recent property tax forms or from your county assessor.
- The street address of the subject parcel or if none exists, nearby streets and intersections which will help locate the subject parcel.
- A description of what the subject parcel and surrounding area is being used for now. For example, is it undeveloped (vacant); is there a home on the parcel or the surrounding parcels; is there any agriculture, grazing, or timber cutting?
- A summary of the proposed use and/or development.
- Signatures: The applicant must sign and date the land use application form. The property owner, if different than the applicant, must also sign the application form. **The property owner's signature on the application form gives permission to Commission planners to conduct an on-site evaluation of your project.**

A project description, site plan, and elevation drawings are also required. For some projects, additional information is required. These requirements are described below. You may also submit any additional information which you believe will assist the Commission planners to evaluate your proposal. This might include extra maps, drawings, and development plans. In some cases you may want to enlist the assistance of an engineer, surveyor, or architect, although generally this level of detail is not required.

## Project Description, Site Plan and Elevation Drawings

Along with the application form, the Gorge Commission will need a project description, a site plan which shows how your project is laid out on the land, and elevation drawings of any proposed structures.

The written description of the project should include all proposed activities and details on size, height, exterior colors, and construction materials of proposed structures. Any areas of ground disturbance and landscaping details should also be described. It is important to describe all aspects of your project so that you may gain approval for all of the development activities you plan to do.

The site plan must be readable, reproducible, and drawn to a scale of 1 inch = 200 feet (1:2400), or at a scale providing greater detail. If the parcel is very large, you may show only

the portion of the parcel affected by the proposed use. Be sure, however, to show enough of the parcel or some adjacent features, such as roads, so that the planners can orient themselves on your map. A small vicinity map showing the subject parcel and surrounding parcels may help.

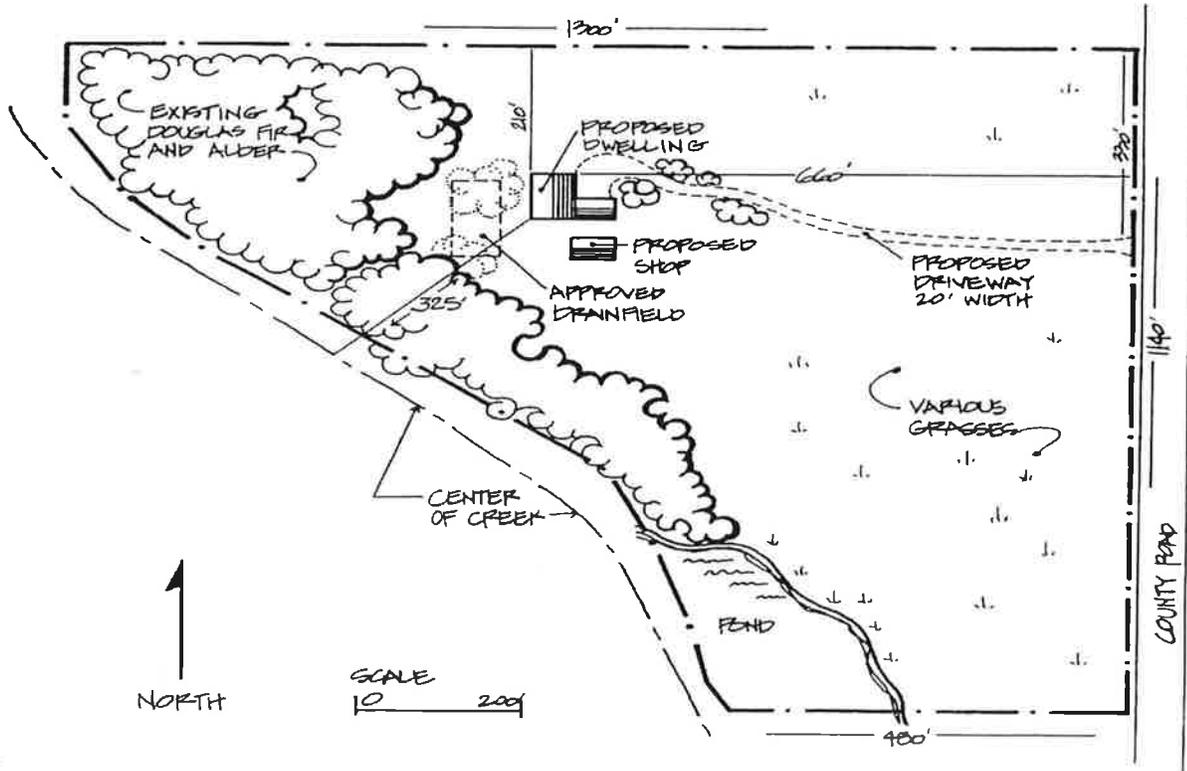
The following elements must be shown on the site plan:

