

CITY OF BEAVERTON

Community Development
Department
Planning Division
12725 SW Millikan Way
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-2550
BeavertonOregon.gov



OFFICE USE ONLY

FILE #: _____
FILE NAME: _____
TYPE: _____ RECEIVED BY: _____
FEE PAID: _____ CHECK/CASH: _____
SUBMITTED: _____ LWI DESIG: _____
LAND USE DESIG: _____ NAC: _____

CONDITIONAL USE APPLICATION

PLEASE SELECT THE SPECIFIC TYPE OF CONDITIONAL USE FROM THE FOLLOWING LIST:

- TYPE 2 MINOR MODIFICATION OF A CONDITIONAL USE
- TYPE 3 MAJOR MODIFICATION OF A CONDITIONAL USE
- TYPE 3 PLANNED UNIT DEVELOPMENT
- TYPE 3 NEW CONDITIONAL USE
- INTERIM WASHINGTON COUNTY USE TYPE 1
- NONCONFORMING USE
- INTERIM WASHINGTON COUNTY USE TYPE 2

APPLICANT: Use mailing address for meeting notification.

Check box if Primary Contact

COMPANY: Beaverton School District

ADDRESS: 1260 NW Waterhouse Avenue

(CITY, STATE, ZIP) Beaverton OR 97006

PHONE: 503-704-6783 FAX: _____ E-MAIL: eric_bolken@beaverton.k12.or.us

SIGNATURE:

CONTACT: Eric Bolken

(Original Signature Required)

APPLICANT'S REPRESENTATIVE:

Check box if Primary Contact

COMPANY: MIG

ADDRESS: 506 SW 6th Avenue #400

(CITY, STATE, ZIP) Portland OR 97204

PHONE: 503-227-3678 FAX: _____ E-MAIL: srehberg@migcom.com

SIGNATURE:

CONTACT: Shayna Rehberg

(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed.

Check box if Primary Contact

COMPANY: Beaverton School District

ADDRESS: 1260 NW Waterhouse Avenue

(CITY, STATE, ZIP) Beaverton OR 97006

PHONE: 503-704-6783 FAX: _____ E-MAIL: eric_bolken@beaverton.k12.or.us

SIGNATURE:

CONTACT: Eric Bolken

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: 5225 SW Scholls Ferry Road

ASSESSOR'S MAP & TAX LOT #	LOT SIZE	ZONING DISTRICT
<u>1S113CA00400</u>	<u>9.65 AC</u>	<u>RMC</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

PRE-APPLICATION DATE:

AREA TO BE DEVELOPED (s.f.): ~308,000 SF

EXISTING USE OF SITE: Elementary School

PROPOSED DEVELOPMENT ACTION: Removal of
1988 Washington Co condition of approval.

When opening links (highlighted in blue), right click on the link and open in a new window. You may lose your work if you click directly on the link.

CONDITIONAL USE SUBMITTAL CHECKLIST

Electronic submission is preferred whenever possible. Applicants should submit forms reports, plans, and other supporting documents electronically rather than printing and delivering multiple paper copies. [Please click here for instructions on how to submit electronically.](#)

WRITTEN STATEMENT REQUIREMENTS- REQUIRED FOR ALL CONDITIONAL USE APPLICATIONS

- 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 five (5) page checklist.

- C. WRITTEN STATEMENT.** Submit **one (1) copy** 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:
 - Address all applicable provisions of [Chapter 20](#) (Land Uses)
 - Address all applicable provisions of [Chapter 60](#) (Special Regulations)
 - Address all Facilities Review Technical Criteria from Section [40.03](#) of the City's *Development Code* (ORD 2050).
 - Provide individual findings specifically addressing how and why the proposal satisfies each of the criterion within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.
 - Provide the hours of operation, total number of employees, and maximum number of employees per shift. If more than one type of operation exists or is proposed for the project site, please specify the information requested above for each use.

- D. FEES,** as established by the City Council. **Fees are payable via Visa, Mastercard, or Check.** Please make checks payable to the City of Beaverton.

- E. SITE ANALYSIS INFORMATION.**

<ul style="list-style-type: none"> <input type="checkbox"/> Proposed parking modification: <u>77,500</u> sq. ft. <li style="padding-left: 20px;">Proposed number of parking spaces: <u>101</u> <li style="padding-left: 20px;">Proposed use: <u>Elementary School</u> <li style="padding-left: 20px;">Parking requirement: <u>77</u> <input type="checkbox"/> Existing landscaped area: <u>205,100</u> sq. ft. <li style="padding-left: 20px;">Percentage of site: <u>67</u> % <li style="padding-left: 20px;">Proposed landscape modification: <u>177,700</u> sq. ft. <li style="padding-left: 20px;">Percentage of site: <u>58</u> % 	<ul style="list-style-type: none"> <input type="checkbox"/> Existing parking area: <u>48,100</u> sq. ft. <li style="padding-left: 20px;">Existing number of parking spaces: <u>85</u> <input type="checkbox"/> Existing building height: <u>35</u> ft. <li style="padding-left: 20px;">Proposed building height: <u>max. 51.5</u> ft <input type="checkbox"/> Existing building area: <u>54,600</u> sq. ft. <li style="padding-left: 20px;">Proposed building modification: <u>52,600</u> sq. ft.
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F. CLEAN WATER SERVICES (CWS) DOCUMENTATION. Pursuant to Section [50.25.1. F](#) of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact, Lindsey Obermiller, Environmental Plan Reviewer at (503) 681-3653 or ObermillerL@CleanWaterServices.org

G. PRE-APPLICATION CONFERENCE NOTES. (REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)
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.

H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)
Provide the following information as required by the City's *Development Code Section 50.30*. The Neighborhood Review Meeting must be held within the six (6) months prior to the submission date of the proposed project application.

- 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
- 2. A copy of the mailing list used to mail out the meeting notice.
- 3. A written statement representative of the on-site posting notice.
- 4. Affidavits of mailing and posting
- 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
- 6. Meeting minutes that include date, time, and location, as well as oral and written comments received
- 7. Meeting sign-in sheet that includes names and address of attendees.
- 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.

I. TRAFFIC GENERATION. Provide documentation showing any projected or actual increase in vehicle trips per day to and from the site. Either the Institute of Transportation Engineers (ITE) Trip Generation manual or an evaluation by a traffic engineer or civil engineer licensed by the State of Oregon may be used for this determination. **Note: a traffic study may be required as part of the application submittal when deemed necessary by the Planning Director. The determination is made at the time of a Pre-Application Conference.**

n/a **J. OTHER REQUIREMENTS.** Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

K. PLANNED UNIT DEVELOPMENT DESCRIPTION. (REQUIRED FOR PLANNED UNIT DEVELOPMENT APPLICATIONS ONLY)
Submit a detailed description of the proposed planned unit development.
Provide the following information:

- 1. The intent of the project.
- 2. The factors which make the project desirable to the general public and to surrounding areas.
- 3. The features and details of the project development.
- 4. The schedule of timing and phasing (if applicable) of the development program.
- 5. Any other material which the applicant believes to be relative to the use

PLANS & GRAPHIC REQUIREMENTS- REQUIRED FOR ALL CONDITIONAL USE APPLICATIONS

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. EXISTING CONDITIONS PLAN:**
1. North arrow, scale, and date of plan.
 2. Vicinity map.
 3. The entire lot(s), including area and property lines dimensioned.
 4. Points of existing access, interior streets, driveways, and parking areas.
 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
 6. Existing right-of-way and improvements.
 7. Dimension from centerline to edge of existing right-of-way.
 8. Existing topographical information, showing 2 ft. contours.
 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
 10. Location of existing public and private utilities, easements, and 100-year floodplain.
 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 12. Sensitive areas, as defined by Clean Water Services (CWS) standards.
 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
 14. Existing trees 6" in dbh (diameter at breast height) or larger. Indicate genus, species, and size. Dbh is measured at 54" above grade.
- B. DIMENSIONED SITE PLAN:**
1. North arrow, scale, and date of plan.
 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
 3. Points of access, interior streets, driveways, and parking areas.
 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 5. Proposed right-of-way, dedications, and improvements.
 6. Dimension from centerline to edge of proposed right-of-way.
 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
 8. Location of storm water quality/detention facilities.
 9. Boundaries of development phases, if applicable.
 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 11. Sensitive areas, as defined by CWS standards.
 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- C. ARCHITECTURAL ELEVATIONS:** Provide drawings that depict the character of the proposed building(s) and structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences, and the like). These drawing should include dimensions of the building(s) and structure(s) and indicate the materials, colors, and textures proposed for the structures.

PLANS & GRAPHIC REQUIREMENTS-The following plans, D through H, may be required to be part of the application submittal when deemed necessary by the Planning Director. If a Pre-Application Conference has been completed, the determination is made at that time.

