



150 East Main Street, 4<sup>th</sup> Floor, Hillsboro, OR 97123  
 Phone 503-681-6144 | Fax 503-681-5250  
 permits@hillsboro-oregon.gov  
 www.hillsboro-oregon.gov

## DEVELOPMENT REVIEW APPLICATION

**NOTICE TO APPLICANT:** On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable code section prior to submitting an application. When applicable, applicants are also advised to schedule a pre-application meeting with staff prior to submitting final application. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL THE PLANNING DIVISION RECEIVES ALL REQUIRED SUBMITTAL MATERIALS.**

### TRACKING INFORMATION (For Office Use Only)

Processing Procedure:  Type II  Type III  
 Adjustments:  None  Type II (Minor)  Type III (Major)

File # \_\_\_\_\_ Planner \_\_\_\_\_ Hearing Date \_\_\_\_\_

### SITE LOCATION & DESCRIPTION

Tax Map #(s) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

Frontage Street or Address \_\_\_\_\_

Nearest Cross Street \_\_\_\_\_

Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_ Site Size \_\_\_\_\_  acres  sq. ft. Dimensions \_\_\_\_\_

### SUMMARY OF REQUEST

Proposed Project Name \_\_\_\_\_ Estimated Valuation \$ \_\_\_\_\_

**Project Type/Narrative Summary:** (Provide a brief summary and specify project type: Single-family Residential (SFR) Multi-family Residential (MFR), Accessory Dwelling Unit (ADU) Commercial, Industrial, Mixed Use) \_\_\_\_\_

Is this request subject to previous Land-use approval?  Yes  No File No. \_\_\_\_\_ (attach copy of Notice of Decision)

Are adjustments requested?  Yes  No (If Yes, identify type of request)  Minor Adjustment(s) |  Major Adjustment(s)

**NOTE:** Procedures and applicable criteria for adjustments may be found in CDC Sections 12.80.154 and 12.80.156. Major adjustments may only be requested with a Type III application.

No. of Phases Proposed: _____	No. of Lots: _____	
Maximum Lot Size Square Footage: _____	Minimum Lot Size Square Footage: _____	
Total No. of Parking Spaces: _____	No. of Accessible Parking Spaces: _____	Square Footage of Landscaping Proposed: _____

CONTINUED ON PAGE 2

# DEVELOPMENT REVIEW APPLICATION

## (CONTINUED)

### SUMMARY OF USES / BUILDING DETAIL

If Mixed Use, please specify types of uses and approximate percentages of overall site area in each use:

Commercial \_\_\_\_\_%      Industrial \_\_\_\_\_%      Residential \_\_\_\_\_%

If Commercial, Industrial, or Multi-family Residential, please provide specifics of each proposed/existing building below:

Total No. of Buildings: \_\_\_\_\_

Bldg. No.	Bldg. Sq. Ft.	No. of Stories	Occupancy Classification	Proposed Use	Use Sq. Ft.	Type of Construction	Fire Sprinklers Installed? (Y or N)	If existing, Previous Occupancy Classification	If existing, Previous Use	Previous Use Sq. Ft.

### DETAILED SITE INFORMATION

Are any of the following present on the site? *If so, please specify number of acres and/or percentage of site affected.*

Floodplain \_\_\_\_\_ Wetlands \_\_\_\_\_ Significant Natural Resources \_\_\_\_\_

Cultural Resources \_\_\_\_\_ Airport Noise Contours \_\_\_\_\_ Slopes greater than 25% \_\_\_\_\_

Water Provider:  City of Hillsboro  Tualatin Valley Water District  Other: \_\_\_\_\_

Does the site have access to City street(s)  Yes  No *(Please explain)* \_\_\_\_\_

Does the site have access to County road(s)  Yes  No *(Please explain)* \_\_\_\_\_

Are there existing structures on the site?  Yes  No *(If Yes, briefly explain future status of structures.)* \_\_\_\_\_

CONTINUED ON PAGE 3

# DEVELOPMENT REVIEW APPLICATION

## (CONTINUED)

**OWNERSHIP AND APPLICANT INFORMATION** (If the property is under-going a change of ownership, proof of purchase or purchase contract must be provided if property owner of record is not the signing party.)

