

Received  
Planning Division  
04/11/2024



September 2, 2022

Kim-Hien Nguyen  
15 Duberstein Drive  
San Ramon, CA 94583

Subject: Pre-Application Summary Notes for SW 139<sup>th</sup> Avenue Partition (PA2022-0031)

Dear Kim-Hien Nguyen,

Thank you for attending the Pre-Application Conference held on August 17, 2022. 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,

Elena Sasin  
Associate Planner  
(503)278-1482

# PRE-APPLICATION CONFERENCE MEETING SUMMARY NOTES

Prepared for  
SW 139<sup>th</sup> Avenue Partition  
PA2022-0031, August 17, 2022

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:** August 17, 2022

## PROJECT INFORMATION:

Project Name: **SW 139<sup>th</sup> Avenue Partition**

Project Description: Divide lot with existing single-detached dwelling into two lots while retaining existing house on site.

Property/Deed Owner: Kim-Hien Nguyen  
15 Duberstein Drive  
San Ramon, CA 94583

Site Address: 4975 SW 139<sup>th</sup> Avenue

Tax Map and Lot: Tax Map: 1S116CA Tax Lot: 3000  
Zoning: Residential Mixed C (RMC)  
Comp Plan Designation: Lower Density Neighborhoods (NR-LD)  
Site Size: Approximately 0.35 acres

## APPLICANT INFORMATION:

Applicant's Name: Kim-Hien Nguyen  
15 Duberstein Drive  
San Ramon, CA 94583

Phone / Email: (408) 893-6906 / kimhiensr@gmail.com

## APPLICANT'S REPRESENTATIVE INFORMATION:

Applicant's Name: Isenhart Consulting, LLC  
Attn.: Danelle Isenhart  
PO Box 2364  
Beaverton, OR 97075

Phone / Email: (503) 880-4979 / Danelle@isenhartconsulting.com

**PREVIOUS LAND USE HISTORY:** None

**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/materials provided, the identified estimated application fees (**land use only**) are as follows:

<i>First</i>	
<b>Preliminary Partition</b>	<b>\$12,600.00</b>
<b>Legal Lot Determination</b>	<b>\$551.25</b>
<i>possible Tree Plan Two</i>	<b>\$3,937.50</b>
<i>Then</i>	
<b>Final Partition</b>	<b>\$2,625.00</b>
<b>Single-Detached and Middle House Design Review One</b>	<b>\$441.00</b>
<i>possible Single-Detached and Middle House Design Review Two</i>	<b>\$4,725.00</b>
<i>possible Single-Detached and Middle House Design Review Three</i>	<b>\$6,825.00</b>

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

\*Please note that beginning on July 1, 2022, a 5% technology fee will be assessed on all applications. The fees shown above include this fee. Also beginning on July 1, 2022, projects that require multiple applications that are reviewed concurrently per BDC Section 50.15.3 shall be charged 100% of the highest application fee and 75% of the remaining application fees. The fees shown above include the technology fee and reflect the 25% discount on the Legal Lot Determination and Tree Plan Two applications, which will be reviewed concurrently with the Preliminary Partition and have a lower fee than the Preliminary Partition application.

**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 ***Preliminary Subdivision*** and ***possible Tree Plan Two*** application is subject to a **Type 2** procedure.

## SECTION 50.30 (NEIGHBORHOOD REVIEW MEETING):

Based on the information presented at the pre-application, a Neighborhood Review Meeting is not required for a Preliminary Subdivision or possible Tree Plan Two application, which are Type 2 applications. However, staff always recommends community outreach through a neighborhood meeting. Neighborhood Advisory Committee: (NAC): **Central Beaverton** Contact: Brian Negley / briannegley@gmail.com

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 request 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 here: <https://www.beavertonoregon.gov/DocumentCenter/View/9172/Neighborhood-Meeting-Informational-Packet?bidId=>

## CHAPTER 20 (LAND USES):

### Zoning: Residential Mixed C (RMC)

#### Applicable Code Sections: 20.05.15 – Site Development Standards

Minimum Lot Area – Single-Detached and Duplex: 5,000 square feet  
Minimum Lot Area – Triplex and Quadplex: 5,000 square feet  
Minimum Lot Area – Townhouse: 1,500 square feet  
Minimum Lot Area – Cottage Cluster: 7,000 square feet

Minimum Residential Density: 7 units per acre  
Minimum Lot Width: 20 feet  
Minimum Side Yard Setback<sup>7</sup>: 0, 3 feet, or 5 feet  
Minimum Garage Setback: 18.5 feet  
Minimum between Buildings: 6 feet