- North arrow
- Map scale
- Boundaries and dimensions of the subject parcel
- Significant terrain features or landforms (such as steep slopes)
- Groupings and species of trees or other vegetation on the parcel
- Location and species of plants which would be removed
- Bodies of water and watercourses
- Location and width of existing and proposed roads, driveways, and trails
- Location and size of existing and proposed structures
- Location of existing and proposed services including: wells or other water supplies, sewage disposal systems, power and telephone poles and lines, and outdoor lighting
- Location and depth of all proposed grading

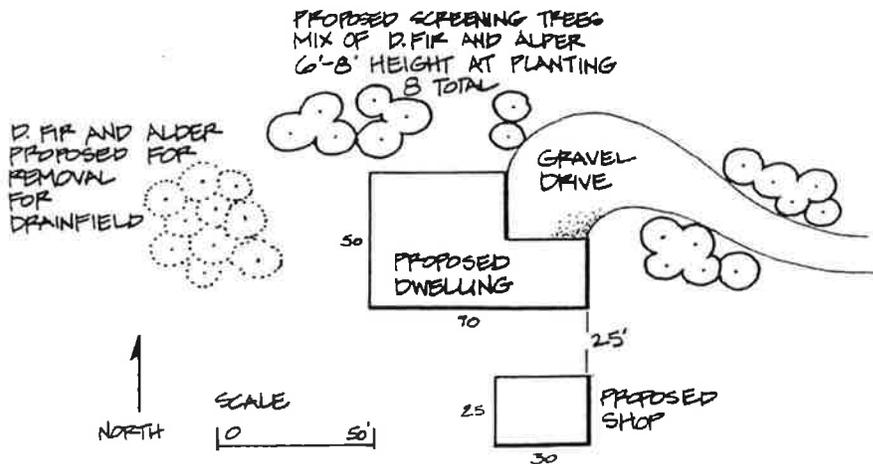
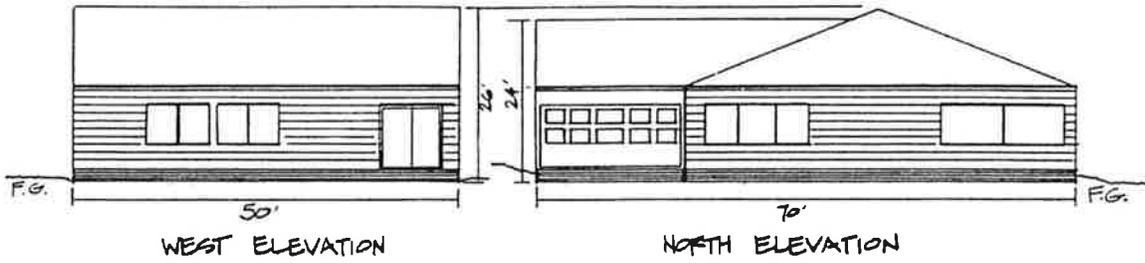
Elevation drawings show the appearance of the sides of buildings. Elevation drawings must be drawn to scale and include:

- The exterior of proposed buildings over their entire length and width;
- Surrounding natural (initial) and final grades

# Sample Site Plan



# Sample Elevation Drawing and Landscape Plan



## Key Viewing Areas

Key viewing areas are important public viewpoints and areas that afford opportunities to view the Gorge scenery. Key viewing areas are:

- Historic Columbia River Highway
- Crown Point
- Highway I-84, including rest stops
- Multnomah Falls
- Washington State Route 14
- Beacon Rock
- Panorama Point Park
- Cape Horn
- Dog Mountain Trail
- Cook-Underwood Road
- Rowena Plateau and Nature Conservancy Viewpoint
- Portland Women's Forum State Park
- Larch Mountain
- Rooster Rock State Park
- Bonneville Dam Visitor Centers
- Columbia River
- Washington State Route 141
- Washington State Route 142
- Oregon Highway 35
- Sandy River
- Pacific Crest Trail

### ***Special Management Area only:***

- Old Washington State Route 14
- Wyeth Bench Road
- Larch Mountain Road
- Sherrard Point on Larch Mountain

If your project would be visible from one or more key viewing areas, then you must submit landscaping details of how your proposal would be screened from view. Important landscape details include:

- Location of plants used
- Number of plants
- Size of plants
- Type of plants
- Irrigation provisions or other measures to ensure the survival of landscaping planted for screening purposes
- Location of existing and proposed topographical features which would screen your project

## List of Adjacent Property Owners

Most proposals require that property owners within a specified distance of the subject parcel be notified of your proposal. This distance is generally 200 feet or 500 feet depending on the proposed use, surrounding land uses, and any resources that exist in close proximity to the subject parcel. The land use application contains a list of the various notice requirements. If your project is listed, then you must submit a list of adjacent property owners and their addresses.

Your county Assessor's Office has property owner information. The Gorge Commission will check your list and send the required notice of your development. If you have any questions about whether a list is required or whether the required notification distance is 200 feet or 500 feet, you should contact the Gorge Commission Office.

### **Projects Requiring Additional Information**

Many types of projects require additional information in order to make an application complete. Most uses requiring additional information are specified in Commission Rule 350-81-032(6). A Commission Planner can help you identify all of the requirements for your application and provide additional details.

### **Applications for All Types of Dwellings, Land Divisions, and Certain Other Projects in Klickitat County**

In order to review your land use application for any type of dwelling, land division, or certain other large projects, the Gorge Commission requires documentation that your property is a separate and legally-created parcel.

The following proposals will require this documentation:

- All dwellings, including replacement dwellings, agricultural operator's relative, agricultural labor housing, family hardship mobile homes, and life estates;
- Accessory structures;
- Land divisions, including cluster developments and lot-line adjustments;
- Other uses, including, wineries, agricultural processing and packaging facilities, recreation, and mining.

### **Documentation Needed**

The documentation may be copies of a short plat recorded by the County, prior and current deeds, or a title report.

- **Short Plat:** If your property is a parcel created by a recorded short plat, submit a copy of the short plat map.
- **Deeds:** If your property was not created by a short plat, then you must submit the following deeds for your parcel and all adjacent parcels: (1) the deed showing the ownership on January 1, 1983, (2) the deed immediately prior to the deed showing the ownership on January 1, 1983, and (3) all deeds from the 1983 to the present. Alternatively, you may submit a title report from a title company that describes this deed history (be sure to have the title company include copies of the deeds in the title report).

You may obtain a copy of deeds or a short plat map from the Klickitat County Recorder's Office. If you need help identifying what documents to submit, a Gorge Commission planner will gladly help you.

## Projects Requiring Grading Plans

If your project meets one of the following, then you must submit a grading plan:

In the General Management Area:

- applications for structural development involving more than 100 total cubic yards of grading (material excavated and/or used as fill) with slopes of more than 10%;
- applications for structural development involving more than 200 total cubic yards of grading (material excavated and/or used as fill) where the building site is visible from one or more Key Viewing Areas

In the Special Management Area:

- applications for structural development involving more than 100 total cubic yards of grading (material excavated and/or used as fill) with slopes of more than 10% (except trails)

The grading plan must include the following:

- A map of the site prepared at a scale of 1 inch equals 200, feet (1:2;400) or at a scale providing greater detail, with contour intervals of at least every five feet including:
  - Existing and proposed final grades
  - Location of all areas to be graded, with cut banks and fill slopes delineated; and,
  - Estimated dimensions of graded areas.
- A narrative description of the proposed grading activity, including:
  - Its purpose
  - An estimate of the total volume of material to be moved
  - The height of all cut banks and fill slopes
  - Provisions to be used for compaction, drainage, and stabilization of graded areas (preparation of this information by a licensed engineer or geologist is recommended)
  - A description of all plant materials used to revegetate exposed slopes and banks, including types of species, number of, size and location of plants, and a description of irrigation provisions or other measures necessary to ensure the survival of plantings; and
  - A description of any interim or permanent erosion control measures to be utilized.

