



April 12, 2023

Steven Sparks  
Beaverton School District No. 48J  
1260 NW Waterhouse Drive  
Beaverton, OR 97006

Subject: Pre-Application Summary Notes for Greenway Elementary School

Dear Steven Sparks,

Thank you for attending the Pre-Application Conference held on March 22, 2023. We are pleased to provide you with the following notes prepared in response to your proposal.

Comments prepared by staff are reflective of the proposal considered at the Pre-App. A copy of your proposal was also sent to other members of staff who did not attend the Pre-App. Please feel free to contact anyone who provided comments. Contact names, telephone number and e-mail addresses are listed herein.

Following every Pre-App, staff understands that there may be changes to the plan or use considered. If these changes effectively re-design the site plan or involve a change to a use not discussed, please be advised that such change could require different land use application(s) than were identified by staff at the Pre-App. It's also possible that different issues or concerns may arise from such change. In these cases, we highly encourage applicants to request a second Pre-App for staff to consider the change and provide revised comments accordingly.

In part, the Pre-App is intended to assist you in preparing plans and materials for staff to determine your application(s) to be "complete" as described in Section 50.25 of the City Development Code. For your application(s) to be deemed complete on the first review, you must provide everything required as identified on the Application Checklist(s) (provided at the Pre-App) in addition to any materials or special studies identified in the summary notes hereto. If you have questions as to the applicability of any item on the checklist(s) or within this summary, please contact me directly.

On behalf of the staff who attended the Pre-App, we thank you for sharing your proposal with us. If we can be of further assistance, please do not hesitate to call.

Sincerely,

Steve Regner  
Senior Planner  
503-319-4427

# PRE-APPLICATION CONFERENCE MEETING SUMMARY NOTES

Prepared for  
Greenway Elementary School  
PA2023-0015, March 22, 2023

The following pre-application notes have been prepared pursuant to Section 50.20 of the Beaverton Development Code. All applicable standards, guidelines and policies from the City Development Code, Comprehensive Plan and Engineering Design Manual and Standard Drawings identified herein are available for review on the City's web site at: [www.beavertonoregon.gov](http://www.beavertonoregon.gov). Copies of the Development Code and Comprehensive Plan are also available for review at the City's Customer Service Kiosk located within the Community Development Department. Copies of these documents are also available for purchase.

The following is intended to identify applicable code sections, requirements and key issues for your proposed development application. Items checked are to be considered relevant to your proposed development.

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**PRE-APPLICATION CONFERENCE DATE:** March 22, 2023

## PROJECT INFORMATION:

Project Name: **Greenway Elementary School**

Project Description: Placement of temporary classrooms at Greenway Elementary School during reconstruction of Raleigh Hills Elementary School.

Property/Deed Owner: Beaverton School District No. 48J  
1260 NW Waterhouse Drive  
Beaverton, OR 97006

Site Address: 9150 SW Downing Drive, Beaverton OR, 97008

Tax Map and Lot: Tax Map: 1S127CB, Tax Lots: 100  
Zoning: Residential Mixed C (RMC)  
Comp Plan Designation: Low Density Neighborhood (DRC)  
Site Size: 9.46 acres

## APPLICANT INFORMATION:

Applicant's Name: Steven Sparks  
Beaverton School District No. 48J  
1260 NW Waterhouse Drive  
Beaverton, OR 97006

Phone / Email: 503-356-4449 / [steven\\_sparks@beaverton.k12.or.us](mailto:steven_sparks@beaverton.k12.or.us)

Applicant's Representative: Same as applicant

**PREVIOUS LAND USE HISTORY:**

- CUP 04-79, BDR 28-79 - original school construction, 432 student capacity, 40 staff
- CUP 12-87, BDR 41-87 - Increase to 539 students, 45 staff
- CUP 18-88, BDR 33-88 - parking lot expansion, no student or staff modification
- BDR 92091 - placement of one portable classroom, no student estimate provided in analysis
- CUP 95017 - placement of two portable classrooms, no student estimate provided in analysis
- BDR 96012 - placement of three portable classrooms, no student estimate provided in analysis

**SECTION 50.25 (APPLICATION COMPLETENESS):**

The completeness process is governed by Section 50.25 of the Development Code. The applicant is encouraged to contact staff to ask any questions or request clarification of any items found on the application checklists that were provided to the applicant at the time of the pre-application conference. In addition, the applicant should be aware that staff is not obligated to review any material submitted 14 days or later from the time the application has been deemed “complete” that is not accompanied with a continuance to provide staff the necessary time to review the new material.