Maximum Residential Density: N/A  
Minimum Front Yard Setback: 10 feet  
Minimum Rear Yard Setback: 15 feet  
Minimum Garage Door to Rear: 22 feet  
Maximum Building Height<sup>14</sup>: 35 feet

Maximum Floor Area Ratio – Single Detached Dwelling: 0.60  
Maximum Floor Area Ratio – Duplex: 0.65  
Maximum Floor Area Ratio – Triplex and Quadplex: 0.90  
Maximum Floor Area Ratio – Townhouse: N/A  
Maximum Floor Area Ratio – Cottage Cluster: N/A

*Footnote #7: Side setbacks are 5 feet except when a different dimension is described in this footnote. For townhouses, the minimum side setback is zero for the attached side of the townhouse and 5 feet for sides that are not attached. For land divisions, except for townhouses or middle housing land divisions, the perimeter side setbacks are 5 feet, but side setbacks internal to the land division may be reduced to 3 feet with a total of 6 feet between buildings. In no case shall a building encroach into a Public Utility Easement (PUE).*

*Footnote #14: Also subject to additional height limitations in Section 20.30.*

#### Applicable Code Sections: 20.05.20 - Land Uses

Single-Detached Dwelling: Permitted  
Triplex and Quadplex: Permitted  
Cottage Cluster: Permitted

Duplex: Permitted  
Townhouse: Permitted

#### Applicable Code Sections: 20.30.10

In the RMC district, the maximum building height at the front and rear setback line is 25 feet. From the front and rear setback line, the maximum height rises at a 45-degree angle (a rate of 1 foot vertically for every 1 foot horizontally) toward the center of the lot until it reaches a maximum of 35 feet.

**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. For Section 40.03, Critical and Essential Facilities are defined (Chapter 90) in the following way:

*Facilities, Critical. [ORD 4224; September 2002] For the purposes of Facilities Review critical facilities and services shall include potable and non-potable public water, public sanitary sewer, storm water drainage, treatment, and detention, transportation, and fire protection. For the purposes of floodplain regulation and building construction hazard designations, critical facilities are defined as hospitals, significant medical care facilities, fire stations, police stations, storage of critical records, emergency community shelters, emergency operation centers, emergency management offices, and similar facilities.*

*Facilities, Essential. [ORD 4224; September 2002] Essential facilities and services shall include schools, transit improvements, police protection, and on-site pedestrian and bicycle facilities in the public right-of-way.*

The applicant’s written responses to Section 40.03 should states how all critical and essential services will serve the site, proposed or existing (as applicable).

**Applicable Application Type(s):**

	<u>Application Description</u>	<u>Code Reference</u>	<u>Application Type</u>			
1.	<b>Preliminary Partition</b> (Threshold #1)	<b><u>40.45.15.4</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>Legal Lot Determination</b> (Threshold #3)	<b><u>40.47.15.1</u></b>	<input checked="" type="checkbox"/> <b>Type 1</b>	<input type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
3.	<b>Final Land Division (Final Partition)</b> (Threshold #1)	<b><u>40.45.15.8</u></b>	<input checked="" type="checkbox"/> <b>Type 1</b>	<input type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
4.	<b>Possible Single-Detached and Middle Housing Design Review One</b> (Threshold #5)	<b><u>40.21.15.1</u></b>	<input checked="" type="checkbox"/> <b>Type 1</b>	<input type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
5.	<b>Possible Single-Detached and Middle Housing Design Review Two</b> (Threshold #1)	<b><u>40.21.15.2</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
6.	<b>Possible Single-Detached and Middle Housing Design Review Three</b> (Threshold #1)	<b><u>40.21.15.3</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

**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:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> <b>Section 60.05 (Design Review Principles Standards and Guidelines)</b> | <input type="checkbox"/> Section 60.07 (Drive-Up Window Facilities)                  |
| <input type="checkbox"/> Section 60.10 (Floodplain Regulations)  | <input checked="" type="checkbox"/> <b>Section 60.15 (Land Division Standards)</b>   |
| <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 type="checkbox"/> Section 60.40 (Sign Regulations)                            |
| <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:

Recommended contact for further information if checked <input checked="" type="checkbox"/>	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 Service Provider Letter (SPL)</u> . For many development permits, the SPL is required before the application is determined to be complete (BDC 50.25.1.F) which
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	<p>starts the Beaverton land use review processes. CWS environmental regulations are explained in <a href="#">Chapter 3 of the Design and Construction Standards</a> 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:splreview@cleanwaterservices.org">splreview@cleanwaterservices.org</a> or contact <b>Laurie Bunce</b>, CWS Engineering Technician, at (503) 681-3639.</p>
<input checked="" type="checkbox"/>	<p><b>Lawrence Arnbrister</b>, Building, City of Beaverton (503) 526-2408 / <a href="mailto:larnbrister@beavertonoregon.gov">larnbrister@beavertonoregon.gov</a> <input type="checkbox"/> No written comments provided to date / not expected.</p>
<input type="checkbox"/>	<p><b>Steve Brennen</b>, Operations, City of Beaverton (503) 526-2200 / <a href="mailto:sbrennen@beavertonoregon.gov">sbrennen@beavertonoregon.gov</a> <input type="checkbox"/> No written comments provided to date / not expected.</p>
<input checked="" type="checkbox"/>	<p><b>Hunter Jin</b>, Site Development, City of Beaverton (503) 526-2626 / <a href="mailto:hjin@beavertonoregon.gov">hjin@beavertonoregon.gov</a> <input checked="" type="checkbox"/> Plan reviewed. Comments provided herein.</p>
<input checked="" type="checkbox"/>	<p><b>Kate McQuillan</b>, Transportation, City of Beaverton (503) 526-2427 / <a href="mailto:kmcquillan@beavertonoregon.gov">kmcquillan@beavertonoregon.gov</a> <input checked="" type="checkbox"/> Comments provided herein.</p>
<input type="checkbox"/>	<p><b>Marah Danielson</b>, ODOT Development Review (503) 731-8258 / <a href="mailto:marah.b.danielson@odot.state.or.us">marah.b.danielson@odot.state.or.us</a> <input type="checkbox"/> No written comments provided to date / not expected.</p>
<input checked="" type="checkbox"/>	<p><b>Naomi Vogel</b>, Washington County (503) 846-7623 / <a href="mailto:naomi_vogel@co.washington.or.us">naomi_vogel@co.washington.or.us</a> <input type="checkbox"/> No written comments provided to date / not expected.</p>
<input checked="" type="checkbox"/>	<p><b>Elizabeth Cole</b>, Recycling, City of Beaverton (503) 526-2460 / <a href="mailto:ecole@beavertonoregon.gov">ecole@beavertonoregon.gov</a> <input checked="" type="checkbox"/> Comments provided herein.</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 **Preliminary Partition** application is necessary to create two lots (up to three) from at least one lot of record in one calendar year. Additionally, a **Legal Lot Determination** application is required to determine the legal status of the subject lot that was created prior to the enactment of current subdivision regulations. Staff recommends providing a title report or deed history for the property so that it can be determined when the lot was created in its current size and shape. These two applications will be reviewed concurrently.

After a decision has been issued for the Preliminary Partition, a **Final Partition (Final Land Division)** application is required to finalize the previously approved Preliminary Partition. The Final Land Division process will include submitting a draft final plat to the City and Washington County for review and possible

redlines prior to recording a mylar copy at the County. As you approach this phase, city staff will provide more details about the process.

Lastly, after the Final Land Division is approved and the new partition has been recorded with Washington County, a **Single-Detached and Middle Housing Design Review One** application is required for the new construction of single-detached or middle housing dwelling types in the RMC zoning district. The proposal must meet all applicable Design Standards in Section 60.05.60 in order to qualify for this Type 1 review. If the applicant cannot or chooses not to meet one applicable Design Standard, a **Single-Detached and Middle Housing Design Review Two** or **Single-Detached and Middle Housing Design Review Three** application would be required instead. Under the Single Detached and Middle Housing Design Review Two, the applicant may address any number of Type 2 Guidelines or a combination of Type 2 Guidelines and Design Standards in Chapter 60.05.60. However, the Type 3 Design Review Guideline(s) may only be applied with a Single-Detached and Middle Housing Design Review Three.

Removal of up to four (4) Community Trees, or up to 10% of the number of Community Trees on the site, whichever is greater, within a one (1) calendar year period or properties one-half acre or less in size developed with a detached dwelling or middle housing may remove any number of Community Trees. A **Tree Plan Two** application is required for the removal of five or more Community Trees, or more than 10% of the number of Community Trees on the site, whichever is greater, within a one calendar year period. Please note that while Community Trees are one of seven categories of trees that are protected and regulated, there is no mitigation requirement for their removal.