Note: Structural development on slopes greater than 30% is prohibited.

**If your project is listed below, you will need to submit additional information. Contact a Gorge Commission planner for help in identifying the information required.**

### Projects in the General Management Area

- Agricultural Buildings and Agricultural Labor Housing
- Projects within 1000 feet of sensitive wildlife and plant sites or water resources
- Single-family dwellings on lands designated Large or Small Woodland
- Single-family dwellings in conjunction with agricultural use
- Single-family dwellings not in conjunction with agricultural use (on Large-Scale Agriculture)
- Single-family dwelling for an Agricultural Operator's Relative
- Wineries or tasting rooms
- Temporary Hardship Dwelling
- Communications and Utility Facilities on lands visible from key viewing areas
- New livestock grazing; new fences, livestock watering facilities, and corrals; or soil, water, and vegetation conservation activities on lands designated Agriculture-Special
- Production and/or development of mineral resources and expansion of existing quarries
- Uses located in or providing recreational access to the Columbia River or its tributaries

**Projects in the Special Management Area**

- Single-family dwellings on lands designated Forest, Agriculture or Public Recreation
- Agricultural Buildings and Agricultural Labor Housing
- Clearing trees for new agricultural use
- Any new use or development on lands designated Open Space

**Project Requiring Cultural Resources Reconnaissance Surveys and Historic Surveys for Large-Scale Uses**

- Residential development of two or more dwellings
- Recreation facilities
- Commercial or industrial development
- Public transportation facilities
- Electric facilities, lines, equipment, and appurtenances that are 33 kilovolts or greater
- Communication, water and sewer, and natural gas transmission lines, pipes, equipment, and appurtenances

**Projects Requiring Sensitive Plant and Wildlife Surveys**

- Land divisions that create four or more parcels
- Recreation facilities that contain parking areas for 10 cars, overnight camping facilities, boat ramps, and visitor information and environmental education facilities
- Public transportation facilities that are outside improved rights-of-way
- Electric facilities, lines, equipment, and appurtenances that are 33 kilovolts or greater
- Communication, water and sewer, and natural gas transmission lines, pipes, equipment, and appurtenances (except minor projects as specified in Commission Rule 350-81)

# Columbia River Gorge Commission

57 NE Wauna Avenue • PO Box 730 • White Salmon WA 98672 • 509-493-3323

## Land Use Application

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Applicant(s)

Property Owner(s)

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Mailing Address

Mailing Address

---

Phone H

Phone H

---

Work/cell

Work/cell

---

Email

Email

---

### Location of property:

Township

Range

Street Address

---

Section & Qtr Section

County

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Tax Lot No(s).

Parcel Size (acres)

---

Existing development  
and use of parcel

---

Proposed use or development:

---

Use of Adjacent  
Parcels

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Signature of the property owner(s) indicates that the property owner(s) is/are aware that an application is being made on the subject property. **Signature of the property owner(s) also authorizes the Gorge Commission or the Commission's designee(s) reasonable access to the site in order to evaluate the application.**

Applicant(s) signature

date

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date

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Property owner(s) signature

date

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date

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## Site Plan

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A plan drawn in black ink at a scale of 1 inch equals 200 feet (1:2400) or at a scale providing greater detail must be included with the application.

If the parcel is very large, you may show on the portion of the parcel affected by the proposed use. Be sure, however, to show enough of the parcel or some adjacent features, such as roads, so that the planners can orient themselves on your map. A small vicinity map showing the subject parcel and surrounding parcels may help.

At a minimum, you must show the features listed below; other site plan information may be required depending on the type or location of development being proposed. Please see the *Handbook* for details. An example site plan appears in the *Handbook*.

You may use the back of this sheet to draw your site plan.