**APPLICATION FEES:**

Based on the plans and materials provided, the identified application fees (land use only) are as follows. The City charges a 5% technology fee in addition to the base application fees. Projects that require multiple applications that are reviewed concurrently per BDC 50.15.3 shall be charged 100% of the highest application fee, and 75% of the remaining application fees. The fees below do not include the technology fee or the application bundling fee reduction but are the independent application fees. The Planning Division Fee Schedule can be found on our website: <https://www.beavertonoregon.gov/777/Applications-Fees-Brochures>

Minor Modification of a Conditional Use	\$2,702 + 5% tech fee
Design Review Two	1.25% of project value Minimum: \$7,024 Maximum: \$27,015 + 5% technology fee
<i>Possible</i> Design Review Three	1.25% of project value Minimum: \$10,806 Maximum: \$29,176 + 5% technology fee

**\*See Key Issues/Considerations herein** for description of applications and associated process.

No fee increase are scheduled at this time; however, the fees are subject to change. Fees in effect at the time of application submittal will control. Please contact Current Planning (503-526-2420) or visit our website [www.beavertonoregon.gov/bib](http://www.beavertonoregon.gov/bib) prior to submittal of your application to confirm the current application fee(s).

**SECTION 50.15. CLASSIFICATION OF APPLICATIONS:**

Applications are subject to the procedure (Type) specified by the City Development Code. Per Section 50.15.2 of the Code, when an applicant submits more than one complete application for a given proposal, where each application addresses separate code requirements and the applications are subject to different procedure types, all of the applications are subject to the procedure type which requires the broadest notice and opportunity to participate. For example, a proposal that includes a **Design Review Three** application is subject to a **Type 3** procedure.

## SECTION 50.30 (NEIGHBORHOOD REVIEW MEETING):

Based on the information presented at the pre-application, a Neighborhood Review Meeting may be required because it appears that the proposal may be subject to a Design Review 3 application. (NAC): **Greenway**  
Contact: James Terwiliger [greenway-nac@outlook.com](mailto:greenway-nac@outlook.com)

Please copy the City's neighborhood department, [neighbormail@beavertonoregon.gov](mailto:neighbormail@beavertonoregon.gov) on communications with the NAC Chairs.

For meetings held at the NAC, staff recommend that a separate sign-in sheet be provided. Note that after the neighborhood meeting, summary of the meeting along with a copy of your sign-in sheet is to be mailed to the NAC contact above. The City also requests that the summary of the meeting and sign-in sheet is also sent to: City of Beaverton, Neighborhood Program, P.O. Box 4755, Beaverton, OR 97076 or emailed to: [neighbormail@beavertonoregon.gov](mailto:neighbormail@beavertonoregon.gov)

Instructions for conducting or attending Neighborhood Review Meetings can be found in BDC Section 50.30 and in the following link:

<https://content.civicplus.com/api/assets/3f3dbebe-bd25-4ed6-8102-2d198238db25?cache=1800>

The Request for Neighborhood Meeting Labels Form can be found in the following link:

<https://content.civicplus.com/api/assets/1a02c228-0536-4277-8039-89550c936e56?cache=1800>

The completed form can be submitted to [planningplansubmit@beavertonoregon.gov](mailto:planningplansubmit@beavertonoregon.gov).

In response to COVID-19, the applicant can fulfill the neighborhood meeting requirement by using alternative means of communication such as by phone, email, and online meeting platforms, provided by the applicant. The applicant may work with City staff to provide a physical place for members of the public without technology to participate in the meeting as needed on an appointment basis (social distancing requirement must be recognized). Contact the project planner or 503-526-2420 for details.

## CHAPTER 20 (LAND USES):

Zoning: **Residential Mixed C (RMC)**

Applicable Code Sections: **20.05.15 – Site Development Standards** and **20.05.20 – Land Uses.**

Zoning: Residential Mixed C (RMC)

Applicable Code Sections: 20.05.15 – Site Development Standards and 20.05.20 – Land Use Regulations.