**Property Owner(s):** Name(s) \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Does the owner of this site also own any adjacent property?  Yes  No (If Yes, please list tax map and tax lots)

\_\_\_\_\_  
Property Owner(s) Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

(If more than one property owner, please attach additional sheet with names and signatures.)

**Applicant:** Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's interest in property \_\_\_\_\_

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# DEVELOPMENT REVIEW APPLICATION (CONTINUED)

## ADDITIONAL PROJECT TEAM MEMBERS

**ProjectDox Primary User** *(the individual point of contact responsible for the electronic plan review process):*

Contact Name \_\_\_\_\_ Business Name \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

**Applicant's Representative:** Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

**Civil Engineer:** Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

**Architect:** Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

**Landscape Architect:** Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

**Additional Personnel:**

Role \_\_\_\_\_ Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

# APPROVAL CRITERIA AND REVIEW STANDARDS

## (DEVELOPMENT REVIEW)

The approval criteria and requirements for a **Development Review** application are listed in Section 12.80.040 of the Community Development Code as follows:

### 12.80.040 Development Review.

- A. Purposes. The purposes of the Development Review (DR) approval process are to:
1. Encourage site planning in advance of construction;
  2. Protect lives and property from potential adverse impacts of development;
  3. Consider natural or man-made hazards which may impose limitations on development;
  4. Conserve the City's natural beauty and visual character and minimize adverse impacts of development on the natural environment as much as is reasonably practicable;
  5. Assure that development is supported with necessary public facilities and services;
  6. Ensure that structures and other improvements are properly related to their sites and to surrounding sites and structures; and
  7. Implement the City's Comprehensive Plan and land use regulations with respect to development standards and policies.
- B. Applicability. Approval of a Development Review application is required in all of the following circumstances:
1. New development in any zone excluding the exemptions listed in Subsection D below.
  2. Secondary dwelling units in all zones;
  3. Alteration, expansion, or new construction of any structure in the SCR-DNC or SCR-OTC zones;
  4. Expansion of existing multi-family residential, commercial, or mixed use buildings which increases existing floor area by 10 percent or more and is visible from a public right-of-way or an adjacent residential zone;
  5. Expansion of existing industrial buildings which increases existing floor area by 15 percent or more and is visible from a public right-of-way or an adjacent residential zone;
  6. Alteration of more than 10% or 500 sq. ft., whichever is less, of the façade of any multi-family, commercial, mixed use, industrial or institutional building where the façade is visible from the public right-of-way;
  7. Manufactured dwelling parks;
  8. Major site alterations on sites where construction is not anticipated for 30 days or more following grading;
  9. Marijuana facilities; and
  10. Any other development project for which Development Review is required as a condition of approval of another land use approval or permit.
- C. Optional Applicability. At the applicant's discretion, an application for any development type not listed in Subsection B above may be submitted for processing in compliance with the requirements of this section.
- D. Exemptions. The activities, development and construction projects listed below are exempt from Development Review approval, but are subject to all other applicable provisions of this Code:
1. Detached single family dwellings and accessory structures in the SFR, MFR-1, SCR-LD, or SCR-MD zones;
  2. Horticultural uses not involving buildings;