Submit a total of one (1) set of plans



D. PLANNED UNIT DEVELOPMENT PLAN:

- 1. North arrow, scale, and date of plan.
- 2. The entire lot(s), including area, property lines dimensioned.
- 3. Specific location of proposed circulation for pedestrians and vehicles, including points of access, interior streets, driveways, loading areas, transit lines, bicycle facilities and parking areas.
- 4. Specific location of proposed buildings and other structures, indicating design character and density.
- 5. Specific location of proposed right-of-way, dedications, and improvements.
- 6. Boundaries of development phases, if applicable.
- 7. Proposed vegetative character of site including the location of Natural Resource Areas, Significant Trees, and Historic Trees as established by the City of Beaverton's inventories.
- 8. Location of Sensitive areas, as defined by the Unified Sewerage Agency standards, including streams, riparian areas, and wetlands.
- 9. Location of rock out-croppings and upland wooded areas.
- 10. Specific location of proposed storm water quality facilities, detention facilities, or both.
- 11. Specific location of proposed public uses, including schools, parks, playgrounds, and other public open spaces.
- 12. Specific location of proposed common open spaces, schematic massing of buffering, screening, and landscape featuring.



E. GRADING PLAN:

- 1. North arrow, scale, and date of plan.
- 2. The entire lot(s).
- 3. Points of access, interior streets, driveways, and parking areas.
- 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
- 5. Proposed rights-of-way, dedications, and improvements.
- 6. Dimension from centerline to edge of proposed right-of-way.
- 7. Existing and proposed topographical information, showing 2 ft. contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas.
- 8. Location of 100-year flood plain.
- 9. Location of storm water quality/detention facilities.
- 10. Boundaries of development phases, if applicable.
- 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 12. Sensitive areas, as defined by the CWS standards.
- 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated.*
- 14. Existing trees 6" dbh or larger. Indicate which trees are proposed to be saved and which are proposed to be removed.



F. LIGHTING PLAN:

- 1. Location of all existing and proposed exterior lighting, including those mounted on poles, walls, bollards, and the ground.
- 2. Type, style, height, and the number of fixtures per light.
- 3. Wattage per fixture and lamp type, such as sodium, mercury, and halide.
- 4. 8 ½" x 11" manufacturer's illustrations and specifications (cut sheets) of all proposed lighting poles and fixtures.
- 5. For all exterior lighting, indicate the area and pattern of illumination, via the use of an isogrid or isoline system, depicting the emitted ½ foot candlepower measurement.

- G. UTILITY PLAN:**
- 1. North arrow, scale, and date of plan.
 - 2. The entire lot(s).
 - 3. Points of access, interior streets, driveways, and parking areas.
 - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - 5. Proposed right-of-way, dedications, and improvements.
 - 6. Proposed topographical information, showing 2 ft. contours.
 - 7. Location of 100-year flood plain.
 - 8. Location of existing and proposed public and private utilities, easements, surface water drainage patterns, and storm water quality/detention facility.
 - 9. Boundaries of development phases, if applicable.
 - 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 - 11. Sensitive areas, as defined by the CWS standards.
 - 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

- H. LANDSCAPE PLAN:**
- 1. North arrow, scale, and date of plan.
 - 2. The entire lot(s).
 - 3. Points of access, interior streets, driveways, and parking areas.
 - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - 5. Proposed right-of-way, dedications, and improvements.
 - 6. Boundaries of development phases, if applicable.
 - 7. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 - 8. Sensitive areas, as defined by the CWS standards.
 - 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
 - 10. Existing trees 6" dbh or larger proposed to be saved. Include genus, species, and size.
 - 11. The location and design of proposed landscaped areas, indicating all plant materials, including genus, species, common name, plant sizes, and spacing.
 - 12. List of plant materials, including genus, species, common name, size, quantity, spacing and method of planting.
 - 13. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
 - 14. Proposed location of light poles, bollards, and other exterior illumination.
 - 15. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials.

Note: Complete sets of plans reduced to 8 ½"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.

I have provided all the items required by this five (5) 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.

Shayna Rehberg

503-297-1005 x2320

Print Name

Shayna Rehberg

Telephone Number

8/2/23

Signature

Date



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OFFICE USE ONLY	
FILE #:	_____
FILE NAME:	_____
TYPE:	RECEIVED BY: _____
FEE PAID:	CHECK/CASH: _____
SUBMITTED:	LWI DESIG: _____
COMP. PLAN:	NAC: _____

DESIGN REVIEW TWO AND THREE APPLICATION

PLEASE SELECT THE SPECIFIC TYPE OF DESIGN REVIEW FROM THE FOLLOWING LIST:

DESIGN REVIEW TWO DESIGN REVIEW THREE

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

COMPANY: Beaverton School District

ADDRESS: 16550 SW Merlo Road

(CITY, STATE, ZIP) Beaverton, OR 97006

PHONE: 503-704-6783 FAX: _____ E-MAIL: eric bolken@beaverton.k12.or.us

SIGNATURE: CONTACT: _____

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: MIG

ADDRESS: 506 SW 6th Ave, Suite 400

(CITY, STATE, ZIP) Portland, OR 97204

PHONE: 503-227-3678 FAX: _____ E-MAIL: srehberg@migcom.com

SIGNATURE: CONTACT: Shayna Rehberg

(Original Signature Required)

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

COMPANY: Beaverton School District

ADDRESS: 16550 SW Merlo Road

(CITY, STATE, ZIP) Beaverton, OR 97006

PHONE: 503-704-6783 FAX: _____ E-MAIL: eric_bolken@beaverton.k12.or.us

SIGNATURE: CONTACT: Eric Bolken

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: 5225 SW Scholls Ferry Road

ASSESSOR'S MAP & TAX LOT #	LOT SIZE	ZONING DISTRICT
<u>1S113CA00400</u>	<u>9.65 AC</u>	<u>RMC</u>
_____	_____	_____
_____	_____	_____

AREA TO BE DEVELOPED (s.f.): 307,800

EXISTING USE OF SITE: K-8 School

PROPOSED DEVELOPMENT ACTION: _____

Demolition of existing school and construction of a new school.

DESIGN REVIEW TWO AND THREE 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 five (5) 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 20 (Land Uses)
 - Address all applicable provisions of Chapter 60 (Special Regulations)
 - Address all Facilities Review Technical Criteria from Section 40.03 of the City's *Development Code* (ORD 2050).
 - Provide individual findings specifically addressing how and why the proposal satisfies each of the criterion within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.
 - Provide the hours of operation, total number of employees, and maximum number of employees per shift. If more than one type of operation exists or is proposed for the project site, please specify the information requested above for each use.
- D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- E. SITE ANALYSIS INFORMATION.**
- | | |
|---|---|
| <input type="checkbox"/> Proposed parking modification: <u>77,500</u> sq. ft. | Existing building height: <u>35</u> ft. |
| Proposed number of parking spaces: <u>101</u> | Proposed building height: <u>max. 51.5</u> ft |
| Proposed use: <u>Elementary School</u> | Existing building area: <u>54,600</u> sq. ft. |
| Parking requirement: <u>77</u> | Proposed building modification: <u>52,600</u> sq. ft. |
| <input type="checkbox"/> Existing parking area: <u>48,100</u> sq. ft. | <input type="checkbox"/> Existing landscaped area: <u>205,100</u> sq. ft. |
| Existing number of parking spaces: <u>85</u> | Percentage of site: <u>07</u> % |
| | Proposed landscape modification: <u>177,700</u> sq. ft. |
| | Percentage of site: <u>58</u> % |
- F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Lindsey

G. 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.

H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)
Provide the following information as required by the City's *Development Code Section 50.30* the Neighborhood Review Meeting must be held within the six (6) months prior to the submission date of the proposed project application.

- 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
- 2. A copy of the mailing list used to mail out the meeting notice.
- 3. A written statement representative of the on-site posting notice.
- 4. Affidavits of mailing and posting
- 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
- 6. Meeting minutes that include date, time and location, as well as, oral and written comments received
- 7. Meeting sign-in sheet that includes names and address of attendees.
- 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.

n/a **I. OTHER REQUIREMENTS.** Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

J. SCOPE OF REVIEW *If filing the Design Review 3 application, please check one of the following:*

I, as applicant or the applicant's representative, submit this application for Design Review 3 for the following reason:

- The proposal meets one or more Thresholds identified in Section 40.20.15.3.A (1 through 6) for **Design Review 3**. Therefore, materials submitted with this application respond to all applicable Design Guidelines (Sections 60.05.35 through 60.05.50 of the Development Code)
- The proposal meets one or more Thresholds for **Design Review 2** but does not meet an applicable Design Standard. Therefore, materials submitted with this application respond to all applicable Design Standards except for the standard(s) not met where I have instead provided a response to the corresponding Design Guideline(s).
- The proposal meets one or more Thresholds for **Design Review 2**, however, for the reasons identified in my attached narrative, I elect to file this application for Design Review 3 and have provided a response to all applicable Design Guidelines.