2. **Design Standards for Single-Detached Dwellings, Duplexes, Triplexes, and Quadplexes.** New construction of single-detached and duplexes in the RMC zone are subject to the Design Standards listed in Table 60.05.60.2. For each Design Standard, there are corresponding Design Guidelines identified as either Type 2 or Type 3. For some Design Standards, there is only a corresponding Type 3 Design Guideline. The applicant's plans did not include a proposed structure(s). Please contact Planning Division staff if any questions about Design Review requirements arise as the plans are further developed.
3. **Transportation.**
  - a. The subject site abuts SW 139<sup>th</sup> Avenue to the east, a Local (L1) street. The standard cross section for an L1 street is 58 feet. Right-of-way dedication would be required to accommodate the half-street cross-section of 29 feet from centerline. Right-of-way improvements to meet current street standards would likely be required with the partition or future development of the site.
  - b. The applicant's plans show an access and utility easement over Parcel 1 for the benefit of proposed Parcel 2. Draft easement terms should be submitted with the Preliminary Partition application for review to ensure compliance with Engineering Design Manual requirements.
  - c. The driveway apron for the subject site cannot cross property lines, therefore, depending on the design of the street frontage improvements, the driveway may be required to be located 3 feet or 6 feet from the nearest shared property line. Please note, if the driveway leads to a parking lot, the driveway shall be located not closer than 10 feet to a side lot line unless the driveway is shared by two adjacent properties at the common lot line (Engineering Design Manual 210.21.1.2).
  - d. A Service Provider Permit from Tualatin Valley Fire & Rescue (TVF&R) is required for the proposed Preliminary Partition. TVF&R will indicate if the proposed driveway width meets their standards or if additional width may be required.
4. **Utility Undergrounding.** Section 60.65.15 requires that utility lines within and contiguous to the subject property, such as those used for electric, communication, and cable television services shall be placed underground. This includes new utility lines and existing if impacted by the proposed development.
5. **Site Development.** It appears the existing home may have roof gutters plumbed to an underground piped drainage system, however, city records do not show a public storm drain in this area of SW 139<sup>th</sup>.



6. **Waste and Recycling.** Please note, waste and recycling containers for the new lot will likely need to be placed along SW 139th Avenue for collection as waste haulers typically require a turn around area. If you have any questions about waste or recycling, please contact Elizabeth Cole, Recycling & Waste Reduction Program Coordinator (information above).
7. **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>
  - c. **Beaverton School District:** Please obtain a Beaverton School District SPL. [The SPL form can be found attached to these pre-application conference notes and should be submitted to Robert McCracken at Robert\\_Mccracken@beaverton.k12.or.us](#) once completed.
  - d. **Water Service:** All developments require a Water SPL to address water service provision. The SPL form can be found attached to these pre-application conference notes and should be submitted to [mailboxengineering@beavertonoregon.gov](mailto:mailboxengineering@beavertonoregon.gov) once completed.
8. **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).

9. **Electronic Plan Review.** The City of Beaverton offers electronic plan submission for Planning, Site Development, and Building permit review. For more information please visit our Apply for Permits page at <https://www.beavertonoregon.gov/2047/Apply-for-Permits> or contact staff.

# Request for Service Provider Statement



Please, complete and submit this form, via mail or electronically, to the Beaverton School District. The District will review and issue a service provider statement to you directly. The District will not send the service provider statement to the city or county.

Service Provider Statement Requests  
Facilities Department  
16550 SW Merlo Road • Beaverton, Oregon 97006  
ph: (503) 356-4449 • fax: (503) 356-4484

## Applicant Information

Owner Name

Applicant Name

Address

Phone

Email

Where the District will return the service provider statement.

## Project Information

Project Name

Project name should match land use submittal

Project Address (or approx. location)

Jurisdiction

Unincorp. Washington County       City of Hillsboro

City of Beaverton       City of Tigard

Taxlot ID(s)

Please, attach a taxlot map w/ location marked.

Project Description

Please, attach a site plan.

Does this project require a comprehensive plan amendment or zoning change?  Yes  No

## Residential Units Proposed

	Unit Count	Notes on approximate phasing
Single-Family Detached	<input type="text"/>	<input type="text"/>
Single-Family Attached	<input type="text"/>	
Multi-Family	<input type="text"/>	

**Questions?** Please contact Robert McCracken, Facilities Planning Coordinator  
503.356.4319  
robert\_mccracken@beaverton.k12.or.us

This information is requested to inform future enrollment planning.