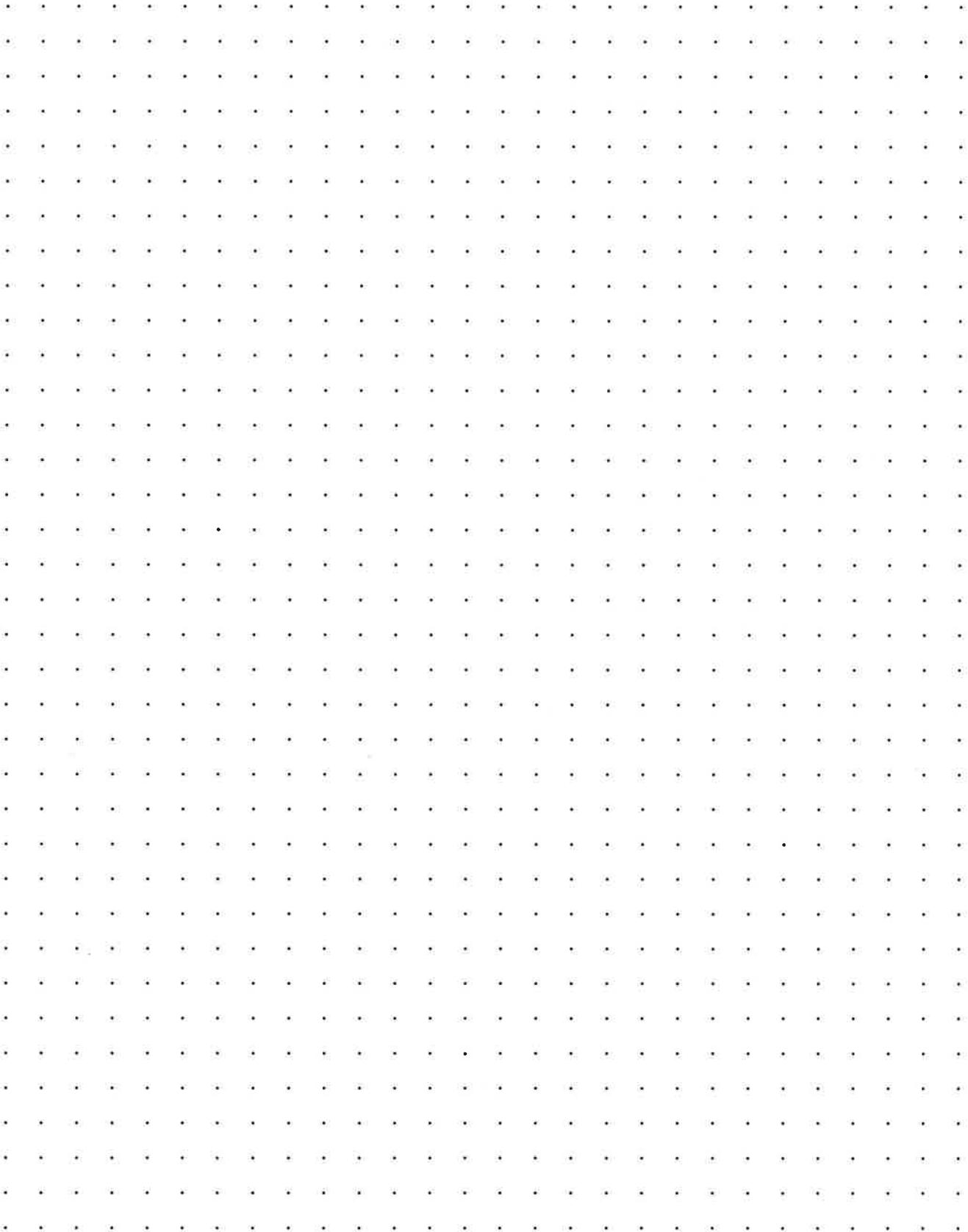
All site plans must include:

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- applicant(s) name
- location and width of existing and proposed roads, driveways, and trails
- scale and north arrow
- location and size of existing and proposed structures
- boundaries of parcel with dimensions and size
- location of existing and proposed services including wells or other water supplies, sewage disposal systems, power and telephone poles and lines and outdoor lighting
- significant terrain features or landforms
- location and depth of all proposed grading and ditching
- groupings and species of trees or other vegetation on the parcel
- location and species of vegetation that would be removed or planted
- bodies of water and water courses