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. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. 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. EXISTING CONDITIONS PLAN:**
1. North arrow, scale and date of plan.
 2. Vicinity map.
 3. The entire lot(s), including area and property lines dimensioned.
 4. Points of existing access, interior streets, driveways, and parking areas.
 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
 6. Existing right-of-way and improvements.
 7. Dimension from centerline to edge of existing right-of-way.
 8. Existing topographical information, showing 2 ft. contours.
 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
 10. Location of existing public and private utilities, easements, and 100-year floodplain.
 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 12. Sensitive areas, as defined by Clean Water Services (CWS) standards.
 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
 14. Existing trees. Indicate genus, species and size. Dbh is measured at 54" above grade.
- B. DIMENSIONED SITE PLAN:**
1. North arrow, scale and date of plan.
 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
 3. Points of access, interior streets, driveways, and parking areas.
 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 5. Proposed right-of-way, dedications and improvements.
 6. Dimension from centerline to edge of proposed right-of-way.
 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
 8. Location of storm water quality/detention facilities.
 9. Boundaries of development phases, if applicable.
 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 11. Sensitive areas, as defined by CWS standards.
 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

- C. GRADING PLAN:**
- 1. North arrow, scale and date of plan.
 - 2. The entire lot(s).
 - 3. Points of access, interior streets, driveways, and parking areas.
 - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - 5. Proposed rights-of-way, dedications and improvements.
 - 6. Dimension from centerline to edge of proposed right-of-way.
 - 7. Existing and proposed topographical information, showing 2 ft. contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas.
 - 8. Location of 100 year flood plain.
 - 9. Location of storm water quality/detention facilities.
 - 10. Boundaries of development phases, if applicable.
 - 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 - 12. Sensitive areas, as defined by the CWS standards.
 - 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
 - 14. Existing trees 6" dbh or larger. Indicate which trees are proposed to be saved and which are proposed to be removed.

- D. UTILITY PLAN:**
- 1. North arrow, scale and date of plan.
 - 2. The entire lot(s).
 - 3. Points of access, interior streets, driveways, and parking areas.
 - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - 5. Proposed right-of-way, dedications and improvements.
 - 6. Proposed topographical information, showing 2 ft. contours.
 - 7. Location of 100 year flood plain.
 - 8. Location of existing and proposed public and private utilities, easements, surface water drainage patterns, and storm water quality/detention facility.
 - 9. Boundaries of development phases, if applicable.
 - 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 - 11. Sensitive areas, as defined by the CWS standards.
 - 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

- E. LANDSCAPE PLAN:**
- 1. North arrow, scale and date of plan.
 - 2. The entire lot(s).
 - 3. Points of access, interior streets, driveways, and parking areas.
 - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - 5. Proposed right-of-way, dedications and improvements.
 - 6. Boundaries of development phases, if applicable.
 - 7. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 - 8. Sensitive areas, as defined by the CWS standards.

- E. LANDSCAPE PLAN (CONTINUED):**

- 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- 10. Existing trees 6" dbh or larger proposed to be saved. Include genus, species, and size.
- 11. The location and design of proposed landscaped areas, indicating all plant materials, including genus, species, common name, plant sizes, and spacing.
- 12. List of plant materials, including genus, species, common name, size, quantity, spacing and method of planting.
- 13. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
- 14. Proposed location of light poles, bollards and other exterior illumination.
- 15. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials.

F. LIGHTING PLAN:

- 1. Location of all existing and proposed exterior lighting, including those mounted on poles, walls, bollards and the ground.
- 2. Type, style, height, and the number of fixtures per light.
- 3. Wattage per fixture and lamp type, such as sodium, mercury, and halide.
- 4. 8 1/2" x 11" manufacturer's illustrations and specifications (cut sheets) of all proposed lighting poles and fixtures.
- 5. For all exterior lighting, indicate the area and pattern of illumination, via the use of an isogrid or isoline system, depicting the emitted 1/2 foot candlepower measurement.

G. ARCHITECTURAL ELEVATIONS: Provide drawings that depict the character of the proposed building(s) and structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences and the like). These drawing should include dimensions of the building(s) and structure(s) and indicate the materials, colors, and textures proposed for the structures.

H. MATERIALS BOARD: Provide **one (1) 8 1/2"x11"** or **one (1) 8 1/2"x14"** Materials Board that includes examples of all building materials, colors, and textures of exterior surfaces for building(s) and structure(s). *Materials Boards provided at a size other than what is indicated above will not be accepted.*

I. DESCRIPTION OF MATERIALS AND FINISHES FORM: Provide one completed copy of the Materials and Finishes Form with the application submittal.

Note: *Complete sets of plans reduced to 8 1/2"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.*

I have provided all the items required by this five (5) 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.

Shayna Rehberg

Print Name


Signature

503-227-3678

Telephone Number
 11/23/22

Date



CITY OF BEAVERTON

Community Development
 Department
 Planning Division
 12725 SW Millikan Way
 PO Box 4755
 Beaverton, OR. 97076
 Tel: (503) 526-2420
 Fax: (503) 526-2550
BeavertonOregon.gov

Project Name:	_____
DR #:	_____
Date Received:	_____
Date Approved:	_____
Approved By:	_____

DESCRIPTION OF MATERIALS AND FINISHES LIST

The following Information is required on this form at the time of submission for Design Review approval to the Board of Design Review. Information provided should be specific.

BUILDINGS – List individual structure variations, if any.

**OFFICE USE ONLY
 APPROVED REVISIONS**

EXTERIOR SIDING

Materials (species, grade, type, and pattern) _____
 Brick, Fiber Cement Panels, Flat Metal Panels, Wood Look Metal Panels

Paint or Stain colors (i.e. Olympic, Brown Stain #17) Cembrit P 050 Fiber Cement Color
 Cembrit P 050 Fiber Cement Color
 Cembrit P 050 Fiber Cement Color

EXTERIOR TRIM

Materials Flat Metal Panel
 Flat Metal Panel

Paint or Stain colors Dark Bronze Color to match Standing Seam and Flat Metal Panel Color
 Dark Bronze Color to match Standing Seam and Flat Metal Panel Color
 Dark Bronze Color to match Standing Seam and Flat Metal Panel Color

ROOF

Materials Flat Metal Panel
 Flat Metal Panel
 Flat Metal Panel

DOORS

Materials Glass Metal Panel
 Flat Metal Panel

Paint or Stain colors Dark Bronze Color to match Standing Seam and Flat Metal Panel Color
 Dark Bronze Color to match Standing Seam and Flat Metal Panel Color
 Dark Bronze Color to match Standing Seam and Flat Metal Panel Color

WINDOWS

Frame type and color Anodized Aluminum Storefront Windows
 Anodized Aluminum Storefront Windows
 Anodized Aluminum Storefront Windows

FLASHING & DOWNSPOUTS

To Match Trim. Dark Bronze Metal Panel



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EXTERIOR STAIRS / BALCONIES / RAILINGS

Materials Flat Metal Panel

 Flat Metal Panel

 Flat Metal Panel

Paint or Stain colors Dark Bronze Color to match Standing Seam and Flat Metal Panel Color

 Dark Bronze Color to match Standing Seam and Flat Metal Panel Color

 Dark Bronze Color to match Standing Seam and Flat Metal Panel Color

GARAGES / CARPORTS

Materials Flat Metal Panel

 Flat Metal Panel

Paint or Stain colors Dark Bronze Color to match Standing Seam and Flat Metal Panel Color

 Dark Bronze Color to match Standing Seam and Flat Metal Panel Color

 Dark Bronze Color to match Standing Seam and Flat Metal Panel Color

OTHER

TRASH ENCLOSURES

Materials Flat Metal Panel

 Flat Metal Panel

Paint or Stain colors Dark Bronze Color to match Standing Seam and Flat Metal Panel Color

 Dark Bronze Color to match Standing Seam and Flat Metal Panel Color

Location West Facade adjacent to Kitchen

 West Facade adjacent to Kitchen

 West Facade adjacent to Kitchen

FENCING

Materials Flat Metal Panel, Chain-link fence and chain-link fence

 Flat Metal Panel

Paint or Stain colors Dark Bronze Color to match Standing Seam and Flat Metal Panel Color

 Dark Bronze Color to match Standing Seam and Flat Metal Panel Color

Location West Facade adjacent to Kitchen areas

 West Facade adjacent to Kitchen

LIGHTING FIXTURES Fixture type, # lamps, wattage, height, color, etc See Site Lighting Cut Sheets (Exhibit D)

**OFFICE USE ONLY
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MAILBOXES

Materials, colors, location _____

**OFFICE USE ONLY
 APPROVED REVISIONS**

PEDESTRIAN PATHWAYS

Materials, colors, location Concrete, width varies 6'-12', throughout site and connects to ROW.

 Standard broom finish, colored concrete, and sanded finish

RECREATIONAL AMENITIES

(i.e. benches, barbeques pit, tot lots, sport courts, etc)

Description of item(s) including materials and colors _____

- Garden Area: Raised beds, concrete platform for teaching/performing, cast-in-place concrete seat walls. Garden shed. Decomposed granite surfacing
- Soft Surface Play Area: Synthetic turf surface.
- Covered Play and other hard-surface play area: Concrete surfacing. Basketball courts. (accessible surfacing).
- Benches: Cast-in-place concrete seat walls at east parking lot, Commons Plaza, and in garden area. Assume six metal benches at main entry and at playground.

