



**CITY OF BEAVERTON**

Community Development  
 Department  
 Planning Division  
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OFFICE USE ONLY	
FILE #:	_____
FILE NAME:	_____
TYPE: _____	RECEIVED BY: _____
FEE PAID: _____	CHECK/CASH: _____
SUBMITTED: _____	LWI DESIG: _____
LAND USE DESIG: _____	NAC: _____

**LOADING DETERMINATION APPLICATION**

**APPLICANT:**  Use mailing address for meeting notification.  Check box if Primary Contact

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(CITY, STATE, ZIP) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

*(Original Signature Required)*

**APPLICANT'S REPRESENTATIVE:**  Check box if Primary Contact

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(CITY, STATE, ZIP) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

*(Original Signature Required)*

**PROPERTY OWNER(S):**  Attach separate sheet if needed.  Check box if Primary Contact

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(CITY, STATE, ZIP) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

**Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.**

**PROPERTY INFORMATION (REQUIRED)**

SITE ADDRESS: \_\_\_\_\_

AREA TO BE DEVELOPED (s.f.): \_\_\_\_\_

EXISTING USE OF SITE: \_\_\_\_\_

PROPOSED DEVELOPMENT ACTION: \_\_\_\_\_

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

ASSESSOR'S MAP & TAX LOT #	LOT SIZE	ZONING DISTRICT
_____	_____	_____
_____	_____	_____

**LOADING DETERMINATION SUBMITTAL CHECKLIST**

**WRITTEN STATEMENT REQUIREMENTS**

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
  - *Have you submitted for a permit from another division?*
- B. CHECKLIST.** Provide **one (1) completed** copy of this three (3) page checklist.
- C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use.

In the written statement, please include the following:

- Address all applicable provisions of Chapter 60 (Special Regulations)
- Address all applicable provisions of Chapter 20 (Land Uses)
- Provide individual findings specifically addressing how and why the proposal satisfies each of the criteria within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.

- D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.

- E. SITE ANALYSIS INFORMATION.**

- |  |   |
|--|---|
| <p>(in work area)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed parking modification: _____ sq. ft.</li> <li>Proposed number of parking spaces: _____</li> <li>Proposed use: _____</li> <li>Parking requirement: _____</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Existing building height: _____ ft.</li> <li>Proposed building height: _____ ft.</li> <li>Existing building area: _____ sq. ft.</li> <li>Proposed building modification: _____ sq. ft.</li> </ul> |
| <p>(in work area)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Existing parking area: _____ sq. ft.</li> <li>Existing number of parking spaces: _____</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Existing landscaped area: _____ sq. ft.</li> <li>Percentage of site: _____ %</li> <li>Proposed landscape modification: _____ sq. ft.</li> <li>Percentage of site: _____ %</li> </ul>              |

- F. PRE-APPLICATION CONFERENCE NOTES.** Provide a copy of the pre-application conference summary as required by the City's *Development Code Section 50.25.1.E*. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.

**G. TYPE OF DETERMINATION REQUESTED:** please indicate which of the following is requested:

- A request that the Director establish, in writing, an off street loading space total or requirement for any use not listed or substantially similar to a use listed in Section 60.25 (Off Street Loading) of this Code.
- A request to modify the total number of off street loading spaces from the required number listed in Section 60.25 (Off Street Loading) of this Code.
- A request to modify the dimensions of a required off street loading space listed in Section 60.25 (Off Street Loading) of this Code.

**PLANS & GRAPHIC REQUIREMENTS**

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of **24" x 36"**. Architectural elevations may be presented at an architectural scale. **All plans shall be folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

***Include all of the following information:***

- A. SITE PLAN:** Submit **three (3) copies** of a current site plan of the entire property. If the plan is not to scale, it must be fully dimensioned. Label and show the location of:
- abutting streets
  - property lines
  - setbacks
  - structures
  - existing easements and utilities located within 25 feet of any proposed outside modifications
  - existing and approved vehicular, pedestrian, and bicycle connections
  - existing and proposed loading spaces.
  - parking
  - driveways
  - areas of landscaping & natural vegetation
  - proposed square footages

Also, if the proposal changes the amount of existing parking spaces or striping in any way, you must document how many spaces currently exist, how many are required for the existing/proposed use, and how the net result is not less than the minimum number of required spaces. To calculate the required number of parking spaces, indicate the square footage of the building dedicated to each use.

***I have provided all the items required by this three (3) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.***

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## LOADING DETERMINATION APPROVAL CRITERIA

**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.**

An applicant for a Loading Determination shall address compliance with all of the following Approval Criteria as specified in 40.50.15.1.C.1-9 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Loading Determination application.
- 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- 3. The determination will not create adverse impacts, taking into account the total gross floor area and the hours of operation of the use.
- 4. There are safe and efficient vehicular and pedestrian circulation patterns within the boundaries of the site and in connecting with the surrounding circulation system.
- 5. The proposal will be able to reasonably accommodate the off street loading needs of the structure.
- 6. The proposal is consistent with all applicable provisions of Chapter 60 (Special Requirements) and that all improvements, dedications, or both required by the applicable provisions of Chapter 60 (Special Requirements) are provided or can be provided in rough proportion to the identified impact(s) of the proposal.
- 7. Adequate means are provided or can be provided to ensure continued periodic maintenance and necessary normal replacement of the following private common facilities and areas: drainage ditches, roads and other improved rights-of-way, structures, recreation facilities, landscaping, fill and excavation areas, screening and fencing, ground cover, garbage and recycling storage areas and other facilities, not subject to periodic maintenance by the City or other public agency.
- 8. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- 9. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.