Site Plan

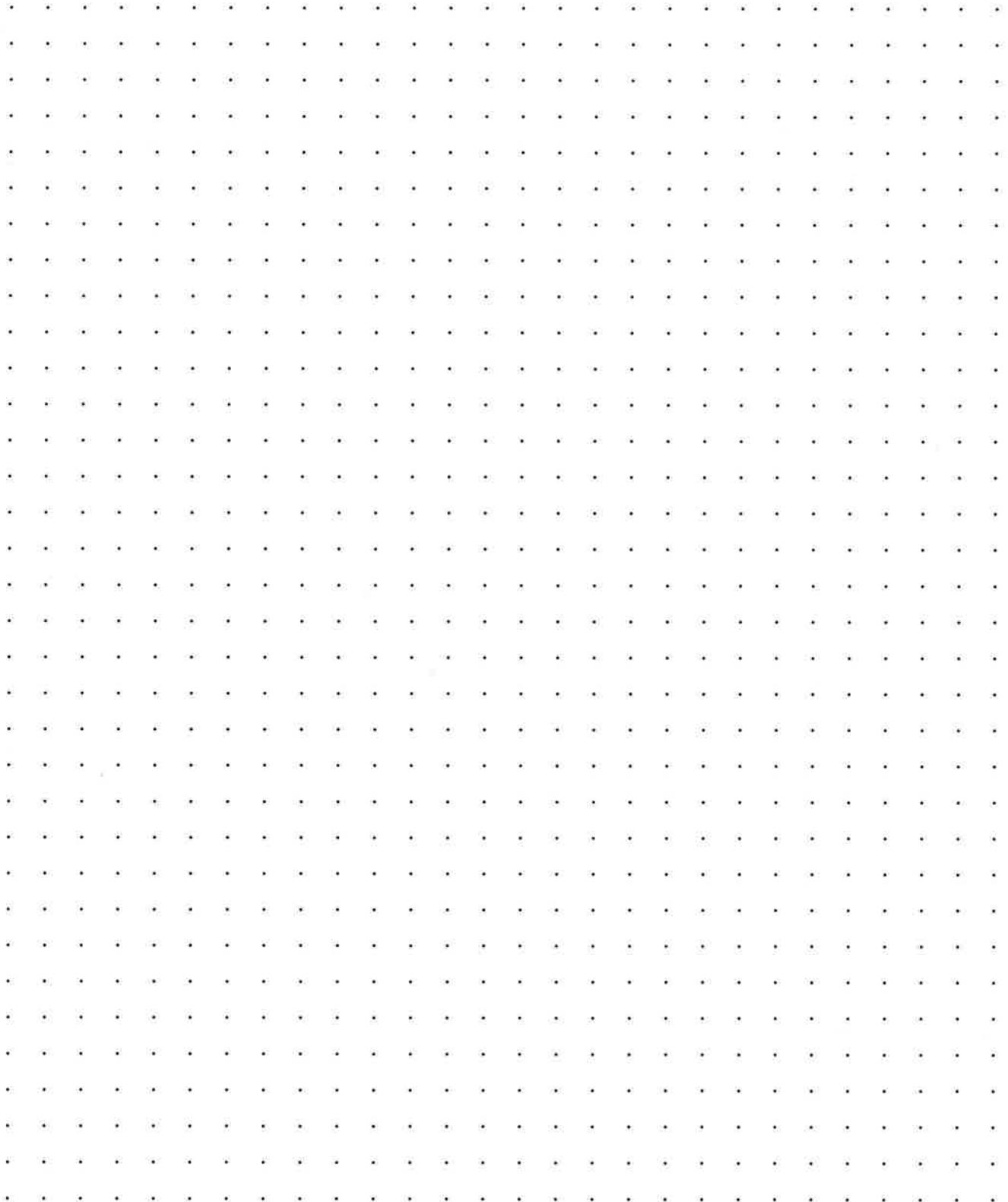
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Each grid equals 50' x 50' at a scale of 1" = 200'.

## *Elevation Drawings*

Elevation drawings showing the appearance of all proposed structures are required for all applications. Elevation drawings depict the entire length and width of each structure as seen from a horizontal view. The drawings must also include the natural and finished grade and be drawn to scale.



Each grid equals 2' x 2' at a scale of 1" = 8'.

