



# LAND USE APPLICATION

## APPLICATION TYPE(S)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Annexation                       | <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Conditional Use                     |
| <input type="checkbox"/> Cultural Resource                | <input type="checkbox"/> Development Review           | <input type="checkbox"/> Expedited Land Division             |
| <input type="checkbox"/> Final Plat                       | <input type="checkbox"/> Floodplain Activity          | <input type="checkbox"/> Lot Consolidation                   |
| <input type="checkbox"/> Middle Housing Land Division     | <input type="checkbox"/> Modification                 | <input type="checkbox"/> Nonconforming Use Expansion         |
| <input type="checkbox"/> Non-Temporary Emergency Shelters | <input type="checkbox"/> Planned Unit Developments    | <input type="checkbox"/> Preliminary Partition Plat          |
| <input type="checkbox"/> Preliminary Subdivision Plat     | <input type="checkbox"/> Property Line Adjustment     | <input type="checkbox"/> Significant Natural Resource Permit |
| <input type="checkbox"/> Variance                         | <input type="checkbox"/> Zone Change                  | <input type="checkbox"/> Zoning Review                       |

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

## SITE LOCATION & DESCRIPTION

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

Tax Map & Lot No(s): \_\_\_\_\_ Comp. Plan Designation: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning (For Zone Change): \_\_\_\_\_

Site Size: \_\_\_\_\_  acres  sq. ft.

## SUMMARY OF REQUEST

Proposed Project Name: \_\_\_\_\_

Estimated Valuation (Development Review applications only): \$ \_\_\_\_\_

Project Summary (Provide a brief summary and specify project type; include description of any requested Variance or Adjustment): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## DETAILED DEVELOPMENT INFORMATION

Gross Site Size: \_\_\_\_\_  acres  sq. ft.

Net Site Size: \_\_\_\_\_  acres  sq. ft.

No. of Phases Proposed: \_\_\_\_\_

No. of Dwelling Units Proposed: \_\_\_\_\_

Floor Area of Development (sq. ft.): \_\_\_\_\_

No. of Buildings Proposed : \_\_\_\_\_

Are any of the following present on the site?

Floodplain:  No  Yes

Wetlands:  No  Yes

Significant Natural Resources:  No  Yes

Slopes > 25%:  No  Yes

Cultural Resource:  No  Yes /Name \_\_\_\_\_

# LAND USE 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. If there is more than one property owner, please attach additional sheet with names and signatures.

Only the property owner(s) and applicant will receive communication regarding notices, decisions, etc. If an applicant's representative is specified, they will receive the communication in lieu of the applicant.

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

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

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

**Applicant:** Name(s) & Business Name(s): \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

**Applicant's Representative:** Name(s) & Business Name(s): \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

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

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

Identify the ProjectDox Primary User:

Property Owner     Applicant     Applicant's Representative     Other (indicate below)

Name & Business Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Development Services & Permitting Center**

Email [Permits@Hillsboro-Oregon.gov](mailto:Permits@Hillsboro-Oregon.gov) Phone 503-681-6153 Fax 503-681-5250 Web [Hillsboro-Oregon.gov/Permits](http://Hillsboro-Oregon.gov/Permits)

# SUPPLEMENTAL APPLICATION INFORMATION

*Sections that are not applicable can be left blank.*

## ANNEXATION (CDC SECTION 12.80.010)

Reason for Annexation (*For utility connection, please cite which utility*): \_\_\_\_\_

\_\_\_\_\_

Livestock on the property that would remain after annexation: \_\_\_\_\_

\_\_\_\_\_

Businesses on the property that would remain after annexation (*Describe business and provide the Washington County business license number*): \_\_\_\_\_

\_\_\_\_\_

## CULTURAL RESOURCE NOMINATION, ALTERATION, DEMOLITION, OR RELOCATION (CDC SECTIONS 12.27.300-380, 12.80.030)

Name and Number of Inventoried Cultural Resource: \_\_\_\_\_

Type of Cultural Resource application:

- Nomination (Type III)                       Major Alteration, Relocation, or Demolition  
 Minor Alteration                               Removal from Inventory (Type III)

## FLOODPLAIN ACTIVITY PERMIT (CDC SECTIONS 12.27.100-145, 12.80.070)

Type of Floodplain Activity Permit:

- Type I     Type II

## MODIFICATION (CDC SECTION 12.80.070)

Case File No. of previous Development Review, PUD, Subdivision or Partition: \_\_\_\_\_

## NONCONFORMING USE EXPANSION (CDC SECTIONS 12.30.100-900, 12.80.110)

Current size of existing use or structure: \_\_\_\_\_  acres  sq. ft.