## Applicant Instructions – TVF&R Service Provider Letter

### City of Beaverton

1. Complete the TVF&R Permit Application. The form is fillable at <https://www.tvfr.com/Permit-Application>
2. Complete the Fire Department Access and Water Supply Permit Checklist.
3. Prepare one plan sheet (labeled FS-1) that clearly shows all access and water supply requirements of the Fire Department Access and Water Supply Permit Checklist.
4. Send electronically to [jeremy.foster@tvfr.com](mailto:jeremy.foster@tvfr.com), or mail/drop off (2) copies to:  
TVF&R  
C/O Jeremy Foster  
11945 SW 70<sup>th</sup> Ave.  
Tigard, OR 97223
5. Once approved, one paper copy or an electronically stamped and approved plan will be returned. The approved plan and permit application will need to be submitted with your land use application to the City of Beaverton Land Use Department.

If you have any questions, please contact Deputy Fire Marshal Jeremy Foster at 503-259-1400, or [jeremy.foster@tvfr.com](mailto:jeremy.foster@tvfr.com).

**FIRE CODE / LAND USE / BUILDING REVIEW  
APPLICATION**



**North Operating Center**  
11945 SW 70<sup>th</sup> Avenue  
Tigard, OR 97223  
Phone: 503-649-8577  
Fax: 503-642-4814

**South Operating Center**  
8445 SW Elligsen Rd  
Wilsonville, OR 97070  
Phone: 503-259-1500  
Fax: 503-259-1520

REV 10-23-2018

**Project Information**

Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Map & Tax Lot #: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Land Use/Building Jurisdiction: \_\_\_\_\_  
Land Use/ Building Permit # \_\_\_\_\_

Choose from: Beaverton, Tigard, Newberg, Tualatin, North Plains, West Linn, Wilsonville, Sherwood, Rivergrove, Durham, King City, Washington County, Clackamas County, Multnomah County, Yamhill County

**Project Description**

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

**Permit/Review Type (check one):**

- Land Use Review
- Site/Civil Project
- Building Permit Review
- Emergency Radio Responder Coverage Install/Test
- LPG Tank (Greater than 2,000 gallons)
- Flammable or Combustible Liquid Tank Installation (Greater than 1,000 gallons)
- Explosives Blasting (Blasting plan is required)
- Other Hazardous Materials (Exterior)
- TVFR/Fire Code Review (other)
- Tents, Canopies, or Temporary Membrane Structures (in excess of 1,200 square feet)
- Temporary Haunted House or similar
- Ceremonial Fire or Bonfire (For gathering, ceremony or other assembly)

**For Fire Marshal's Office Use Only**

TVFR Permit # \_\_\_\_\_  
Permit Type: \_\_\_\_\_  
Submittal Date: \_\_\_\_\_  
Assigned To: \_\_\_\_\_  
Due Date: \_\_\_\_\_

**Approval/Inspection Conditions**  
(For Fire Marshal's Office Use Only)

**This section is for application approval only**

Fire Marshal or Designee \_\_\_\_\_ Date \_\_\_\_\_

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**See Attached Conditions:**  Yes  No

**Site Inspection Required:**  Yes  No  
Call 503-259-1414 for inspections

**This section used when site inspection is required**

Inspection Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final TVFR Approval Signature \_\_\_\_\_ Emp ID \_\_\_\_\_ Date \_\_\_\_\_



www.tvfr.com

**Command & Business Operations Center  
and North Operating Center**  
11945 SW 70<sup>th</sup> Avenue  
Tigard, Oregon 97223-8566  
503-649-8577

**South Operating Center**  
8445 SW Elligsen Road  
Wilsonville, Oregon  
97070-9641  
503-649-8577

**Training Center**  
12400 SW Tonquin Road  
Sherwood, Oregon  
97140-9734  
503-259-1600

## FIRE DEPARTMENT ACCESS AND WATER SUPPLY PERMIT CHECKLIST

<b>Project Name</b>	<b>Address and/or Legal Description</b>	<b>TVF&amp;R Permit #</b>
<b>Description of Proposed Work:</b>		<b>Jurisdiction:</b>
<b>Bldg. Square Footage:</b>	<b>Type of Construction:</b>	<b>Fire Sprinklers:</b> Y <input type="checkbox"/> N <input type="checkbox"/>
<b>Fire Alarms:</b> Y <input type="checkbox"/> N <input type="checkbox"/>	<b>Bldg. Height: (Measured to gutter line or top of parapet)</b>	