# APPROVAL CRITERIA AND REVIEW STANDARDS

## (CONTINUED)

3. Minor site alterations as defined in Section 12.01.500;
  4. Manufactured dwellings on individual lots where allowed under Subchapters 12.21 through 12.26;
  5. Interior remodeling of an existing building or structure (also called tenant improvements) or building alterations required to meet ADA or Oregon Residential Specialty Code or Oregon Structural Specialty Code requirements as applicable;
  6. Certified or registered family child care or licensed residential senior care home;
  7. Home Occupation Permits;
  8. Maintenance of a building, structure, or site consistent with previous approvals;
  9. Temporary structures associated with temporary uses;
  10. Accessory structures not requiring a building permit but subject to other provisions of this Code (such as accessory structures in the SCR-OTC or SCR-DNC zones); and
  11. Construction, alteration, or maintenance of public infrastructure including streets, traffic control devices, drainage ways, sanitary and storm sewers, stormwater quality facilities, water lines, electrical power or gas distribution lines, or telephone or television cable systems.
- E. Procedure. Development Review applications are subject to the Type II procedure as described in Section 12.70.040, unless any of the following circumstances apply:
1. The applicant chooses to submit an application for Type III procedure;
  2. The Development Review application is submitted concurrent with a Type III primary application which includes a Type III Adjustment; or
  3. The Type III process is required for Development Review by the Review Authority as a condition of approval on a previous or related land use approval.
- F. Submittal Requirements. Type II application submittal requirements are set forth in Section 12.70.040 and more specific submittal requirements are provided on application forms and checklists as authorized in Section 12.70.110. At a minimum, an application for Development Review shall include the following:
1. An application form signed by the property owner or owner's representative and the applicant or applicant's representative.
  2. Full payment of the application fee, based on the fee schedule in effect on the date of submittal.
  3. Plans and descriptions including the following:
    - a. Existing Conditions Plan;
    - b. Site Development Plan, including vehicular and pedestrian connectivity within and adjacent to the site;
    - c. Grading and Erosion Control Plan;
    - d. Landscape Plan;
    - e. Exterior Lighting Plan;
    - f. Waste and Recycling Facilities Plan;
    - g. Architectural Elevations;
    - h. Exterior materials board and color palette, unless alternative submittal materials have been approved by the Review Authority;
    - i. Floor plans; and
    - j. Descriptions of materials to be used on proposed structures.

# APPROVAL CRITERIA AND REVIEW STANDARDS

## (CONTINUED)

4. Narrative. A narrative clearly describing the project and addressing compliance with all approval criteria and applicable standards.
5. Site Activity Statement. For commercial or industrial developments, a written statement identifying:
  - a. The nature of the proposed use;
  - b. The planned number of shifts and the maximum number of employees per shift;
  - c. Plans for treatment and disposal of industrial wastes; and
  - d. Mitigation plans for traffic, noise, glare, air pollution, fire, or safety hazards.
6. Transportation Studies. Technical reports as authorized by Sections 12.70.200 through 12.70.230, may also be required based on the specific location and anticipated impacts of the Development Review proposal. The Planning Director shall make every reasonable effort to identify submittal requirements for technical reports at the pre-application conference.
- G. Development Review / Concurrent Applications for Type II Minor Adjustments. A request for a Minor Adjustment to any numeric development standard excluding residential density may be consolidated with and processed concurrently with a Development Review application in accordance with Section 12.80.154. The Type II Adjustment process cannot be used to vary or take an exception from the standards listed in Subsection 12.80.150.C.
- H. Approval Criteria. To approve an application for Development Review, the Review Authority shall make findings of fact based on evidence provided that the following criteria are satisfied:
  1. The proposal complies with all of the development standards of the base zone, unless a minor adjustment has been approved concurrently with the Development Review application;
  2. The proposal complies with any applicable provisions of Subchapter 12.27;
  3. The proposal complies with any applicable provisions of Subchapter 12.40;
  4. The proposal complies with the development standards in Subchapter 12.50;
  5. The proposal complies with any applicable Plan District standards in Subchapter 12.60;
  6. The transportation system can safely and adequately accommodate the proposed development;
  7. Parking areas and entrance-exit points are designed to facilitate on-site vehicular circulation and pedestrian safety and avoid congestion on public streets;
  8. Public utilities can accommodate the proposed development;
  9. Any special features of the site (such as topography, hazards, vegetation, significant natural and cultural resources, etc.) have been integrated into the site development plan;
  10. The design and operating characteristics of the proposed development are reasonably compatible with surrounding development and land uses; and
  11. Negative impacts of the development have been sufficiently minimized or mitigated.
- I. Conditions of Approval. Pursuant to Section 12.70.120, the Review Authority may impose conditions on the approval of a Development Review application to ensure compliance with the approval criteria.
- J. Appeal of a Decision. Refer to Section 12.70.180.
- K. Expiration of a Decision. Refer to Section 12.70.140.
- L. Extension of a Decision. Refer to Section 12.70.150.