Proposed size of use or structure expansion: \_\_\_\_\_  acres  sq. ft.

## NON-TEMPORARY EMERGENCY SHELTER (CDC SECTIONS 12.40.107, 12.80.180)

Shelter Type:  Adult only                       Families, children, and/or unaccompanied youth

# SUPPLEMENTAL APPLICATION INFORMATION (CONTINUED)

*Sections that are not applicable can be left blank.*

## PLAT, PRELIMINARY (CDC SECTIONS 12.80.090-099)

Total No. of Lots: \_\_\_\_\_

Total No. of Tracts: \_\_\_\_\_

Total No. of Detached Dwelling Units: \_\_\_\_\_

Total No. of Attached Dwelling Units: \_\_\_\_\_

## PLAT, FINAL (CDC SECTIONS 12.80.090-099)

Preliminary Plat Case File No. (i.e., MLP-001-22): \_\_\_\_\_

## PROPERTY LINE ADJUSTMENT (CDC SECTION 12.80.092)

In the narrative and on the site plan, provide the acreage of each affected property before and after the adjustment.

## SIGNIFICANT NATURAL RESOURCE PERMIT (CDC SECTIONS 12.27.200-255, 12.80.130)

Type of Natural Resources present on site (*check all that apply*):

Significant Wetlands

Non-Significant Wetlands

Riparian or Uplands/Forests

Uplands/Forests

Streams

Clean Water Services Vegetated Corridor

Area of Encroachment:  500 sq. ft or less  More than 500 sq. ft.

Environmental Report Required:

Yes

No

SNRP Type:

Type I

Type II

Type III

## ZONING REVIEW (CDC SECTION 12.70.025)

Dwelling Type(s):

Accessory Dwelling Unit

Single Detached Dwelling

Duplex

Triplex

Quadplex

Townhouse – No. of Units: \_\_\_\_\_

Cottage Cluster – No. of Units \_\_\_\_\_

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# CHECKLIST FOR SUBMITTAL

## TO COMPLETE THE APPLICATION:

- Email the completed application to [Permits@Hillsboro-Oregon.gov](mailto:Permits@Hillsboro-Oregon.gov) or mail or drop it off to Hillsboro Community Development at 150 E Main Street, 4<sup>th</sup> Floor, Hillsboro, OR 97123
- Applicants must upload all required materials to ProjectDox within three days of application submittal.
- Files must be uploaded using the file naming standards found on the following website: [www.hillsboro-oregon.gov/services/permitting-center/customer-support/file-naming-standards](http://www.hillsboro-oregon.gov/services/permitting-center/customer-support/file-naming-standards)
- Payment must be made for all applicable fees. Applicable fees can be found **here**: [www.hillsboro-oregon.gov/services/permitting-center/rates-fees](http://www.hillsboro-oregon.gov/services/permitting-center/rates-fees)

## DOCUMENTS

- Application:** Completed application signed by the property owner or owner's authorized agent.
- Narrative:** A written narrative describing the project and addressing compliance with all approval criteria and applicable standards from the Community Development Code (CDC). The narrative must also address how all conditions from previous land-use approvals are met (if applicable), and reference any necessary approvals from other agencies: Washington County, Clean Water Services, DSL, ODOT, DEQ, etc.

For commercial or industrial developments, the narrative must identify the nature of the proposed use; the planned number of shifts, 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.

- Residential Density Calculation Worksheet:** For all residential projects except Zoning Reviews and Middle Housing Land Divisions.
- Neighborhood Meeting Materials:** If applicable, documentation of compliance with neighborhood meeting procedures as specified in CDC Section 12.70.100.
- Clean Water Services (CWS) Service Provider Letter:** A copy of either (1) a CWS Service Provider Letter or (2) a determination by CWS or the City's Public Works Department that a site assessment is not necessary (Sensitive Area Pre-Screening).
- Transportation Study or Traffic Impact Analysis:** If applicable, transportation study or traffic impact analysis as specified in CDC Section 12.70.200.
- Technical Reports:** Other necessary technical reports, such as Geotechnical Report or Stormwater Analysis.
- Materials Selection:** If applicable, an electronic file with examples and descriptions of materials to be used on proposed structures.

## PLANS / DRAWINGS / GRAPHICS

- Plans / Drawings:** Appropriate and necessary plans and/or drawings as listed in the applicable CDC Section including, but not limited to, existing conditions plan, site development plan, grading and erosion plan, landscape plan, exterior lighting plan, architectural elevations and floor plans, trash enclosure details. See drawing specifications on page 7.
- Graphics:** If applicable, provide rendered elevations or perspectives of proposed development.