**Complete checklist below if the submittal involves constructing or altering a building.**

ITEM #	PROVIDED	N/A	REQUIREMENT	CODE REF
1	Y <input type="checkbox"/>	N <input type="checkbox"/>	Fire service plans shall have all information on one plan sheet and labeled as FS-1.	OFC 105.4.2
2	Y <input type="checkbox"/>	N <input type="checkbox"/>	Access roads shall be within 150 feet of all portions of the exterior wall of the first story of the building as measured by an approved route around the exterior of the building or facility. An approved turnaround is required if the remaining distance to an approved intersecting roadway, as measured along the fire apparatus access road, is greater than 150 feet. (OFC 503.1.1)	OFC 503.1.1
3	Y <input type="checkbox"/>	N <input type="checkbox"/>	Dead end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved turnaround. Diagrams can be found in the corresponding guide located at: <a href="http://www.tvfr.com/DocumentCenter/View/1296">http://www.tvfr.com/DocumentCenter/View/1296</a> .	OFC 503.2.5 & D103.1
4	Y <input type="checkbox"/>	N <input type="checkbox"/>	Buildings exceeding 30 feet in height or three stories in height shall have at least two separate means of fire apparatus access.	D104.1
5	Y <input type="checkbox"/>	N <input type="checkbox"/>	Buildings or facilities having a gross building area of more than 62,000 square feet shall have at least two approved separate means of fire apparatus access. Exception: Projects having a gross building area of up to 124,000 square feet that have a single approved fire apparatus access road when all buildings are equipped throughout with approved automatic sprinkler systems.	OFC D104.2
6	Y <input type="checkbox"/>	N <input type="checkbox"/>	Multifamily projects having more than 100 dwelling units shall be provided with two separate and approved fire apparatus access roads. Exception: Projects having up to 200 dwelling units may have a single approved fire apparatus access road when all buildings, including nonresidential occupancies, are equipped throughout with an approved automatic sprinkler system in accordance with section 903.3.1.1, 903.3.1.2. Projects having more than 200 dwelling units shall be provided with two separate and approved fire apparatus roads regardless of whether they are equipped with an approved automatic sprinkler system.	OFC D106
7	Y <input type="checkbox"/>	N <input type="checkbox"/>	Buildings with a vertical distance between the grade plane and the highest roof surface that exceeds 30 feet in height shall be provided with a fire apparatus access road constructed for use by aerial apparatus with an unobstructed driving surface width of not less than 26 feet. For the purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of the parapet walls, whichever is greater. Any portion of	OFC D105.1, D105.2