SITE ANALYSIS DATA

Item	Lot Coverage in Square Feet (sf)	Lot Coverage in %
BUILDING AREA	52,600 sf	17 %
PARKING AND DRIVING	77,500 sf	25 %
LANDSCAPING / OPEN SPACE	177,700 sf	58 %
TOTAL SITE AREA	307,800 sf	100 %



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LANDSCAPE MATERIALS

On a separate sheet of paper list in chart form the proposed types of landscape materials (trees, shrubs, groundcover). Include in the chart genus, species, common name, quantity, size, spacing and method of planting for each type of plant. - *Please see Landscape Plan and Planting Schedules in Exhibit G, Sheets L6.0-L6.5 -*

<u>Landscape Chart Example</u>				
<u>Common Name</u> - genus, species	<u>Quantity</u>	<u>Size</u>	<u>Spacing</u>	<u>Method of Planting</u>
<u>Trees</u>				
Incense Cedar - Calocedrus decurrens	12	6ft	20ft oc	B&B, branches to ground
<u>Shrubs</u>				
Compact Oregon Grape - Mahonia a. 'Compacta'	24	2 gallon	3 ft oc	Full Plants
<u>Ground Cover</u>				
Coast Strawberry - Fragaria chiloensis	48	4" pots	18" oc	Full Plants

Designate method of irrigation

Designate street trees for each street abutting the property.

ACKNOWLEDGEMENT

I have provided all the items required by this four (4) page description of materials and finishes form. 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.

Shayna Rehberg _____

503-227-3678 _____

Print Name
Shayna Rehberg

Telephone Number

Signature

11/23/2022
Date



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OFFICE USE ONLY

FILE #:
FILE NAME:
TYPE: RECEIVED BY:
FEE PAID: CHECK/CASH:
SUBMITTED: LWI DESIG:
LAND USE DESIG: NAC:

CONDITIONAL USE APPLICATION

PLEASE SELECT THE SPECIFIC TYPE OF CONDITIONAL USE FROM THE FOLLOWING LIST:

- TYPE 2 MINOR MODIFICATION OF A CONDITIONAL USE
TYPE 3 PLANNED UNIT DEVELOPMENT
INTERIM WASHINGTON COUNTY USE TYPE 1
INTERIM WASHINGTON COUNTY USE TYPE 2
TYPE 3 MAJOR MODIFICATION OF A CONDITIONAL USE
TYPE 3 NEW CONDITIONAL USE
NONCONFORMING USE

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

COMPANY: Beaverton School District

ADDRESS: 16550 SW Merlo Road

(CITY, STATE, ZIP) Beaverton, OR 97006

PHONE: 503-704-6783 FAX: E-MAIL: eric_bolken@beaverton.k12.or.us

SIGNATURE: Eric Bolken CONTACT: Eric Bolken

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: MIG

ADDRESS: 506 SW 6th Ave, Suite 400

(CITY, STATE, ZIP) Portland, OR 97204

PHONE: 503-227-3678 FAX: E-MAIL: sreberg@migcom.com

SIGNATURE: Shayna Rehberg CONTACT: Shayna Rehberg

(Original Signature Required)

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

COMPANY: Beaverton School District

ADDRESS: 16550 SW Merlo Road

(CITY, STATE, ZIP) Beaverton, OR 97006

PHONE: 503-704-6783 FAX: E-MAIL: eric_bolken@beaverton.k12.or.us

SIGNATURE: Eric Bolken CONTACT: Eric Bolken

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: 5225 SW Scholls Ferry Road

ASSESSOR'S MAP & TAX LOT #	LOT SIZE	ZONING DISTRICT
<u>1S113CA00400</u>	<u>9.65 AC</u>	<u>RMC</u>

PRE-APPLICATION DATE: 06/29/2022

AREA TO BE DEVELOPED (s.f.): 307,800

EXISTING USE OF SITE: K-8 school

PROPOSED DEVELOPMENT ACTION: _____

Demolition of existing school and construction of a new school.

When opening links (highlighted in blue), right click on the link and open in a new window. You may lose your work if you click directly on the link.

CONDITIONAL USE SUBMITTAL CHECKLIST

Electronic submission is preferred whenever possible. Applicants should submit forms reports, plans, and other supporting documents electronically rather than printing and delivering multiple paper copies. [Please click here for instructions on how to submit electronically.](#)

WRITTEN STATEMENT REQUIREMENTS- REQUIRED FOR ALL CONDITIONAL USE APPLICATIONS

- 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 five (5) page checklist.
- C. WRITTEN STATEMENT.** Submit **one (1) copy** 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:
 - Address all applicable provisions of [Chapter 20](#) (Land Uses)
 - Address all applicable provisions of [Chapter 60](#) (Special Regulations)
 - Address all Facilities Review Technical Criteria from Section [40.03](#) of the City's *Development Code* (ORD 2050).
 - Provide individual findings specifically addressing how and why the proposal satisfies each of the criterion within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.
 - Provide the hours of operation, total number of employees, and maximum number of employees per shift. If more than one type of operation exists or is proposed for the project site, please specify the information requested above for each use.
- D. FEES,** as established by the City Council. **Fees are payable via Visa, Mastercard, or Check.** Please make checks payable to the City of Beaverton.
- E. SITE ANALYSIS INFORMATION.**

<ul style="list-style-type: none"> <input type="checkbox"/> Proposed parking modification: <u>77,500</u> sq. ft. <li style="padding-left: 20px;">Proposed number of parking spaces: <u>101</u> <li style="padding-left: 20px;">Proposed use: <u>Elementary School</u> <li style="padding-left: 20px;">Parking requirement: <u>77</u> <input type="checkbox"/> Existing landscaped area: <u>205,100</u> sq. ft. <li style="padding-left: 20px;">Percentage of site: <u>67</u> % <li style="padding-left: 20px;">Proposed landscape modification: <u>177,700</u> sq. ft. <li style="padding-left: 20px;">Percentage of site: <u>58</u> % 	<ul style="list-style-type: none"> <input type="checkbox"/> Existing parking area: <u>48,100</u> sq. ft. <li style="padding-left: 20px;">Existing number of parking spaces: <u>85</u> <input type="checkbox"/> Existing building height: <u>35</u> ft. <li style="padding-left: 20px;">Proposed building height: <u>max. 51.5</u> ft <input type="checkbox"/> Existing building area: <u>54,600</u> sq. ft. <li style="padding-left: 20px;">Proposed building modification: <u>52,600</u> sq. ft.
--	---

F. CLEAN WATER SERVICES (CWS) DOCUMENTATION. Pursuant to Section [50.25.1. F](#) of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact, Lindsey Obermiller, Environmental Plan Reviewer at (503) 681-3653 or ObermillerL@CleanWaterServices.org

G. PRE-APPLICATION CONFERENCE NOTES. (REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)
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.

H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)
Provide the following information as required by the City's *Development Code Section 50.30*. The Neighborhood Review Meeting must be held within the six (6) months prior to the submission date of the proposed project application.

- 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
- 2. A copy of the mailing list used to mail out the meeting notice.
- 3. A written statement representative of the on-site posting notice.
- 4. Affidavits of mailing and posting
- 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
- 6. Meeting minutes that include date, time, and location, as well as oral and written comments received
- 7. Meeting sign-in sheet that includes names and address of attendees.
- 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.

I. TRAFFIC GENERATION. Provide documentation showing any projected or actual increase in vehicle trips per day to and from the site. Either the Institute of Transportation Engineers (ITE) Trip Generation manual or an evaluation by a traffic engineer or civil engineer licensed by the State of Oregon may be used for this determination. **Note: a traffic study may be required as part of the application submittal when deemed necessary by the Planning Director. The determination is made at the time of a Pre-Application Conference.**

n/a **J. OTHER REQUIREMENTS.** Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

K. PLANNED UNIT DEVELOPMENT DESCRIPTION. (REQUIRED FOR PLANNED UNIT DEVELOPMENT APPLICATIONS ONLY)
Submit a detailed description of the proposed planned unit development.
Provide the following information:

- 1. The intent of the project.
- 2. The factors which make the project desirable to the general public and to surrounding areas.
- 3. The features and details of the project development.
- 4. The schedule of timing and phasing (if applicable) of the development program.
- 5. Any other material which the applicant believes to be relative to the use

PLANS & GRAPHIC REQUIREMENTS- REQUIRED FOR ALL CONDITIONAL USE APPLICATIONS

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. EXISTING CONDITIONS PLAN:**
1. North arrow, scale, and date of plan.
 2. Vicinity map.
 3. The entire lot(s), including area and property lines dimensioned.
 4. Points of existing access, interior streets, driveways, and parking areas.
 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
 6. Existing right-of-way and improvements.
 7. Dimension from centerline to edge of existing right-of-way.
 8. Existing topographical information, showing 2 ft. contours.
 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
 10. Location of existing public and private utilities, easements, and 100-year floodplain.
 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 12. Sensitive areas, as defined by Clean Water Services (CWS) standards.
 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
 14. Existing trees 6" in dbh (diameter at breast height) or larger. Indicate genus, species, and size. Dbh is measured at 54" above grade.
- B. DIMENSIONED SITE PLAN:**
1. North arrow, scale, and date of plan.
 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
 3. Points of access, interior streets, driveways, and parking areas.
 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 5. Proposed right-of-way, dedications, and improvements.
 6. Dimension from centerline to edge of proposed right-of-way.
 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
 8. Location of storm water quality/detention facilities.
 9. Boundaries of development phases, if applicable.
 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 11. Sensitive areas, as defined by CWS standards.
 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- C. ARCHITECTURAL ELEVATIONS:** Provide drawings that depict the character of the proposed building(s) and structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences, and the like). These drawing should include dimensions of the building(s) and structure(s) and indicate the materials, colors, and textures proposed for the structures.