Development Standard	Requirement	Note
Minimum Land Area	N/A	
Maximum Floor Area Ratio	N/A	
Lot Dimensions: Minimum Width	20 feet	
Front Setback	10 feet	
Side Setback	5 feet	
Rear Setback	15 feet	
Garage Setback	18.5 feet	Carports shall meet the same yard setbacks as the dwelling. Garage setbacks shall be measured from

Development Standard	Requirement	Note
		the elevation containing the garage door and vehicle entrance of carports to the property line. For all other garage elevations, the building setback applies.
Minimum Between Buildings	6 feet	Minimum spacing between buildings on the same parcel or in the same development.
Height	35 feet	Also subject to additional height limitations in Section 20.30

**CHAPTER 30 (NON-CONFORMING USES):**

Proposal subject to compliance to this chapter?  Yes  No

**CHAPTER 40 (PERMITS & APPLICATIONS):**

Facilities Review Committee review required?  Yes  No

**Please Note:** Applicant’s written response to Section 40.03 (Facilities Review) should address each criterion. If response to criterion is “Not Applicable”, please explain why the criterion is not applicable.

**Applicable Application Type(s):**

	<u>Application Description</u>	<u>Code Reference</u>	<u>Application Type</u>			
1.	<b>Design Review Two</b> (Threshold #2)	<b><u>40.20.15.2</u></b>	<input type="checkbox"/> Type 1	<input checked="" type="checkbox"/> <b>Type 2</b>	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
2.	<b>Possible Design Review Three</b> (Threshold #9)	<b><u>40.20.15.3</u></b>	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> <b>Type 3</b>	<input type="checkbox"/> Type 4
3.	<b>Minor Modification of a Conditional Use</b> (Threshold #5)	<b><u>40.15.15.2</u></b>	<input type="checkbox"/> Type 1	<input checked="" type="checkbox"/> <b>Type 2</b>	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4

**Comments:** In order for your application(s) to be deemed complete, a written statement necessary, supported by substantial evidence in response to all applicable approval criteria. Specifically, your application narrative(s) will need to explain how and why the proposed application meets the applicable approval criteria for the land use applications identified above. Approval criteria and development regulations in effect at the time an application is received will control. Approval criteria and development regulations are subject to change.

**CHAPTER 60 (SPECIAL REGULATIONS):**

The following special requirements when checked are applicable to your development. You should consult these special requirements in the preparation of written and plan information for a formal application:

- Section 60.05 (Design Review Principles Standards and Guidelines)**  Section 60.07 (Drive-Up Window Facilities)

- |  |  |
|--|--|
| <input type="checkbox"/> Section 60.10 (Floodplain Regulations)                      | <input type="checkbox"/> Section 60.15 (Land Division Standards)                   |
| <input type="checkbox"/> Section 60.20 (Mobile & Manufactured Home Regulations)      | <input type="checkbox"/> Section 60.25 (Off-Street Loading)                        |
| <input checked="" type="checkbox"/> <b>Section 60.30 (Off-Street Parking)</b>        | <input type="checkbox"/> Section 60.33 (Park and Recreation Facilities)            |
| <input type="checkbox"/> Section 60.35 (Planned Unit Development)                    | <input checked="" type="checkbox"/> <b>Section 60.40 (Sign Regulations)</b>        |
| <input type="checkbox"/> Section 60.45 (Solar Access Protection)                     | <input checked="" type="checkbox"/> <b>Section 60.50 (Special Use Regulations)</b> |
| <input checked="" type="checkbox"/> <b>Section 60.55 (Transportation Facilities)</b> | <input checked="" type="checkbox"/> <b>Section 60.60 (Trees and Vegetation)</b>    |
| <input checked="" type="checkbox"/> <b>Section 60.65 (Utility Undergrounding)</b>    | <input type="checkbox"/> Section 60.67 (Significant Natural Resources)             |
| <input type="checkbox"/> Section 60.70 (Wireless Communication)                      |  |

Comments: For the application(s) to be deemed complete, written analysis will need to identify and explain how the proposal meets all applicable provisions/requirements as checked above.