## Key Viewing Areas:

Key Viewing Areas are important public viewpoints and areas that afford opportunities to view the Gorge scenery. Key Viewing Areas are listed below.

Please check those sites which can be seen from your property.

- |  |   |
|--|---|
| <input type="checkbox"/> Historic Columbia River Highway                 | <input type="checkbox"/> Bonneville Dam Visitor Centers |
| <input type="checkbox"/> Crown Point                                     | <input type="checkbox"/> Columbia River                 |
| <input type="checkbox"/> Highway I-84, including rest stops              | <input type="checkbox"/> Washington State Route 141     |
| <input type="checkbox"/> Multnomah Falls                                 | <input type="checkbox"/> Washington State Route 142     |
| <input type="checkbox"/> Washington State Route 14                       | <input type="checkbox"/> Oregon Highway 35              |
| <input type="checkbox"/> Beacon Rock                                     | <input type="checkbox"/> Sandy River                    |
| <input type="checkbox"/> Panorama Point Park                             | <input type="checkbox"/> Pacific Crest Trail            |
| <input type="checkbox"/> Cape Horn                                       |   |
| <input type="checkbox"/> Dog Mountain Trail                              |   |
| <input type="checkbox"/> Cook-Underwood Road                             |   |
| <input type="checkbox"/> Rowena Plateau and Nature Conservancy Viewpoint |   |
| <input type="checkbox"/> Portland Women's Forum State Park               |   |
| <input type="checkbox"/> Larch Mountain                                  |   |
| <input type="checkbox"/> Rooster Rock State Park                         |   |

### ***Special Management Area only:***

- |   |
|---|
| <input type="checkbox"/> Old Washington State Route 14 (County Road 1230) |
| <input type="checkbox"/> Wyeth Bench Road                                 |
| <input type="checkbox"/> Larch Mountain Road                              |
| <input type="checkbox"/> Sherrard Point on Larch Mountain                 |

## Landscape Details

If your project is visible from Key Viewing Areas, siting, existing topography, colors and other tools are used to blend your development into the landscape. Trees and other landscaping may be necessary to further screen the development. Site plans and project descriptions should include details showing how your project will be screened from key viewing areas, including:

- location of plants used*
- number of plants*
- size of plants*
- type of plants*
- irrigation provisions or other measures to ensure the survival of landscaping planted for screening purposes*
- location of existing and proposed topographical features which would screen your project.*

## *Adjacent Property Owners*

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If your project is included in one of the categories below, then you must submit names and address of adjacent property owners within a specified distance (200 feet or 500 feet) of the perimeter of your parcel. The following list specifies the distance within which property owners must be notified of your proposal. You only need to provide the names and address (along with the parcel number); the Commission will send the notice.

Your county Assessor's Office can assist you in obtaining this property owner information. You may use the back of this form to record the names and addresses or you may submit forms which the county may provide you.

### **Notification of landowners within 200 feet**

- Uses within Residential designation (except single-family dwellings located adjacent to Agriculture or Forest designations - see notification of landowners within 500 feet)
- Uses within Agriculture designation (except non-farm single-family dwellings in Large-Scale Agriculture designation - see notification of landowners within 500 feet)
- Uses within Forest designation (except utility facilities, railroads, home occupations, cottage industries, wineries, agriculture product processing and packaging, mineral resources, geothermal resources, aquaculture, boarding of horses, temporary asphalt/batch plants, expansion of non-profit camps-retreats-conference centers, bed and breakfasts, and non-profit learning/research facilities - see notification of landowners within 500 feet)
- Uses within Commercial designations
- Uses within Recreation designations
- Uses within Open Space designations
- Uses within Agriculture-Special designations
- Uses within Special Management Areas

### **Notification of landowners within 500 feet**

- Single-family dwellings within Residential designation located adjacent to Agriculture or Forest designations
- Non-farm single-family dwellings within Large-Scale Agriculture designation
- Utility facilities, railroad, home occupations, wineries, agriculture product processing and packaging, mineral resources, geothermal resources, aquaculture, boarding of horses, temporary asphalt/batch plants, expansion of nonprofit camps/retreats/conference centers, and bed and breakfasts, non-profit learning/research facilities within Forest designations