PLANS & GRAPHIC REQUIREMENTS-The following plans, D through H, may be required to be part of the application submittal when deemed necessary by the Planning Director. If a Pre-Application Conference has been completed, the determination is made at that time.

Submit a total of one (1) set of plans

- D. PLANNED UNIT DEVELOPMENT PLAN:**
 - 1. North arrow, scale, and date of plan.
 - 2. The entire lot(s), including area, property lines dimensioned.
 - 3. Specific location of proposed circulation for pedestrians and vehicles, including points of access, interior streets, driveways, loading areas, transit lines, bicycle facilities and parking areas.
 - 4. Specific location of proposed buildings and other structures, indicating design character and density.
 - 5. Specific location of proposed right-of-way, dedications, and improvements.
 - 6. Boundaries of development phases, if applicable.
 - 7. Proposed vegetative character of site including the location of Natural Resource Areas, Significant Trees, and Historic Trees as established by the City of Beaverton's inventories.
 - 8. Location of Sensitive areas, as defined by the Unified Sewerage Agency standards, including streams, riparian areas, and wetlands.
 - 9. Location of rock out-croppings and upland wooded areas.
 - 10. Specific location of proposed storm water quality facilities, detention facilities, or both.
 - 11. Specific location of proposed public uses, including schools, parks, playgrounds, and other public open spaces.
 - 12. Specific location of proposed common open spaces, schematic massing of buffering, screening, and landscape featuring.

- E. GRADING PLAN:**
 - 1. North arrow, scale, and date of plan.
 - 2. The entire lot(s).
 - 3. Points of access, interior streets, driveways, and parking areas.
 - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - 5. Proposed rights-of-way, dedications, and improvements.
 - 6. Dimension from centerline to edge of proposed right-of-way.
 - 7. Existing and proposed topographical information, showing 2 ft. contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas.
 - 8. Location of 100-year flood plain.
 - 9. Location of storm water quality/detention facilities.
 - 10. Boundaries of development phases, if applicable.
 - 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 - 12. Sensitive areas, as defined by the CWS standards.
 - 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated.*
 - 14. Existing trees 6" dbh or larger. Indicate which trees are proposed to be saved and which are proposed to be removed.
 -

- F. LIGHTING PLAN:**
 - 1. Location of all existing and proposed exterior lighting, including those mounted on poles, walls, bollards, and the ground.
 - 2. Type, style, height, and the number of fixtures per light.
 - 3. Wattage per fixture and lamp type, such as sodium, mercury, and halide.
 - 4. 8 ½" x 11" manufacturer's illustrations and specifications (cut sheets) of all proposed lighting poles and fixtures.
 - 5. For all exterior lighting, indicate the area and pattern of illumination, via the use of an isogrid or isoline system, depicting the emitted ½ foot candlepower measurement.

- G. UTILITY PLAN:**
- 1. North arrow, scale, and date of plan.
 - 2. The entire lot(s).
 - 3. Points of access, interior streets, driveways, and parking areas.
 - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - 5. Proposed right-of-way, dedications, and improvements.
 - 6. Proposed topographical information, showing 2 ft. contours.
 - 7. Location of 100-year flood plain.
 - 8. Location of existing and proposed public and private utilities, easements, surface water drainage patterns, and storm water quality/detention facility.
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- H. LANDSCAPE PLAN:**
- 1. North arrow, scale, and date of plan.
 - 2. The entire lot(s).
 - 3. Points of access, interior streets, driveways, and parking areas.
 - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
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 - 10. Existing trees 6" dbh or larger proposed to be saved. Include genus, species, and size.
 - 11. The location and design of proposed landscaped areas, indicating all plant materials, including genus, species, common name, plant sizes, and spacing.
 - 12. List of plant materials, including genus, species, common name, size, quantity, spacing and method of planting.
 - 13. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
 - 14. Proposed location of light poles, bollards, and other exterior illumination.
 - 15. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials.

Note: Complete sets of plans reduced to 8 ½"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.

I have provided all the items required by this five (5) 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.

Shayna Rehberg

503-227-3678

Print Name

Shayna Rehberg

Telephone Number

11/23/2022

Signature

Date



CITY OF BEAVERTON

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OFFICE USE ONLY

FILE #: _____
FILE NAME: _____

TYPE: _____ **RECEIVED BY:** _____
FEE PAID: _____ **CHECK/CASH:** _____
SUBMITTED: _____ **LWI DESIG:** _____
LAND USE DESIG: _____ **NAC:** _____

**MINOR/MAJOR ADJUSTMENT
MINOR/MAJOR ADJUSTMENT – AFFORDABLE HOUSING APPLICATION**

PLEASE SELECT THE SPECIFIC TYPE OF ADJUSTMENT FROM THE FOLLOWING LIST:

- TYPE 2 MINOR ADJUSTMENT
- TYPE 3 MAJOR ADJUSTMENT
- TYPE 2 MINOR ADJUSTMENT – AFFORDABLE HOUSING
- TYPE 3 MAJOR ADJUSTMENT – AFFORDABLE HOUSING

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

COMPANY: Beaverton School District
ADDRESS: 16550 SW Merlo Road
(CITY, STATE, ZIP) Beaverton, OR 97006
PHONE: 503-704-6783 **FAX:** _____ **E-MAIL:** eric_bolken@beaverton.k12.or.us
SIGNATURE: **CONTACT:** Eric Bolken

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: MIG
ADDRESS: 506 SW 6th Ave, Suite 400
(CITY, STATE, ZIP) Portland, OR 97204
PHONE: 503-227-3678 **FAX:** _____ **E-MAIL:** srehberg@migcom.com
SIGNATURE: **CONTACT:** Shayna Rehberg

(Original Signature Required)

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

COMPANY: Beaverton School District
ADDRESS: 16550 SW Merlo Road
(CITY, STATE, ZIP) Beaverton, OR 97006
PHONE: 503-704-6783 **FAX:** _____ **E-MAIL:** eric_bolken@beaverton.k12.or.us
SIGNATURE: **CONTACT:** Eric Bolken

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: <u>5225 SW Scholls Ferry Road</u>			<u>Portland</u>	<u>OR</u>	<u>97225</u>
ASSESSOR'S MAP & TAX LOT # <u>1S113CA00400</u>	LOT SIZE <u>9.65 AC</u>	ZONING DISTRICT <u>RMC</u>	AREA TO BE DEVELOPED (s.f.): <u>307,800</u>		
			EXISTING USE OF SITE: <u>K-8 school</u>		
			PROPOSED DEVELOPMENT ACTION: <u>Demolition</u>		

of existing school and construction of a new school.

ADJUSTMENT SUBMITTAL CHECKLIST

Please Note: When opening links (highlighted in blue), right click on the link and open in a new window. You may lose your work if you click directly on the link.

Electronic submission is preferred whenever possible. Applicants should submit forms reports, plans, and other supporting documents electronically rather than printing and delivering multiple paper copies. [Please click here for instructions on how to submit electronically.](#)

WRITTEN STATEMENT REQUIREMENTS- REQUIRED FOR ALL ADJUSTMENT APPLICATIONS

- 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 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:
- Address all applicable provisions of [Chapter 20](#) (Land Uses)
 - Provide individual findings specifically addressing how and why the proposal satisfies each criterion 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><input type="checkbox"/> Proposed parking modification: <u>77,500</u> sq. ft.</p> <p>Proposed number of parking spaces: <u>101</u></p> <p>Proposed use: <u>Elementary School</u></p> <p>Parking requirement: <u>77</u></p> <p><input type="checkbox"/> Existing parking area: <u>48,100</u> sq. ft.</p> <p>Existing number of parking spaces: <u>85</u></p> | <p><input checked="" type="checkbox"/> Existing building height: <u>35</u> ft.</p> <p>Proposed building height: <u>max. 51.5</u> ft</p> <p>Existing building area: <u>54,600</u> sq. ft.</p> <p>Proposed building modification: <u>52,600</u> sq. ft.</p> <p><input type="checkbox"/> Existing landscaped area: <u>205,100</u> sq. ft.</p> <p>Percentage of site: <u>67</u> %</p> <p>Proposed landscape modification: <u>177,700</u> sq.ft.</p> <p>Percentage of site: <u>58</u> %</p> |
|--|--|
- F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section [50.25.1.F](#) of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Lindsey Obermiller, Environmental Plan reviewer, at (503) 681-3653 or ObermillerL@CleanWaterServices.org
- G. 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.

H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)
Provide the following information as required by the City's *Development Code Section 50.30*. The Neighborhood Review Meeting must be held **within the six (6)** months prior to the submission date of the proposed project application.

- 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
- 2. A copy of the mailing list used to mail out the meeting notice.
- 3. A written statement representative of the on-site posting notice.
- 4. Affidavits of mailing and posting
- 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
- 6. Meeting minutes that include date, time, and location, as well as oral and written comments Receive.
- 7. Meeting sign-in sheet that includes names and address of attendees.
- 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.