**OTHER DEPARTMENT/AGENCY CONTACTS:**

Your project may require review by other City departments and outside agencies. Please plan to contact the following staff persons at the City of Beaverton or other agencies when their name is checked. In some instances, some or all of these staff persons may submit written comments for the pre-application conference. These comments may be discussed at the pre-application conference and will be attached to this summary:

<p>Recommended contact for further information if checked</p> <p><input checked="" type="checkbox"/></p>	<p>Clean Water Services (CWS) regulates sanitary sewer, storm and surface water management within Washington County in coordination with the City of Beaverton. CWS also conducts environmental review for proposed development projects that are located in proximity to sensitive areas (generally wetlands, riparian areas and stream corridors). Staff recommends that applicants contact <u>CWS staff as early as possible in order to obtain a <i>Service Provider Letter</i> (SPL)</u>. For many development permits, the SPL is required before the application is determined to be complete (BDC 50.25.1.F) which starts the Beaverton land use review processes. CWS environmental regulations are explained in <u>Chapter 3 of the <i>Design and Construction Standards</i></u> at: <a href="http://www.cleanwaterservices.org/permits-development/design-construction-standards">www.cleanwaterservices.org/permits-development/design-construction-standards</a></p> <p>If no sensitive areas exist on or within 200 feet of the project site, CWS can also issue a statement indicating no sensitive areas exist which the city will also accept as documentation under Section 50.25.1.F. To start the environmental review process and obtain an SPL, complete the <a href="#">pre-screening site assessment form</a>. For more information about CWS environmental review, you may email <a href="mailto:spreview@cleanwaterservices.org">spreview@cleanwaterservices.org</a> or contact <b>Laurie Bunce</b>, CWS Engineering Technician, at (503) 681-3639.</p>
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<input checked="" type="checkbox"/>	<p><b>Lawrence Arnbrister</b>, Building, City of Beaverton (503) 720-6340 / larnbrister@beavertonoregon.gov</p> <p><input checked="" type="checkbox"/> Building code would possibly regard all classrooms as single structure due to potential proximity of classrooms. This has impacts on fire sprinkler needs. Please reach out to Building Division for further information.</p>
<input type="checkbox"/>	<p><b>Steve Brennen</b>, Operations, City of Beaverton (503) 526-2200 / sbrennen@beavertonoregon.gov</p> <p><input type="checkbox"/> No written comments provided to date / not expected.</p>
<input checked="" type="checkbox"/>	<p><b>Silas Shields</b>, Site Development, City of Beaverton (503) 350-4055 / sshields@beavertonoregon.gov</p> <p><input checked="" type="checkbox"/> Plan reviewed. Comments attached.</p>
<input checked="" type="checkbox"/>	<p><b>Kate McQuillan</b>, Transportation, City of Beaverton (503) 526-2427/ kmcquillan@beavertonoregon.gov</p> <p><input checked="" type="checkbox"/> Plan reviewed. See Key Issues/Considerations.</p>
<input type="checkbox"/>	<p><b>Elizabeth Cole</b>, Recycling, City of Beaverton (503) 526-2460/ ecol@beavertonoregon.gov</p> <p><input type="checkbox"/> No written comments provided to date / not expected.</p>

**KEY ISSUES/CONSIDERATIONS:**

Staff has identified the following key development issues, or design consideration or procedural issues that you should be aware of as you prepare your formal application for submittal. The identification of these issues or considerations here does not preclude the future identification of other key issues or considerations:

1. **Land Use Applications.** A **Design Review Two** application is required for new development in a residential zone up to 30,000 square feet. The submittal must demonstrate compliance with all applicable Design Standards in 60.05.15-30. Staff recognizes that the proposed classrooms are prefabricated, and compliance with some Standards may be difficult. For proposals of this size that cannot meet one or more Design Standards, the applicant shall instead apply for a **Design Review Three**, where the applicant can respond to a mix of Design Standards and Design Guidelines.

A **Minor Modification of a Conditional Use Permit** is required for the placement of portable classrooms. The application must provide individual findings for each approval criteria, including all applicable Comprehensive Plan policies.

2. **Past Land Use History.** Staff research indicates that the largest projected school capacity approved is 539 students and 45 staff. The applicant may use this as a baseline for preparing the required Trip Generation memo.

3. **Design Considerations.** Staff provided several design comments

- a. Hard-surface pedestrian connections are expected to be provided between each portable and the main school building.

- b. Existing portable structures often struggle to meet certain design standards, such as building articulation. Staff advise the applicant review code section BDC 60.05.15 in particular. Staff also notes that some provisions are not applicable to structures not visible or greater than 200 feet from a public streets, which may exempt the proposed structures.
  - c. The proposal must demonstrate compliance with the sandscape buffer standards detailed in BDC 60.05.25.13 and Table 60.05-2 Minimum Landscape Buffer Requirements in the vicinity of the proposed portables.
4. **Required Parking.** In response to state rule changes, collective referred to as the Climate Friendly and Equitable Communities rules, the entirety of the Greenway Elementary School campus is no longer required to provide a minimum number of motor vehicle parking spaces. Bicycle parking minimums are still required to be met.
  5. **Bus Parking and Circulation.** Staff expressed concerns about the site's ability to manage pickup and drop-off, including parent drop off and school bus loading. The applicant indicated the number of busses expected to serve the site will increase from 4 to 12 busses. The applicant will need to demonstrate how the site can manage the proposed student and staff increase.
  6. **Service Provider Letters (SPL).** The City of Beaverton requires service provider letters from special districts who provide services to the subject site. Service Provider Letters are required prior to your application being deemed complete in the land use process. Staff has identified the following service provider letters as applicable to your proposal:
    - a. **Clean Water Services (CWS):** All development within the City requires a Clean Water Services SPL for environmental review. Information can be found at Clean Water Services Website <https://www.cleanwaterservices.org/permits-development/step-by-step-process/environmental-review/>
    - b. **Tualatin Valley Fire & Rescue (TVF&R):** TVF&R requires a Service Provider Permit (SPP) to address fire code issues related to development. The SPP form can be found at the following link: <https://www.tvfr.com/FormCenter/Public-Records-7/Service-provider-permit-for-Washington-C-64>
  7. **System Development Charges.** The Washington County Transportation Development Tax (TDT) will be due for developments prior to issuance of building permits, in addition to other System Development Charges. The SDC charges are not assessed or evaluated through the land use application review process.

The TDT is based on the estimated traffic generated by each type of development. The TDT is collected prior to the issuance of a building permit; or in cases where no building permit is required (such as for golf courses or parks), prior to final approval of a development application.

To estimate the tax please use Washington County's TDT Self Calculation Form: [www.co.washington.or.us/LUT/Divisions/LongRangePlanning/PlanningPrograms/TransportationPlanning/transportation-development-tax.cfm](http://www.co.washington.or.us/LUT/Divisions/LongRangePlanning/PlanningPrograms/TransportationPlanning/transportation-development-tax.cfm)). For more information please contact Jabra Khasho, City of Beaverton Transportation Engineer, at (503) 526-2221 or [jkhasho@BeavertonOregon.gov](mailto:jkhasho@BeavertonOregon.gov).

For information regarding sanitary sewer, storm sewer, water, park, Metro construction excise, School District construction excise, and other applicable fees please use the Building Division link: <http://www.beavertonoregon.gov/DocumentCenter/Home/View/605> or contact the Building Department at [cddmail@BeavertonOregon.gov](mailto:cddmail@BeavertonOregon.gov).

8. **BEAVERTON ELECTRONIC PERMITTING SYSTEM (BEPS):** The Planning and Site Development Divisions will be going live with the new BEPS on April 3, 2023. Customers will have 24/7 access to the BEPS with comprehensive project tracking and the ability to pay fees online. Projects submitted on or after April 3, 2023, will be submitted in the BEPS system. Submittals made prior to April 3, 2023, will be made via our



current web portal (<https://beavertonoregon.gov/777/Applications-Fees-Brochures>) and any resubmittals related to those projects will continue to be through the existing submittal portal. More information will be forthcoming on our website about the new system. We look forward to working with you on your project. For more information, click here: <https://www.beavertonoregon.gov/1543/Electronic-Permitting-System>



## TRANSPORTATION CHECKLIST

### PRE-APPLICATION MEETING

#### Community Development Department

Project Name: **BSD Greenway Elementary School**

Pre-Application Conference #: **PA2023-0015**

Pre-Application Date: **March 22, 2023**

The requirements checked below are based on the information provided at the **March 22, 2023 Pre-Application Conference Meeting** for a proposal at 9150 SW Downing Drive.

Any proposed development and its associated transportation impacts shall be in compliance with the City of Beaverton's Transportation System Plan (TSP) and the Engineering Design Manual 2019 (EDM) in addition to all applicable sections of the Beaverton Development Code (BDC).

#### REQUIREMENTS TO BE ADDRESSED

##### Right of Way Dedication

*Right of way dedication is not anticipated at this time.*

##### Traffic Impact Analysis

It is unclear what the anticipated traffic impact will be from the proposal. Please provide a statement by a registered engineer (civil or traffic) with proposed trip generation from the proposal. BDC 60.55.20 defines the thresholds for when a Traffic Impact Analysis is required.

##### Frontage Improvements

*Frontage improvements are not identified at this time.*

##### Off-Street Loading Requirements

*Off-street loading requirements are not applicable.*

##### Off-Street Parking (Vehicles and Bicycles)

Off-street parking requirements are not applicable at this time, as the site partially falls within the applicable CFEC buffer.

The proposed development is required to provide the minimum number of both short term and long term bicycle parking as detailed on BDC 60.30.10. The location of bicycle parking and design features for long term bicycle parking will also be required.

**Bicycle and Pedestrian Circulation**

Provide pedestrian circulation plan along with submitted site plans that is consistent with BDC 40.03.1 BDC 60.05.20.3, and 60.55.25.10.

**Access / Driveways**

Access requirements are not applicable at this time.

**SYSTEM DEVELOPMENT CHARGES**

Washington County Transportation Development Tax (TDT) may be due for developments prior to issuance of building permits; or in cases where no building permit is required (such as for golf courses or parks), prior to final approval of a development application.

**OTHER REVIEWING TRANSPORTATION AGENCIES**

No outside transportation agency review required.



City of Beaverton  
Community Development Department  
Site Development Division  
12725 SW Millikan Way 4<sup>th</sup> Floor  
Beaverton, OR 97076  
Tel: (503) 350-4021  
Fax: (503) 526-2550  
[www.BeavertonOregon.gov](http://www.BeavertonOregon.gov)

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## PRE-APPLICATION CONFERENCE MEETING SUMMARY

### Site Development & Engineering

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**Project Name:** BSD Greenway ES

**Pre-Application Conference Number:** PA2023-0015

**Date:** March 22, 2023

**Prepared by:** Silas Shields-Site Development Division

**Ph:** (503)536-3766 **Email:** [sshields@BeavertonOregon.gov](mailto:sshields@BeavertonOregon.gov)

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#### General Notes:

This development shall be in compliance with the City of Beaverton and Clean Water Services standards in place at the time of site development permit application. Please refer to City Engineering Design Manual (EDM) for [site plan submittal requirements](#). Site plans will need to be on 22x34-inch sheets. The project was reviewed for compliance with City of Beaverton (COB) 2019 EDM and the 2019 R&O 19-22 Clean Water Services (CWS) Design & Construction Standards (DCS).

Developments and other activities which create or modify 1,000 square feet or greater of impervious surface are required to provide stormwater management. A storm water report prepared by a professional civil engineer is required with this application and will need to document how the proposal will provide water quantity control for conveyance capacity (CWS DCS Section 4.02), hydromodification (CWS DCS 4.03) and water quality (CWS DCS Section 4.04) Additional standards are outlined in City EDM Section 530 for surface water management design standards and CWS DCS Section 4.08. Please refer to Table 530.1 of EDM for facility order of preference. LIDA are summarized in CWS DCS Table 4-3 and sizing per Section 4.08.4.

City of Beaverton sanitary sewer and storm drainage are in the vicinity of this project and can serve this site. There is a 12" city sanitary line that crosses the northern portion of the site. There is an 18" city storm line along SW Downing Dr. There are also two 48" city storm lines crossing the northern portion of the site.

City of Beaverton is the water provider for this site. There are 10" city water lines along SW Downing Dr. and SW Greenway. There is also a 12" city water line along SW Greenway. A Service Provider Letter (SPL) will be required for new connections to the water system and/or changes in water meter size, see next page for contact information.

Tualatin Valley Fire and Rescue (TVFR) is the fire district, see next page for contact information. A permit will be required.

A Clean Water Services (CWS) Pre-screen or Service Provider Letter (SPL) will be required with the land use application (see contact information on next page).

Per sections 307 and 311 of Oregon Uniform Plumbing Code, storm and/or sanitary sewer that serve/crosses more than one lot shall be a public system or as approved by the building division plumbing code.

A professional surveyor will need to document where existing utility lines and any easement limits are in relation to property boundaries. Proposed relocations of any public utilities and easements will need to be shown with the Land Use application. Please note that no permanent structures including building footings, doors swinging out and roof eaves can encroach into existing public utility systems and associated easements.

With any frontage improvements/dedication, per EDM Section 130, the minimum width for a Public Utility Easement (PUE) shall be 8 feet. The PUE shall be located along all property lines adjacent to public rights-of-way. The City may require a larger PUE in commercial and industrial areas and where right-of-way widths are sub-standard. SWM facilities, including side slopes, retaining walls, perimeter fencing (when required) and all associated structures, shall not be installed within a PUE. Meter boxes or other public water infrastructure shall not be located in a PUE.

With any frontage improvements street tree plantings and any storm water facility plantings must be shown with the land use application and must be per jurisdictional approved planting lists.

Per Beaverton development code 60.65, any affected overhead utilities, as well as new connections into the site must be placed underground.

**Resources:**

- For more detailed information regarding existing utilities, topography, and geological information necessary for preparation of various applications submit as-built request online at:  
<https://apps2.beavertonoregon.gov/CO/publicworks/asbuiltrequestform.aspx>

**Permits & approvals identified as likely to be needed with this development:**

<input checked="" type="checkbox"/>	City of Beaverton permit- Engineering Site Development Contact: Site Development Division at (503) 350-4021 or sitedevelopment@beavertonoregon.gov
<input checked="" type="checkbox"/>	City of Beaverton Building permit Contact: Building Division at (503) 526-2493
<input checked="" type="checkbox"/>	Must underground all utilities (PGE, communications etc.) to site as well as any affected overhead utilities.
<input checked="" type="checkbox"/>	City of Beaverton utility system & SPL's Contact: Engineering at (503) 526-2269 or engineering@beavertonoregon.gov

☒	<p>Tualatin Valley Fire and Rescue - Permit</p> <p>Contact: DFM Jeremy Foster at (503) 259-1414 or <a href="mailto:Jeremy.Foster@tvfr.com">Jeremy.Foster@tvfr.com</a></p>
☒	<p>Clean Water Services District</p> <ul style="list-style-type: none"> <li>• ☒ Prescreen Letter/Service Provider Letters/Wetlands/Creeks/Springs</li> </ul> <p>Contact: Lindsey Obermiller at (503) 681-3653 or email <a href="mailto:SPLReview@cleanwaterservices.org">SPLReview@cleanwaterservices.org</a></p>
☒	<p>Oregon Department of Environmental Quality</p> <ul style="list-style-type: none"> <li>• ☒ Standard erosion control for sites less than 1 acre per CWS standard drawing no. 945</li> </ul>
☒	<p>Submit City of Beaverton Stormwater Management Worksheet</p>
☒	<p>Storm water facilities required</p> <ul style="list-style-type: none"> <li>• ☒ Quantity Control for Conveyance Capacity</li> <li>• ☒ Hydromodification</li> <li>• ☒ Quality Treatment</li> </ul> <p>The engineer of record can request fee in lieu for hydromodification and quality treatment if development meets criteria set forth in CWS DCS Section 4.03.7.a and 4.04.2.a and City EDM Section 530.1.A.4.</p> <p>Payment of credit against SWM SDC for detention facilities is covered in CWS DCS Section 4.02.1.c.</p>





Blue = City Water Line

Red = City Sanitary Line

Orange = City Storm Line