# SUBMITTAL REQUIREMENTS CHECK LIST

## (DEVELOPMENT REVIEW)

### **Submittal Recommendations:**

- Applicants are advised to schedule a pre-application meeting with Planning staff to discuss request prior to submittal of application.
- Applicants are advised to submit a draft application package prior to full submittal, or at least one week in advance of application completeness deadline dates for public hearings.

Application submittal requirements are set forth in Section 12.70.110 of the Community Development Code (CDC). The following is a check list based on the specific requirements for Development Review set forth in Section 12.80.040 and Sections 12.70.040 and 12.70.050 Type II and Type III Procedures:

### **Application Submittal Requirements:**

The following is a summary of the minimum application submittal requirements that must be received by the City. File order and details of each submittal item are shown on the following pages. Application materials must follow the specified order and the appropriate electronic file naming standards shown on the following pages to ensure a complete application.

### **ProjectDox Submittal:**

- 1) Application Form, (Completed, Signed):** the completed, signed application with a signature from the property owner or owner's authorized agent. The primary contact person responsible for uploading application materials to the online services must be identified on the application form.
- 2) Applicable application fees:** the appropriate filing fee **PAYABLE TO CITY OF HILLSBORO**. Please consult the fee schedule for current fees.
- 3) CWS Sewer Use Information Card:** (applicable only for commercial, industrial or multi-family residential projects). Card may be obtained in the Planning office if not attached to application form. The top portion of the card must be filled out and signed by the applicant and turned in to the City with the original application. It does not need to be copied or scanned into your application materials packet.
- 4) Materials Board:** if applicable, a board with examples and descriptions of materials to be used on proposed structures.
- 5) Complete electronic set of all application:**
  - a. ProjectDox Submittal: Upload all application materials electronically to ProjectDox within 3 days of application submittal:** A full electronic version of all application materials, including all applicable items listed on the following page, uploaded to the City's online service, ProjectDox. The electronic files must include a complete application packet in the order specified on the following pages and with correct file naming standards.

# SUBMITTAL REQUIREMENTS CHECK LIST

## (DEVELOPMENT REVIEW)

### Drawing Specifications:

The following three sheets should generally be included with each plan set. Additional drawings or plans may be required depending on the project. Check with the Planning Division to confirm which sheets need to be included in each application plan set.

### **COVER SHEET**

- Project information including project title, date, address(es), and tax lot number(s)
- Vicinity map showing the general location of the property in relation to the nearest major street or highway with north arrow and scale
- Contact information for owners, applicants, landscape designers, engineers, and surveyors, etc. Include names, organizational affiliations, titles/roles, addresses, telephone numbers, and e-mail addresses
- Index of Drawings with page references

### **EXISTING CONDITIONS PLAN**

- North arrow and scale, sheet title
- Location, name, and present width of all rights-of-way, street improvements (including bike facilities and sidewalks), and alleys on and abutting the site
- Location, purpose, and present width of all existing easements of record on and abutting the site
- Locations of all dry utilities and natural gas lines on and abutting the site, including underground and overhead power and communications lines
- Locations and line sizes for all existing wet utilities serving the site. If water, sewer, and/or stormwater mains are not on or abutting the tract, indicate the direction and distance to the nearest ones. If any septic tanks and/or wells are on site, indicate their locations.
- Ground elevations shown by contour lines at 2-foot intervals
- Location(s) of the closest fire hydrants
- Natural features such as watercourses, wetlands, Clean Water Services' Vegetated Corridors, mature trees, forested areas Significant Natural Resources and Impact Areas, and 100-year floodplains
- Existing uses, including the scaled location and present use of all existing structures and impervious surfaces on the site. Identify which existing structures and impervious surfaces (e.g., asphalt, concrete, brick pavers, etc.) will remain and which will be removed.