I. OTHER REQUIREMENTS. Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions. **Minor and Major Adjustment – Affordable Housing application submittals shall be accompanied by a City of Beaverton or other government entity issued copy of a reservation of funds notice.**

PLANS & GRAPHIC REQUIREMENTS- REQUIRED FOR ALL ADJUSTMENT APPLICATIONS

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. EXISTING CONDITIONS PLAN:**
- 1. North arrow, scale, and date of plan.
 - 2. Vicinity map.
 - 3. The entire lot(s), including area and property lines dimensioned.
 - 4. Points of existing access, interior streets, driveways, and parking areas.
 - 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
 - 6. Existing right-of-way and improvements.
 - 7. Dimension from centerline to edge of existing right-of-way.
 - 8. Existing topographical information, showing 2 ft. contours.
 - 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.

EXISTING CONDITIONS PLAN (CONTINUED):

- 10. Location of existing public and private utilities, easements, and 100-year floodplain.
- 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 12. Sensitive areas, as defined by Clean Water Services (CWS) standards.
- 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- 14. Existing trees 6" in dbh (diameter at breast height) or larger. Indicate genus, species, and size. Dbh is measured at 54" above grade.



B. DIMENSIONED SITE PLAN:

- 1. North arrow, scale, and date of plan.
- 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
- 3. Points of access, interior streets, driveways, and parking areas.
- 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
- 5. Proposed right-of-way, dedications, and improvements.
- 6. Dimension from centerline to edge of proposed right-of-way.
- 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
- 8. Location of storm water quality/detention facilities.
- 9. Boundaries of development phases, if applicable.
- 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 11. Sensitive areas, as defined by CWS standards.
- 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*



C. ARCHITECTURAL ELEVATIONS: Provide drawings that depict the character of the proposed building(s) and structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences, and the like). These drawing should include dimensions of the building(s) and structure(s) and indicate the materials, colors, and textures proposed for the structures.

Note: Complete sets of plans reduced to 8 ½"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.

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.

Shayna Rehberg

Print Name
Shayna Rehberg

Signature

503-227-3678

Telephone Number
11/23/2022

Date



CITY OF BEAVERTON

Community Development
Department
Planning Division
12725 SW Millikan Way
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-2550
BeavertonOregon.gov

OFFICE USE ONLY

FILE #: _____
FILE NAME: _____
TYPE: _____ RECEIVED BY: _____
FEE PAID: _____ CHECK/CASH: _____
SUBMITTED: _____ LWI DESIG: _____
LAND USE DESIG: _____ NAC: _____

TREE PLAN APPLICATION

PLEASE SELECT THE SPECIFIC TYPE OF TREE PLAN FROM THE FOLLOWING LIST:
 TYPE 1 TREE PLAN ONE
 TYPE 2 TREE PLAN TWO
 TYPE 3 TREE PLAN THREE
 TYPE 1 COMMERCIAL TIMBER HARVEST

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

COMPANY: Beaverton School District
ADDRESS: 16550 SW Merlo Road
(CITY, STATE, ZIP) Beaverton, OR 97006
PHONE: 503-704-6783 FAX: _____ E-MAIL: eric_bolken@beaverton.k12.or.us
SIGNATURE: CONTACT: Eric Bolken
(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: MIG
ADDRESS: 506 SW 6th Ave, Suite 400
(CITY, STATE, ZIP) Portland, OR 97204
PHONE: 503-227-3678 FAX: _____ E-MAIL: srehberg@migcom.com
SIGNATURE: CONTACT: Shayna Rehberg
(Original Signature Required)

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

COMPANY: Beaverton School District
ADDRESS: 16550 SW Merlo Road
(CITY, STATE, ZIP) Beaverton, OR 97006
PHONE: 503-704-6783 FAX: _____ E-MAIL: eric_bolken@beaverton.k12.or.us
SIGNATURE: CONTACT: Eric Bolken

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: 5225 SW Scholls Ferry Road
ASSESSOR'S MAP & TAX LOT # 1S113CA00400 LOT SIZE 9.65 AC ZONING DISTRICT RMC

AREA TO BE DEVELOPED (s.f.): 307,800
EXISTING USE OF SITE: K-8 school
PROPOSED DEVELOPMENT ACTION: Demolition of existing school and construction of a new school.
PRE-APPLICATION DATE: 06/29/2022

TREE PLAN APPLICATION

WRITTEN STATEMENT REQUIREMENTS - REQUIRED FOR ALL TREE PLAN APPLICATIONS

- 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 four (4) 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.
- Provide individual findings specifically addressing how and why the proposal satisfies each of the approval criteria specified in Section 40.90 (Tree Plan) of the City's *Development Code* (ORD 2050) [attached] for the relevant type of tree plan application.
 - Address all applicable provisions of Section 60.60 (Trees & Vegetation) of the Development Code.
- D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- E. SITE ANALYSIS INFORMATION.**
- | | |
|---|---|
| Proposed parking modification: <u>77,500</u> sq. ft. | <input type="checkbox"/> Existing building height: <u>35</u> ft. |
| Proposed number of parking spaces: <u>101</u> | Proposed building height: <u>51.5</u> ft |
| Proposed use: <u>Elementary School</u> | Existing building area: <u>54,600</u> sq. ft. |
| Parking requirement: <u>77</u> | Proposed building modification: <u>52,600</u> sq. ft. |
| <input type="checkbox"/> Existing parking area: <u>48,100</u> sq. ft. | <input type="checkbox"/> Existing landscaped area: <u>205,100</u> sq. ft. |
| Existing number of parking spaces: <u>85</u> | Percentage of site: <u>67</u> % |
| | Proposed landscape modification: <u>177,700</u> sq. ft. |
| | Percentage of site: <u>58</u> % |
- F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Lindsey Obermiller, Environmental Plan Reviewer at 503-681-3653 or ObermillerL@CleanWaterServices.org
- G. PRE-APPLICATION CONFERENCE NOTES. (REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)**
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.

- H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)**
 Provide the following information as required by the City's *Development Code Section 50.10.2*. The Neighborhood Review Meeting must be held within the six (6) months prior to the submission date of the proposed project application.
- 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
 - 2. A copy of the mailing list used to mail out the meeting notice.
 - 3. A written statement representative of the on-site posting notice.
 - 4. Affidavits of mailing and posting
 - 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
 - 6. Meeting minutes that include date, time and location, as well as, oral and written comments received.
 - 7. Meeting sign-in sheet that includes names and address of attendees.
 - 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.
- I. OTHER REQUIREMENTS.** Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

PLANS & GRAPHIC REQUIREMENTS - REQUIRED FOR ALL TREE PLAN APPLICATIONS

All plans shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of 24" x 36". **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be stapled together then 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 the following information as indicated:

- A. EXISTING CONDITIONS PLAN (Required for Tree Plan Two and Tree Plan Three only):**
- 1. North arrow, scale and date of plan.
 - 2. Vicinity map.
 - 3. The entire lot(s), including area and property lines dimensioned.
 - 4. Points of existing access, interior streets, driveways, and parking areas.
 - 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
 - 6. Existing right-of-way and improvements.
 - 7. Dimension from centerline to edge of existing right-of-way.
 - 8. Existing topographical information, showing 2 ft. contours.
 - 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
 - 10. Location of existing public and private utilities, easements, and 100-year floodplain.
 - 11. Location, quantities, size (diameter breast height (dbh)), genus and species of all Protected Trees and Community Trees, as applicable, that are 10" dbh or greater shall be shown on the site plan. Protected Trees include Significant Individual Trees, Historic Trees, Trees within a Significant Natural Resource Area or Significant Grove, and Mitigation Trees that are not grown for the purpose of bearing edible fruits and nuts for human consumption.
 - 12. Location of all western hemlock (*Tsuga heterophylla*), mountain hemlock (*Tsuga mertensiana*), Pacific madrone (*Arbutus andrachne*) and big-leaf maple (*Acer macrophyllum*) that are 6" dbh or greater and are within a Significant Natural Resource Area or Significant Grove.
 - 13. Identification of trees proposed for retention or removal.

- 14. Existing drip line canopy of individual trees or grove trees.
- 15. Existing root zone of each tree. Root zone is defined as an area 5 feet beyond the drip line of the tree.
- 16. Sensitive areas, as defined by Clean Water Services (CWS) standards.
- 17. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- 18. Tree Mitigation Table demonstrating the DBH of the surveyed trees on site, separated into conifer and deciduous categories, the DBH proposed for removal, how the DBH meets or exceeds the removal threshold, identifying the Mitigation Threshold (50% of the surveyed tree DBH on the site), the DBH to be mitigated and whether the DBH is to be mitigated on site, off site, or fee in lieu. An example table is given following 60.60.25.7.