ITEM #	PROVIDED		N/A	REQUIREMENT	CODE REF
				the building may be used for this measurement, provided that it is accessible to firefighters and is capable of supporting ground ladder placement.	
8	Y <input type="checkbox"/>	N <input type="checkbox"/>		Developments of one- or two-family dwellings, where the number of dwelling units exceeds 30, shall be provided with separate and approved fire apparatus access roads and shall meet the requirements of Section D104.3. Exception: Where there are more than 30 dwelling units on a single public or private fire apparatus access road and all dwelling units are equipped throughout with an approved automatic sprinkler system in accordance with section 903.3.1.1, 903.3.1.2, or 903.3.1.3 of the International Fire Code, access from two directions shall not be required.	OFC D107
9	Y <input type="checkbox"/>	N <input type="checkbox"/>		At least one of the required aerial access routes shall be located within a minimum of 15 feet and a maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial access road is positioned shall be approved by the Fire Marshal. Overhead utility and power lines shall not be located over the aerial access road or between the aerial access road and the building.	OFC D105.3, D105.4
10	Y <input type="checkbox"/>	N <input type="checkbox"/>		Where two access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the area to be served (as identified by the Fire Marshal), measured in a straight line between accesses.	OFC D104.3
11	Y <input type="checkbox"/>	N <input type="checkbox"/>		Fire apparatus access roads shall have an unobstructed driving surface width of not less than 20 feet (26 feet adjacent to fire hydrants and an unobstructed vertical clearance of not less than 13 feet 6 inches.	OFC 503.2.1 & D103.1
12	Y <input type="checkbox"/>	N <input type="checkbox"/>		The fire district will approve access roads of 12 feet for up to three dwelling units (Group R-3) and accessory (Group U) buildings.	OFC 503.1.1
13	Y <input type="checkbox"/>	N <input type="checkbox"/>		Where access roads are less than 20 feet and exceed 400 feet in length, turnouts 10 feet wide and 30 feet long may be required and will be determined on a case by case basis.	OFC 503.2.2
14	Y <input type="checkbox"/>	N <input type="checkbox"/>		Where fire apparatus roadways are not of sufficient width to accommodate parked vehicles and 20 feet of unobstructed driving surface, "No Parking" signs shall be installed on one or both sides of the roadway and in turnarounds as needed. Signs shall read "NO PARKING - FIRE LANE" and shall be installed with a clear space above grade level of 7 feet. Signs shall be 12 inches wide by 18 inches high and shall have red letters on a white reflective background.	OFC D103.6
15	Y <input type="checkbox"/>	N <input type="checkbox"/>		Where required, fire apparatus access roadway curbs shall be painted red (or as approved) and marked "NO PARKING FIRE LANE" at 25 foot intervals. Lettering shall have a stroke of not less than one inch wide by six inches high. Lettering shall be white on red background	OFC 503.3
16	Y <input type="checkbox"/>	N <input type="checkbox"/>		Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet and shall extend 20 feet before and after the point of the hydrant.	OFC D103.1
17	Y <input type="checkbox"/>	N <input type="checkbox"/>		Where access roads are less than 20 feet and exceed 400 feet in length, turnouts 10 feet wide and 30 feet long may be required and will be determined on a case by case basis.	OFC 503.2.2
18	Y <input type="checkbox"/>	N <input type="checkbox"/>		Fire apparatus access roads shall be of an all-weather surface that is easily distinguishable from the surrounding area and is capable of supporting not less than 12,500 pounds point load (wheel load) and 75,000 pounds live load (gross vehicle weight). Documentation from a registered engineer that the final construction is in accordance with approved plans or the requirements of the Fire Code may be requested.	OFC 503.2.3
19	Y <input type="checkbox"/>	N <input type="checkbox"/>		The inside turning radius and outside turning radius shall not be less than 28 feet and 48 feet respectively, measured from the same center point.	OFC 503.2.4 & D103.3
20	Y <input type="checkbox"/>	N <input type="checkbox"/>		Fire apparatus access roadway grades shall not exceed 15%. Alternate methods and materials may be available at the discretion of the Fire Marshal (for grade exceeding 15%).	OFC D103.2
21	Y <input type="checkbox"/>	N <input type="checkbox"/>		Turnarounds shall be as flat as possible and have a maximum of 5% grade with the exception of crowning for water run-off.	OFC 503.2.7 & D103.2