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# CHECKLIST FOR SUBMITTAL – SPECIFIC APPLICATIONS

## ANNEXATION

- Petition for Annexation Form:** To initiate an annexation, the petition must be signed by all property owners listed on the Washington County tax rolls and by at least 50 percent of the registered voters residing on the property (including renters).
- Confidential Census Information Form:** This information is required by the Portland State University Center for Population Research and Census.
- Executed Annexation Agreement:** For property in South Hillsboro, Jackson East, and Witch Hazel Village South Plan Districts only.

## CULTURAL RESOURCE ALTERATION OR DEMOLITION

- Photographs:** Recent photographs of site and building elevations, including adjacent streets and surrounding area.

## FINAL PLAT

- Final Plat Drawing:** Plans and/or drawings including the final partition plat and a utility plan showing the location of existing utilities and proposed extensions into newly created lots, including but not limited to water, sanitary sewer, and storm sewer. The final plat must be prepared by a land surveyor or engineer licensed to practice in Oregon, and must incorporate any applicable conditions of approval imposed by the Review Authority under the preliminary partition plat approval.
- Supplemental Documents:** Signed and notarized copies of all supplemental documents required by the preliminary plat approval, such as Covenants, Codes, and Restrictions (CC&Rs), Waivers of Remonstrance, or easements.
- Additional Documentation:** Attach additional documentation required by any condition, which could include, but is not limited to: financial assurances of public improvements, off-site easements, on-street parking restrictions, variance approval, Washington Co. access and/or facility permit, site survey, maintenance agreements, Significant Natural Resource Permit/Floodplain Activity Permit, storm water quality facility landscape plan and/or fence plan, street tree plan, and/or tree preservation plan.

## SIGNIFICANT NATURAL RESOURCE PERMIT

- Environmental Report:** Abbreviated Environmental Report or a Full Environmental Report based on the type of application and the level of disturbance as specified in Section 12.80.130 of the CDC (unless waived by the Planning Director).

## ZONING REVIEW

- Zoning Review Checklist:** Completed Architectural Review Compliance checklist.
- Cottage Clusters:** Completed Cottage Cluster supplemental checklist.

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# DRAWING SPECIFICATIONS

City staff recommend the following drawing specifications for a timely and efficient review of materials.

## GENERAL

- Title Block:** All drawings should include a title block that has the project name, north arrow, scale, sheet title, and sheet number, at a minimum. Existing conditions plans, site development plans, grading and erosion plans, landscape plans, and exterior lighting plans should be drawn to scale and the scale included on each page.
- Project Details:** One of the drawings, possibly a cover sheet, should include the project title, date, address(es), tax lot number(s), a vicinity map showing the property in relation to nearest major streets, contact information for the project team, and an index of drawings with page references.

## EXISTING CONDITIONS

- Location, name, and present width of all street and alley rights-of-way and improvements (including bike facilities and sidewalks) on and abutting the site.
- Location, purpose, and present width of all existing easements of record on and abutting the site. A note shall be added to each existing easement on whether it is to remain or be abandoned.
- Location and size of all existing utilities on and abutting the site including, but not limited to, natural gas lines, underground and overhead power and communications lines, fire hydrants, water, sewer, and/or stormwater utilities. If utilities are not on or abutting the site, the plans shall indicate the direction and distance to the nearest ones and how the proposal will connect to those utilities. Also, if any septic tanks and/or wells are on site, the locations of those shall be indicated.
- Ground elevations shown by contour lines at 2-foot intervals.
- Natural features including, but not limited to, watercourses, wetlands, Clean Water Services' Vegetated Corridors, mature trees, forested areas, Significant Natural Resources and Impact Areas, and 100-year Floodplains.
- 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.

## PROPOSED IMPROVEMENT PLANS

- Scaled site plan illustrating the proposed building envelope(s), on-site circulation, on-site parking and, for Cottage Clusters, shared courtyards. The site plan should show distance between the structure(s) and property line(s). Include an identification of the intended housing type (single detached, duplex, triplex, quadplex, townhouse, cottage cluster, multiple-dwelling structure, and/or manufactured dwelling).
- Location, name, and proposed widths of all street and alley rights-of-way and improvements (including bike facilities and sidewalks) on and abutting the site.
- Location, width, and purpose of existing easements and proposed easements.
- Location and size of proposed utilities on and abutting the site including connections to existing utilities.
- Ground elevations shown by contour lines at no more than 2-foot intervals including any modifications to existing contours.
- Impact or preservation of existing Natural features listed above.
- Designations for any phases associated with project construction or implementation.

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