B. DIMENSIONED SITE PLAN. *The dimensioned site plan shall be required for Tree Plan 2 and 3 proposals and shall address the proposed development of a site pertaining to impacts to trees, and shall specify as applicable the following:*

- 1. North arrow, scale and date of plan.
- 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
- 3. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, and Community Trees, and identification of whether they are proposed to be removed or proposed to remain, as applicable. Trees within Significant Natural Resource Areas and Significant Groves are trees greater than 6" DBH for western hemlock (*Tsuga heterophylla*), mountain hemlock (*Tsuga mertensiana*), Pacific madrone (*Arbutus andrachne*) and big-leaf maple (*Acer macrophyllum*). All other trees measuring at least 10" DBH shall be shown on the site plan. Community Trees measure at least 10" DBH and are not trees that are grown for the purpose of bearing edible fruits or nuts for human consumption. Preserved trees shall be set aside in a separate tract, if the project includes a subdivision. Preserved trees shall be set aside in a conservation easement, if the project does not include a subdivision.
- 4. Dimensioned footprints of all structures and dimensioned area of all on-site parking and landscaped areas, and their lineal distance from trees proposed to be removed, to remain, or trees to be planted for mitigation.
- 5. Dimensioned tree mitigation areas specifying the location, quantities, size (diameter breast height), genus and species of trees within the mitigation area(s) identified, if applicable. Mitigation areas are to be set aside in a separate tract, if the project includes a subdivision. If the project does not include a subdivision, the mitigation trees must be set aside in a conservation easement.
- 6. Drip line canopy of individual trees or grove of trees.
- 7. Root zone area of each tree to be protected. Root zone is defined as an area 5 feet beyond the drip line of the tree.
- 8. Construction disturbance areas and methods to minimize construction impact including but not limited to the identification and location of construction fencing, the identification and location of erosion control measures, and the location of construction access roads including access to the public right-of-way.
- 9. Sensitive areas, as defined by CWS standards.
- 10. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- 11. Location of storm water quality/detention facilities.
- 12. Boundaries of development phases, if applicable.
- 13. Site grading information, showing 2 ft. contours.
- 14. Proposed right-of-way, dedications and improvements.
- 15. Dimension from centerline to edge of proposed right-of-way.

C. **DIMENSIONED SITE PLAN FOR PRUNING ONLY ACTIVITIES. For Type 1 Major Pruning as specified in 40.90.15.1.A.1 of the Development Code:**

- 1. North arrow, scale and date of plan.
- 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," & "rear."
- 3. Location, quantities, size (diameter breast height), genus and species of Significant Trees, Significant Groves, Trees within a Significant Natural Resource Area, or Historic Trees proposed for major pruning.
- 4. Identification of tree canopies to be affected, and the percentage loss of total canopy amount for each impacted tree.

D. **DIMENSIONED SITE PLAN FOR TREE PLAN 1 APPLICATIONS, OTHER THAN PRUNING. The dimensioned site plan shall be required for all Tree Plan 1 proposals and shall address the proposed development of a site pertaining to impacts to trees, and shall specify as applicable the following:**

- 1. North arrow, scale and date of plan.
- 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
- 3. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, and Community Trees, and identification of whether they are proposed to be removed or proposed to remain, as applicable. Trees within Significant Natural Resource Areas and Significant Groves are trees greater than 6" DBH for western hemlock (*Tsuga heterophylla*), mountain hemlock (*Tsuga mertensiana*), Pacific madrone (*Arbutus andrachne*) and big-leaf maple (*Acer macrophyllum*). All other trees measuring at least 10" DBH shall be shown on the site plan. Community Trees measure at least 10" DBH and are not trees that are grown for the purpose of bearing edible fruits or nuts for human consumption. Preserved trees shall be set aside in a separate tract, if the project includes a subdivision. Preserved trees shall be set aside in a conservation easement, if the project does not include a subdivision.
- 4. Dimensioned footprints of all trails, structures, and dimensioned area of all on-site parking and landscaped areas, and their lineal distance from trees identified in #3 above.
- 5. Drip line canopy of trees identified in #3 above.
- 6. Root zone area of each tree to be protected. Root zone is defined as an area 5 feet beyond the drip line of the tree.
- 7. Construction disturbance areas and methods to minimize construction impact including but not limited to the identification and location of construction fencing, the identification and location of erosion control measures, and the location of construction access roads including access to the public right-of-way.
- 8. Sensitive areas, as defined by CWS standards.
- 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- 10. Location of storm water quality/detention facilities.
- 11. Site grading information, showing 2 ft. contours.
- 12. Proposed right-of-way, dedications and improvements.
- 13. Dimension from centerline to edge of proposed right-of-way.
- 14. Description of finished trail surface.

I have provided all the items required by this four (4) 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.

Shayna Rehberg

Print Name



Signature

503-227-3678

Telephone Number

11/23/2022

Date



CITY OF BEAVERTON

Community Development
Department
Planning Division
12725 SW Millikan Way
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-2550
BeavertonOregon.gov

OFFICE USE ONLY

FILE #:
FILE NAME:
TYPE: RECEIVED BY:
FEE PAID: CHECK/CASH:
SUBMITTED: LWI DESIG:
LAND USE DESIG: NAC:

PROPERTY LINE ADJUSTMENT / REPLAT FOR LOT CONSOLIDATION / LEGAL LOT DETERMINATION APPLICATION

APPLICANT/ CONTACT PERSON:

XI Check box if Primary Contact

COMPANY: MIG

ADDRESS: 506 SW 6th Ave, Suite 400

CITY, STATE, ZIP Portland, OR 97204

PHONE: 503-227-3678 FAX: E-MAIL: sreberg@migcom.com

SIGNATURE: Shayna Rehberg CONTACT: Shayna Rehberg

(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if more than 2 legal property owners

LOT 1 Property Owner

Check box if Primary Contact

NAME/ COMPANY: Beaverton School District

ADDRESS: 16550 SW Merlo Road

CITY, STATE, ZIP Beaverton, OR 97006

PHONE: 503-704-6783 FAX: E-MAIL: eric_bolken@beaverton.k12.or.us

SIGNATURE: Eric Bolken CONTACT: Eric Bolken

(Original Signature Required)

LOT 2 Property Owner

Check box if Primary Contact

NAME/ 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)

EXISTING USE OF SITE: Elementary School PRE-APPLICATION DATE (if applicable): 06/29/2022

REASON FOR ADJUSTMENT: Requesting a Replat One because the subject property has never been part of a previously recorded plat.

LOT 1 INFORMATION:

SITE ADDRESS: 5225 SW Scholls Ferry Road

Table with 3 columns: ASSESSOR'S MAP & TAX LOT #, LOT SIZE, ZONING DISTRICT. Values: 1S113CA00400, 9.65 AC, RMC

LOT 2 INFORMATION:

SITE ADDRESS:

Table with 3 columns: ASSESSOR'S MAP & TAX LOT #, LOT SIZE, ZONING DISTRICT

PROPERTY LINE ADJUSTMENT, REPLAT FOR LOT CONSOLIDATION, AND LEGAL LOT DETERMINATION- SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- B. CHECKLIST.** Provide **one (1) completed** copy of this two (2) page checklist.
- C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed lot line adjustment, and the reason for the adjustment. In the written statement, please also address the following:
 - Address all applicable provisions of Chapter 20 (Land Uses) including but not limited to minimum land area, minimum lot dimensions, and minimum yard setbacks.
 - Provide individual findings specifically addressing how and why the proposal satisfies each of the approval criteria in Section 40.45 for Property Line Adjustment and Replat and Section 40.41 for Legal Lot Determination of the *Development Code* (ORD 2050) which is attached.

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

E. ADJUSTMENT ANALYSIS INFORMATION:

Lot Information*	Lot Area	Lot Width	Lot Depth
Code-required minimum	(no min.) sq. ft.	20 ft.	(no min.) ft.
Existing Lot 1	~420,354 sq. ft.	ft.	ft.
Proposed Lot 1	sq. ft.	ft.	ft.
Existing Lot 2	sq. ft.	ft.	ft.
Proposed Lot 2	sq. ft.	ft.	ft.

*If more than two lots are involved, please attach a separate sheet specifying the information in the above table for all lots involved in the lot line adjustment

F. CLEAN WATER SERVICES (CWS) DOCUMENTATION. Pursuant to Section 50.25.1.F of the *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact Clean Water Services in order to obtain the required documentation. For more information, please contact Amber Wierck, Environmental Plan Review Project Manager, at (503) 681-3653 or WierckA@CleanWaterServices.org

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". **A total of three (3) copies of each plan shall be submitted unless otherwise noted. 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. PROPERTY LINE ADJUSTMENT:** Submit **three (3) copies** of a to-scale property line adjustment plan for the properties involved. The plan shall contain the following minimum information:
 - north arrow, date and scale of plan
 - vicinity map
 - location and dimensions of abutting existing streets and public rights-of-way including measurement from centerline to edge of existing streets or public rights-of-ways
 - existing property lines, sizes, and dimensions
 - proposed property lines, sizes, and dimensions
 - setbacks
 - existing buildings and structures
 - parking
 - driveways
 - landscaped areas
 - existing and approved vehicular, pedestrian, and bicycle connections
 - existing public and private easements and utilities located on or abutting the affected properties
 - location of 100-year floodplain, if applicable

- B. REPLAT for LOT CONSOLIDATION or LEGAL LOT DETERMINATION:** Submit **three (3) copies** of a to-scale lot consolidation plan for the properties involved. The plan shall contain the following minimum information:
 - existing property lines, sizes, and dimensions
 - proposed property lines, sizes, and dimensions
 - existing public and private easements and utilities located on or abutting the affected properties
 - location of 100-year floodplain, if applicable

Please Note: In addition to information listed above, a Deed History and Title Report may be requested of the applicant if the staff is unable to determine whether the subject lot is a "Lot of Record" (please see Chapter 90 definitions of the *Development Code*).