### **SITE PLAN (PROPOSED IMPROVEMENTS)**

- North arrow and scale, sheet title
- For partitions and subdivisions: Preliminary plat illustrating the number of parcels proposed, square footage of each parcel, and length of each lot line, and proposed building envelope on each parcel. Preliminary plats should also include a brief statement of the purpose of the plat.
- Proposed buildings and setbacks from each façade to the closest lot line
- Location, name, and proposed widths of all rights-of-way, street improvements (including bike facilities and sidewalks), and alleys on and abutting the site
- Location, width, and purpose of proposed easements
- Proposed use(s) of each parcel/tract and each building: single-family, duplex, multifamily, commercial, industrial, institutional, recreational, conservation, etc. State the number of units in each building, if applicable.
- Designations for any phases associated with project construction or implementation
- Ground elevations shown by contour lines at no more than 2-foot intervals
- Natural features such as watercourses, wetlands, Clean Water Services' Vegetated Corridors, mature trees and forested areas, Significant Natural Resources and Impact Areas, and 100-year floodplains

# **SUBMITTAL REQUIREMENTS CHECK LIST**

## **(DEVELOPMENT REVIEW)**

- Proposed water infrastructure including connections to existing lines, line sizes, and fire hydrant locations and the relationship of proposed infrastructure to developable areas of adjacent sites
- Proposed sewage disposal, including connections to existing sewer lines and line sizes and the relationship of proposed wastewater infrastructure to developable areas of adjacent parcels
- Proposed stormwater treatment and detention facilities with connections to existing lines, line sizes, and drainage ways as well as the relationship of proposed infrastructure to developable areas of adjacent sites
- Any other proposed improvements (e.g., play structures, landscaping, mitigation trees, etc.) and impervious surfaces (e.g., asphalt, concrete, brick pavers, etc.)

**FOR MORE INFORMATION PLEASE CONTACT:**

City of Hillsboro Community Development  
150 East Main Street, 4<sup>th</sup> Floor, Hillsboro, OR 97123  
Phone: (503) 681-6144; Fax: (503) 681-5250  
E-mail: [permits@hillsboro-oregon.gov](mailto:permits@hillsboro-oregon.gov)  
Website: [www.hillsboro-oregon.gov](http://www.hillsboro-oregon.gov)

# ELECTRONIC FILE ORDER AND DETAIL

## (DEVELOPMENT REVIEW)

**File Order and Detail:** Application materials must be provided in the following order and uploaded electronically to the ProjectDox web site.

- 1) **Application Form (Completed, Signed):** The completed, signed application form. The application form must include a signature from the property owner or authorized agent.
- 2) **Residential Density Calculation Worksheet:** One completed form if a residential project is proposed.
- 3) **Certification of Service Availability:** One completed form. Applicant must obtain necessary utility service availability information prior to application submittal. This may be completed at a pre-application meeting, or contact the utility departments directly:
  - a. Hillsboro Public Works – Engineering Division (San. Sewer/Storm): 503-681-6146
  - b. Hillsboro Water Department: 503-681-6731
  - c. Tualatin Valley Water District: 503-642-1511
- 4) **Site Activity Statement:** For commercial or industrial developments, a written statement identifying: the nature of the proposed use; the planned number of shifts and the maximum number of employees per shift; plans for treatment and disposal of industrial wastes; and mitigation plans for traffic, noise, glare, air pollution, fire, or safety hazards.
- 5) **Narrative and Response to Approval Criteria:** A written narrative describing the project and addressing compliance with all approval criteria and applicable standards from the Community Development Code (CDC). The narrative shall also address how all conditions placed on any associated land-use approvals are met (if applicable), and reference any necessary approvals from other agencies: Washington County, Clean Water Services, DSL, ODOT, DEQ, etc.
- 6) **Neighborhood Meeting Materials:** If applicable, documentation of compliance with neighborhood meeting procedures as specified in CDC Section 12.70.100.
- 7) **Clean Water Services (CWS) Service Provider Letter:** One copy of either: A CWS Service Provider Letter, or a determination by CWS or the Hillsboro Engineering Division that a Site Assessment is not necessary.
- 8) **Transportation Study or Traffic Impact Analysis:** If applicable, transportation study or traffic impact analysis as specified in CDC Section 12.70.200.
- 9) **Technical Reports:** Other necessary technical reports, such as **Geotechnical Report or Stormwater Analysis**.
- 10) **Materials Board:** If applicable, a board with examples and descriptions of materials to be used on proposed structures. A photo of the board shall be included in the electronic files included with the Documents.
- 11) **Plans/Drawings:** Appropriate and necessary plans and/or drawings as set forth in CDC Section 12.80.040: existing conditions plan; site development plan, including vehicular and pedestrian connectivity within and adjacent to the site; grading and erosion plan; landscape plan; exterior lighting plan; architectural elevations; floor plans.
- 12) **Trash Enclosure Details:** If applicable, site plans depicting the location of trash collection areas on the site, enclosure size, gate/opening and access dimensions as specified in CDC Sections 12.50.720.C.8 and 12.50.860.

### Plans Saved to Scale

All plans must be saved to a legible and reasonable scale. Examples of preferred plan scales include:

- Site plans: 1" = 20' (24" x 36"); 1" = 40' (11" x 17")
- Landscape plans: 1" = 20' (24" x 36"); 1" = 10' for detailed plans; 1" = 40' (11" x 17")
- Architectural drawings: floor plans, building elevations, and other architectural drawings: 1/8" = 1'; no smaller than 1/16" = 1'; 1/4" = 1' for detailed plans.



## RESIDENTIAL DENSITY CALCULATION WORKSHEET

To monitor compliance with State regulations and the Metro Functional Plan, the City must track the net densities of new residential developments in the City. This worksheet must be completed by the applicant and submitted with the preliminary application for any residential or mixed-use subdivision, planned unit development, partition, or development review approval.

Project Name \_\_\_\_\_  
 Developer / Applicant \_\_\_\_\_  
 Project Site Address \_\_\_\_\_  
 Tax Map #(s) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_  
 Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_

Net residential density is calculated on net acreage, the area on a site which is eligible for development. Net acreage is calculated by subtracting undevelopable land from gross acreage (Community Development Code, Section 12.01.500).

**Residential Density Calculations:** *Fill in the blanks below to calculate the net residential density.*

Total Gross Area of Subject Site (1 acre = 43,560 sq. ft.): \_\_\_\_\_ square feet

Less "undevelopable land": <i>(as applicable)</i>	Public street right-of-way dedication _____	
	Public or private access easements _____	
	Private street tracts _____	
	Required internal fire access drive areas _____	
	Storm water treatment and detention areas _____	
	Wetlands and required CWS vegetated corridors _____	
	Areas with 25% or greater slopes _____	
	Areas within the 100-year floodplain _____	
	Land dedicated to the City for parks or greenways _____	
	Maneuvering area for truck loading docks _____	
	Electrical transformer platforms, industrial chemical and/or gas storage areas, or other hazardous area where occupancy is Not Permitted for safety reasons _____	

**Total Net Area** (total gross area minus undevelopable land): \_\_\_\_\_ square feet

**Net Acreage of Subject Site** (total net area divided by 43,560): \_\_\_\_\_ acres

**Total Number of Residential Units Proposed:** \_\_\_\_\_ units

**Net Residential Density** (proposed units divided by net acreage): \_\_\_\_\_ units per net acre



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### CERTIFICATION OF SERVICE AVAILABILITY

In order to begin the land use review process for development review, subdivisions, planned unit developments or partitions, it is necessary to obtain certification that water, sanitary and storm sewer services are available to the proposed site.

*It is the applicant's responsibility to obtain complete information.*

Proposed Project Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Legal Description of Property (as shown on County Tax Assessor's records):

Tax Map Number(s) \_\_\_\_\_ Tax Lot Number(s) \_\_\_\_\_

Frontage Street or Address \_\_\_\_\_

Nearest Cross Street/Road \_\_\_\_\_

Comp Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_ Site Size \_\_\_\_\_  acres  sq. ft.

Requested Land Use Review Application Type: (i.e.: Subdivision, PUD) \_\_\_\_\_

Residential		Commercial/Industrial		Institutional	
# of lots:		Type of use:		# of sq. ft.:	
Single-family:		# of sq.ft.		# of students,	
Multi-family:		(gross floor area):		employees, members:	

Identify any easement(s) on-site or off-site which is for the purpose of providing utilities or other services:

County Recording Number \_\_\_\_\_ Purpose \_\_\_\_\_

County Recording Number \_\_\_\_\_ Purpose \_\_\_\_\_

Adjacent Streets/ County Roads	Existing R-O-W Width	Existing Improvement Width	Required R-O-W Width	Required Improvement Width

*Please have the following information provided by the Hillsboro Engineering and Water Departments and include the completed form with your land use review application form. If water service is provided by Tualatin Valley Water District please contact the District at 503.642.1511.*

SERVICE	LINE SIZE	LOCATION	COMMENTS	Initial/ Date
<b>Water Department to fill out:</b>				
WATER				
<b>Engineering Department to fill out:</b>				
SAN. SEWER				
STORM SEWER				

# ELECTRONIC FILE NAMING STANDARDS

All files should be named according to their order listed on your provided Title Sheet, Cover Sheet or Table of Contents. ProjectDox displays the files in numeric - alphabetical order, so it is important to name the Drawings with a three digit numeric value followed by the document name before uploading. The numeric value at the beginning of the file name ensures the order in which they are displayed after upload. This only applies to the files in the Drawings folder. Examples of acceptable file names are provided below. Some items shown below may not be applicable to your specific application.

<u>Document Type:</u>	<u>Standard Document File Names:</u>
Application Form (Completed, signed)	Application
Residential Density Calculation Worksheet	Res Density Calcs
Application Narrative	Narrative
Clean Water Services Service Provider Letter	CWS SPL
Neighborhood Meeting Documentation	Neighborhood Mtg
Transportation Study or Traffic Impact Analysis	Traffic Report
Stormwater Analysis	Stormwater Report
GeoTechnical Report	Geotech Report

### ProjectDox Tip:

Please limit the number of characters in the file name to **35 characters or less** – abbreviations are acceptable. Do not include “-”(dashes) or special characters (&, %, #, etc.) in the file name. Below are examples of acceptable file names. Reminder, file names for Drawings, should start with the appropriate number given the order and content specific to your application and submittal requirements.

The following components make up the file name for Drawings:

Sequential Display Order No.	Sheet Number	Sheet Title/Name	File Name
001	G001	Cover Sheet	001 G001 Cover Sheet
002	1.0	Site Plan	002 1.0 Prelim Site Plan

**The following examples highlight acceptable naming standards for drawing sheets uploaded to the Drawings folder:**

### List of sheets provided on Drawing Cover Sheet:

DRAWING INDEX	
SHEET NO.	DRAWING TITLE
	COVER SHEET
0.1	PRELIMINARY EROSION & SEDIMENT CONTROL PLAN
1.0	PRELIMINARY SITE PLAN
1.1	EVERGREEN ACCESS PLAN
1.2	PRELIMINARY PHASING PLAN
1.3	PRELIMINARY CIRCULATION PLAN
2.0	PRELIMINARY GRADING AND DRAINAGE PLAN
3.0	PRELIMINARY UTILITY PLAN
3.1	PRELIMINARY LIGHTING PLAN
1.0	LANDSCAPE PLAN
EXISTING CONDITIONS PLAN (ALTA SURVEY)	
1 OF 1	TOPOGRAPHIC SURVEY

### Standard Drawing File Names:

- 001 Cover Sheet
- 002 0.1 Erosion Control
- 003 1.0 Prelim Site Plan
- 004 1.1 Evergreen Access
- 005 1.2 Phasing
- 006 1.3 Circulation
- 007 2.0 Grading and Drainage
- 008 3.0 Utility
- 009 3.1 Lighting
- 010 1.0 Landscape
- 011 Topographic Survey

The number value in front of the file name ensures the display order.