



SUPPLEMENTAL APPLICATION  
**HABITAT CONSERVATION AREA (HCA) MAP VERIFICATION**

(February 2009)

**APPLICANT INFORMATION**

Name \_\_\_\_\_ File \_\_\_\_\_

Date \_\_\_\_\_

**WHAT IS AN HCA MAP VERIFICATION?**

The County Zoning & Development Ordinance (ZDO) requires a Habitat Conservation Area (HCA) Map Verification for:

1. Development within an HCA or within 100 feet of the boundary of an HCA.
2. A parcel that either contains an HCA, or any part of which is located within 100 feet of the boundary of an HCA, that is the subject of a partition, subdivision or any other land-use application that would authorize new development on the subject parcel.

**WHAT IS NEEDED FOR APPROVAL?**

All HCA Map Verification permits are discretionary and MAY be permitted after evaluation according to criteria in the ZDO. The County must make written findings to support the decision. The applicant is responsible for providing evidence to support the Map Verification request, according to ZDO Section 706.

**WHAT ARE CHANCES FOR APPROVAL?**

Staff cannot predetermine the decision on this or any application. A decision of approval or denial will only be made after the complete application is processed. The decision is based on criteria appropriate to this application as listed in the ordinance. In order to address the necessary criteria, the information requested in this supplemental application should be as thorough and complete as possible.

**APPLICATION PROCESS**

HCA Map Verification permits are subject to the Administrative Action process and public notice — where public comments received from the Community Planning Organizations (CPO), property owners, agencies and other interested parties may affect the decision — unless the application is filed concurrently with another land-use application that requires review by the Hearings Officer, in which case the application will be consolidated and reviewed pursuant to the Hearings Officer review provisions of Section 1300.

**STAFF WILL ATTACH THE FOLLOWING PERTINENT INFORMATION:**

_____	Land Use Application	_____	Supplemental Application
_____	Sample Plot Plan	_____	CPO Information
_____	ZDO Section 706	_____	Application Process

**HOW LONG WILL IT TAKE TO GET A FINAL DECISION ON AN APPLICATION?**

Approximately 50 days for Administrative Action applications or 120 days if the initial decision is appealed; and approximately 80 days for applications that are scheduled before the Hearings Officer.

**COMPLETE APPLICATIONS REQUIRE THE FOLLOWING:**

1. A completed land use application on a form provided by the County Planning Division.
2. A summer 2002 aerial photograph of the subject property, with lot lines shown, at a scale of at least one map inch equal to 50 feet for lots of 20,000 or fewer square feet, and a scale of at least one map inch equal to 100 feet for larger lots (available from the Metro Data Resource Center, 600 N.E. Grand Ave., Portland, OR 97232; 503-797-1742).
3. For an application filed pursuant to Subsection 706.09(A)(2), provide the items listed under Subsection 706.07(B)(3).
4. For an application filed pursuant to Subsection 706.09(A)(3), provide the items listed under Subsection 706.07(B)(4).
5. For an application filed pursuant to Subsection 706.09(A)(4) , provide the items listed under Subsection 706.07(B)(5).

**APPROVAL CRITERIA:** Address the applicable standards of ZDO Subsection 706.09 through a combination of plans, supporting information and written responses. Only those standards that apply specifically to the proposed development need be addressed. See Section 706 for specific requirements.

**QUESTIONS?** Contact any of the following staff people in the Planning Division:

1. Steve Hanschka: (503) 742-4512
2. Scott Hoelscher: (503) 742-4524
3. Carol Dawson: (503) 742-4504
4. Steve Koper: (503) 742-4551