I have provided all the items required by this two (2) 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.

Shayna Rehberg

Print Name


Signature

503-227-3678

Telephone Number

11/23/2022

Date



CITY OF BEAVERTON

Community Development
Department
Planning Division
12725 SW Millikan Way
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-2550
BeavertonOregon.gov

OFFICE USE ONLY

FILE #:
FILE NAME:
TYPE: RECEIVED BY:
FEE PAID: CHECK/CASH:
SUBMITTED: LWI DESIG:
LAND USE DESIG: NAC:

PROPERTY LINE ADJUSTMENT / REPLAT FOR LOT CONSOLIDATION / LEGAL LOT DETERMINATION APPLICATION

APPLICANT/ CONTACT PERSON:

XI Check box if Primary Contact

COMPANY: MIG

ADDRESS: 506 SW 6th Ave, Suite 400

CITY, STATE, ZIP Portland, OR 97204

PHONE: 503-227-3678 FAX: E-MAIL: sreberg@migcom.com

SIGNATURE: Shayna Rehberg CONTACT: Shayna Rehberg

(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if more than 2 legal property owners

LOT 1 Property Owner

Check box if Primary Contact

NAME/ COMPANY: Beaverton School District

ADDRESS: 16550 SW Merlo Road

CITY, STATE, ZIP Beaverton, OR 97006

PHONE: 503-704-6783 FAX: E-MAIL: eric_bolken@beaverton.k12.or.us

SIGNATURE: Eric Bolken CONTACT: Eric Bolken

(Original Signature Required)

LOT 2 Property Owner

Check box if Primary Contact

NAME/ 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)

EXISTING USE OF SITE: Elementary School PRE-APPLICATION DATE (if applicable): 06/29/2022

REASON FOR ADJUSTMENT: Requesting a Replat One because the subject property has never been part of a previously recorded plat.

LOT 1 INFORMATION:

SITE ADDRESS: 5225 SW Scholls Ferry Road

Table with 3 columns: ASSESSOR'S MAP & TAX LOT #, LOT SIZE, ZONING DISTRICT. Values: 1S113CA00400, 9.65 AC, RMC

LOT 2 INFORMATION:

SITE ADDRESS:

Table with 3 columns: ASSESSOR'S MAP & TAX LOT #, LOT SIZE, ZONING DISTRICT



PROPERTY LINE ADJUSTMENT, REPLAT FOR LOT CONSOLIDATION, AND LEGAL LOT DETERMINATION- SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- B. CHECKLIST.** Provide **one (1) completed** copy of this two (2) page checklist.
- C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed lot line adjustment, and the reason for the adjustment. In the written statement, please also address the following:
 - Address all applicable provisions of Chapter 20 (Land Uses) including but not limited to minimum land area, minimum lot dimensions, and minimum yard setbacks.
 - Provide individual findings specifically addressing how and why the proposal satisfies each of the approval criteria in Section 40.45 for Property Line Adjustment and Replat and Section 40.41 for Legal Lot Determination of the *Development Code* (ORD 2050) which is attached.

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

E. ADJUSTMENT ANALYSIS INFORMATION:

Lot Information*	Lot Area	Lot Width	Lot Depth
Code-required minimum	(no min.) sq. ft.	20 ft.	(no min.) ft.
Existing Lot 1	~420,354 sq. ft.	ft.	ft.
Proposed Lot 1	sq. ft.	ft.	ft.
Existing Lot 2	sq. ft.	ft.	ft.
Proposed Lot 2	sq. ft.	ft.	ft.

*If more than two lots are involved, please attach a separate sheet specifying the information in the above table for all lots involved in the lot line adjustment

F. CLEAN WATER SERVICES (CWS) DOCUMENTATION. Pursuant to Section 50.25.1.F of the *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact Clean Water Services in order to obtain the required documentation. For more information, please contact Amber Wierck, Environmental Plan Review Project Manager, at (503) 681-3653 or WierckA@CleanWaterServices.org

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". **A total of three (3) copies of each plan shall be submitted unless otherwise noted. 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. PROPERTY LINE ADJUSTMENT:** Submit **three (3) copies** of a to-scale property line adjustment plan for the properties involved. The plan shall contain the following minimum information:
 - north arrow, date and scale of plan
 - vicinity map
 - location and dimensions of abutting existing streets and public rights-of-way including measurement from centerline to edge of existing streets or public rights-of-ways
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 - proposed property lines, sizes, and dimensions
 - setbacks
 - existing buildings and structures
 - parking
 - driveways
 - landscaped areas
 - existing and approved vehicular, pedestrian, and bicycle connections
 - existing public and private easements and utilities located on or abutting the affected properties
 - location of 100-year floodplain, if applicable

- B. REPLAT for LOT CONSOLIDATION or LEGAL LOT DETERMINATION:** Submit **three (3) copies** of a to-scale lot consolidation plan for the properties involved. The plan shall contain the following minimum information:
 - existing property lines, sizes, and dimensions
 - proposed property lines, sizes, and dimensions
 - existing public and private easements and utilities located on or abutting the affected properties
 - location of 100-year floodplain, if applicable

Please Note: In addition to information listed above, a Deed History and Title Report may be requested of the applicant if the staff is unable to determine whether the subject lot is a "Lot of Record" (please see Chapter 90 definitions of the *Development Code*).

I have provided all the items required by this two (2) 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.

Shayna Rehberg

Print Name


Signature

503-227-3678

Telephone Number

11/23/2022

Date



CITY OF BEAVERTON

Community Development
Department
Planning Division
12725 SW Millikan Way
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-2550
BeavertonOregon.gov

<i>OFFICE USE ONLY</i>	
FILE #:	_____
FILE NAME:	_____
TYPE:	RECEIVED BY: _____
FEE PAID:	CHECK/CASH: _____
SUBMITTED:	LWI DESIG: _____
LAND USE DESIG:	NAC: _____

SIDEWALK DESIGN MODIFICATION APPLICATION

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

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: 503-704-6783 FAX: _____ E-MAIL: eric_bolken@beaverton.k12.or.us

SIGNATURE: CONTACT: _____

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: MIG|APG

ADDRESS: 506 SW 6th Avenue, Suite 400

(CITY, STATE, ZIP) Portland, OR 97204

PHONE: _____ FAX: _____ E-MAIL: srehberg@migcom.com

SIGNATURE: CONTACT: Shayna Rehberg

(Original Signature Required)

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

COMPANY: Beaverton School District

ADDRESS: 16550 SW Merlo Road

(CITY, STATE, ZIP) Beaverton, OR 97006

PHONE: _____ FAX: _____ E-MAIL: eric_bolken@beaverton.k12.or.us

SIGNATURE: CONTACT: Eric Bolken

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: _____

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

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

AREA TO BE DEVELOPED (s.f.): _____

EXISTING USE OF SITE: _____

PROPOSED DEVELOPMENT ACTION: demolition of existing school and construction of a new elementary school

PRE-APPLICATION DATE: 6/29/22



SIDEWALK DESIGN MODIFICATION SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS- REQUIRED FOR ALL SIDEWALK DESIGN MODIFICATION APPLICATIONS

- A. APPLICATION FORM. Provide one (1) completed application form with original signature(s).
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 determination request. In the written statement, please:
- Address all applicable provisions of Chapter 60 (Special Requirements) relating to the sidewalk modification requested.
- Provide individual findings specifically addressing how and why the proposal satisfies each of the approval criterions specified in Section 40.58 (Sidewalk Design Modification), of the City's Development Code (ORD 2050), attached.
- Provide information related to how the proposed Sidewalk Design Modification will continue to meet the technical standards of the Engineering Design Manual.
D. FEES, as established by the City Council. Make checks payable to the City of Beaverton.
E. SITE ANALYSIS INFORMATION:
- Proposed lineal distance of Sidewalk Design Modification. Approx. 537 lineal feet
F. CLEAN WATER SERVICES (CWS) DOCUMENTATION. Pursuant to Section 50.25.1.F of the City's Development Code requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Amber Wierck, Environmental Plan Review Project Manager, at (503) 681-3653 or WierckA@CleanWaterServices.org

PLANS & GRAPHIC REQUIREMENTS - REQUIRED FOR ALL SIDEWALK DESIGN MODIFICATION APPLICATIONS

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. A total of three (3) copies of each plan shall be submitted, unless otherwise noted. 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. DIMENSIONED SITE PLAN (Required only if site specific):**
- 1. North arrow, scale and date of plan.
 - 2. Points of access, interior streets, driveways, and parking areas.
 - 3. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
Demonstration, if applicable, of the location of shared off-street on an abutting property within 200 feet of the use that the shared parking is intended to serve.
 - 4. Proposed right-of-way, dedications and improvements.
 - 5. Dimension from centerline to edge of proposed right-of-way.
 - 6. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
 - 7. Location of storm water quality/detention facilities.
 - 8. Boundaries of development phases, if applicable.
 - 9. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Trees, as applicable.
 - 10. Sensitive areas, as defined by CWS standards.
 - 11. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

Note: Complete sets of plans reduced to 8 ½"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.

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

Shayna Rehberg

Signature

Telephone Number

Date