ITEM #	PROVIDED		N/A	REQUIREMENT	CODE REF
	Y <input type="checkbox"/>	N <input type="checkbox"/>			
22	Y <input type="checkbox"/>	N <input type="checkbox"/>		Intersections shall be level (maximum 5%) with the exception of crowning for water run-off.	OFC 503.2.7 & D103.2
23	Y <input type="checkbox"/>	N <input type="checkbox"/>		Portions of aerial apparatus roads that will be used for aerial operations shall be as flat as possible. Front to rear and side to side maximum slope shall not exceed 10%.	OFC D103.2
24	Y <input type="checkbox"/>	N <input type="checkbox"/>		Gates securing fire apparatus roads shall comply with all of the following: <ol style="list-style-type: none"> <li>1. Minimum unobstructed width shall be not less than 20 feet (or the required roadway surface width).</li> <li>2. Gates shall be set back at minimum of 30 feet from the intersecting roadway or as approved.</li> <li>3. Electric gates shall be equipped with a means for operation by fire department personnel.</li> <li>4. Electric automatic gates shall comply with ASTM F 2200 and UL 325.</li> </ol>	OFC D103.5, & 503.6
25	Y <input type="checkbox"/>	N <input type="checkbox"/>		Private bridges shall be designed and constructed in accordance with the State of Oregon Department of Transportation and American Association of State Highway and Transportation Officials Standards <i>Standard Specification for Highway Bridges</i> . Vehicle load limits shall be posted at both entrances to bridges when required by the Fire Marshal.	OFC 503.2.6
26	Y <input type="checkbox"/>	N <input type="checkbox"/>		Applicants shall provide documentation of a fire hydrant flow test or flow test modeling of water availability from the local water purveyor if the project includes a new structure or increase in the floor area of an existing structure. Tests shall be conducted from a fire hydrant within 400 feet for commercial projects, or 600 feet for residential development. Flow tests will be accepted if they were performed within 5 years as long as no adverse modifications have been made to the supply system. Water availability information may not be required to be submitted for every project.	OFC Appendix B
27	Y <input type="checkbox"/>	N <input type="checkbox"/>		Where a portion of a commercial building is more than 400 feet from a hydrant on a fire apparatus access road, as measured in an approved route around the exterior of the building, on-site fire hydrants and mains shall be provided.	OFC 507.5.1
28	Y <input type="checkbox"/>	N <input type="checkbox"/>		Where the most remote portion of a residential structure is more than 600 feet from a hydrant on a fire apparatus access road, as measured in an approved route around the exterior of the structure(s), on-site fire hydrants and mains shall be provided.	OFC 507.5.1
29	Y <input type="checkbox"/>	N <input type="checkbox"/>		Fire hydrants shall be located not more than 15 feet from an approved fire apparatus access roadway unless approved by the Fire Marshal.	OFC C102.1
30	Y <input type="checkbox"/>	N <input type="checkbox"/>		Where fire hydrants are subject to impact by a motor vehicle, guard posts, bollards or other approved means of protection shall be provided.	OFC 507.5.6 & OFC 312
31	Y <input type="checkbox"/>	N <input type="checkbox"/>		FDCs shall be located within 100 feet of a fire hydrant (or as approved). Hydrants and FDC's shall be located on the same side of the fire apparatus access roadway or drive aisle, fully visible, and recognizable from the street or nearest point of the fire department vehicle access or as otherwise approved.	OFC 912.2.1 & NFPA 13
32	Y <input type="checkbox"/>	N <input type="checkbox"/>		In new buildings where the design reduces the level of radio coverage for public safety communications systems below minimum performance levels, a distributed antenna system, signal booster, or other method approved by TVF&R and Washington County Consolidated Communications Agency shall be provided. <p><a href="http://www.tvfr.com/DocumentCenter/View/1296">http://www.tvfr.com/DocumentCenter/View/1296</a>.</p> <ul style="list-style-type: none"> <li>• Emergency responder radio system testing and/or system installation is required for this building. Please contact me (using my contact info below) for further information including an alternate means of compliance that is available. If the alternate method is preferred, it must be requested from TVF&amp;R prior to issuance of building permit.</li> <li>• Testing shall take place after the installation of all roofing systems; exterior walls, glazing and siding/cladding; and all permanent interior walls, partitions, ceilings, and glazing.</li> </ul>	OFC 510, Appendix F, & OSSC 915
33	Y <input type="checkbox"/>	N <input type="checkbox"/>		A Knox box for building access may be required for structures and gates. See Appendix B for further information and detail on required installations. Order via	OFC 506.1

ITEM #	PROVIDED	N/A	REQUIREMENT	CODE REF
			<a href="http://www.knoxbox.com">www.knoxbox.com</a> or contact TVF&R for assistance and instructions regarding installation and placement.	





Remit Form to: MailboxEngineering@BeavertonOregon.gov

Water Service Provider Letter (SPL)

Please include plan sheets showing proposed improvements

yellow highlight mandatory info

PRE-APPLICATION DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

SITE INFORMATION:

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

Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Size: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Nearest cross-street (or directions to site): \_\_\_\_\_

OWNER(S): \_\_\_\_\_

Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Requesting new meter or replacement of existing meter with larger size?

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PROPOSED PROJECT NAME: \_\_\_\_\_

PROPOSED DEVELOPMENT ACTION (ex. Design Review, Land Division, Conditional Use, etc.): \_\_\_\_\_

EXISTING USE: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

RESIDENTIAL: Single Fam. Multi-Fam. INDUSTRIAL/COMMERCIAL: Type of Use: CONDITIONAL USE: No. of Students/Employees/Etc.:
No. of Units: Gross Floor Area SQ. FT. Gross Floor Area SQ FT.

Average Daily Demand (gallons/day): Peak Daily Demand (gallons/day): Peak Hour (gallons/day):

FIRE FLOW REQUIRED: (gpm): IRRIGATION FLOW REQUIRED: (gpm):

\*\*\*FOR INTERNAL USE ONLY - DO NOT WRITE BELOW THIS LINE\*\*\*

\*\*\*Both agency signatures required

TWWD ADEQUATE INADEQUATE SERVICE LEVEL TO SERVE THE PROPOSED PROJECT. Describe why service level is inadequate and needed improvements or modification required to provide adequate services. (Use additional sheets to explain if necessary)

SIGNATURE: TITLE: DATE:

COB ADEQUATE INADEQUATE SERVICE LEVEL TO SERVE THE PROPOSED PROJECT. Describe why service level is inadequate and needed improvements or modification required to provide adequate services. (Use additional sheets to explain if necessary)

SIGNATURE: TITLE: DATE: