

Received
Planning Division
10/09/2023

EXHIBIT 4.2



Exhibit B: City of Beaverton Application Forms and Checklists

Exhibit B: City of Beaverton Application Forms and Checklists



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
INTERIM WASHINGTON COUNTY USE TYPE 2
NONCONFORMING USE

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

COMPANY: Tualatin Hills Parks and Recreation District

ADDRESS: 15707 SW Walker Road

(CITY, STATE, ZIP) Beaverton, OR 97006

PHONE: Please contact Applicant's Representative FAX: Please contact Applicant's Representative E-MAIL: Please contact Applicant's Representative

SIGNATURE: Please see below. CONTACT: Nicole Paulsen

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: AKS Engineering & Forestry, LLC

ADDRESS: 12965 SW Herman Road, Suite 100

(CITY, STATE, ZIP) Tualatin, OR 97062

PHONE: (503) 563-6151 FAX: (503) 563-6152 E-MAIL: southerlandg@aks-eng.com

SIGNATURE: [Handwritten Signature] CONTACT: Glen Southerland, AICP

(Original Signature Required)

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

COMPANY: Tualatin Hills Parks and Recreation District

ADDRESS: 15707 SW Walker Road

(CITY, STATE, ZIP) Beaverton, OR 97006

PHONE: Please contact Applicant's Representative FAX: Please contact Applicant's Representative E-MAIL: Please contact Applicant's Representative

SIGNATURE: [Handwritten Signature] CONTACT: Nicole Paulsen

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.



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 INTERIM WASHINGTON COUNTY USE TYPE 2 NONCONFORMING USE

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

COMPANY: Tualatin Hills Parks and Recreation District ADDRESS: 15707 SW Walker Road (CITY, STATE, ZIP) Beaverton, OR 97006

PHONE: Please contact Applicant's Representative FAX: Please contact Applicant's Representative E-MAIL: Please contact Applicant's Representative

SIGNATURE: Please see previous page. CONTACT: Nicole Paulsen (Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: AKS Engineering & Forestry, LLC ADDRESS: 12965 SW Herman Road, Suite 100 (CITY, STATE, ZIP) Tualatin, OR 97062

PHONE: (503) 563-6151 FAX: (503) 563-6152 E-MAIL: southerlandg@aks-eng.com

SIGNATURE: [Signature] CONTACT: Glen Southerland, AICP (Original Signature Required)

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

COMPANY: Oregon Department of Transportation ADDRESS: 123 NW Flanders Street (CITY, STATE, ZIP) Portland, OR 97209

PHONE: 971-673-6200 FAX: 503-653-5655 E-MAIL: cory.d.hamilton@odot.oregon.gov

SIGNATURE: Cory Hamilton CONTACT: Jim Bailey

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: No situs address

ASSESSOR'S MAP & TAX LOT #	LOT SIZE	ZONING DISTRICT
<u>1S 10 2CD Tax Lot 1500</u>	<u>±1.27 ac</u>	<u>RMA</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

PRE-APPLICATION DATE: July 6, 2022

AREA TO BE DEVELOPED (s.f.): ±19,500

EXISTING USE OF SITE: Park

PROPOSED DEVELOPMENT ACTION: Park Conditions

Use and proposed Dog Run Conditional Use

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.**
- | | |
|---|--|
| <p><input type="checkbox"/> Proposed parking modification: <u>N/A</u> sq. ft.</p> <p>Proposed number of parking spaces: <u>N/A</u></p> <p>Proposed use: <u>Park & dog run</u></p> <p>Parking requirement: <u>N/A</u></p> <p><input checked="" type="checkbox"/> Existing landscaped area: <u>±55,000</u> sq. ft.</p> <p>Percentage of site: <u>±90.2</u> %</p> <p>Proposed landscape modification: <u>±</u> sq. ft.</p> <p>Percentage of site: <u>±32.0</u> %</p> | <p><input type="checkbox"/> Existing parking area: <u>0</u> sq. ft.</p> <p>Existing number of parking spaces: <u>N/A</u></p> <p><input type="checkbox"/> Existing building height: <u>N/A</u> ft.</p> <p>Proposed building height: <u>N/A</u> ft.</p> <p><input type="checkbox"/> Existing building area: <u>N/A</u> sq. ft.</p> <p>Proposed building modification: <u>N/A</u> sq. ft.</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 (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.**
- 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.
- N/A

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:**
- N/A 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:**
- N/A 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:**
- N/A 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. UTILITY PLAN:**
- N/A 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:**
- N/A 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 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.

AKS Engineering & Forestry, LLC - Glen Southerland, AICP

(503) 563-6151

Print Name

Telephone Number

Signature

3/2/23

Date



NEW CONDITIONAL USE APPROVAL CRITERIA

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

An applicant for a Conditional Use shall address compliance with all of the following Approval Criteria as specified in 40.15.15.5.C.1-8 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Conditional Use application.
- 2. All City application fees related to the application under consideration by the decision-making authority have been submitted.
- 3. The proposal will comply with the applicable policies of the Comprehensive Plan.
- 4. The size, dimensions, configuration, and topography of the site and natural and man-made features on the site can reasonably accommodate the proposal.
- 5. The location, size, and functional characteristics of the proposal are such that it can be made reasonably compatible with and have a minimal impact on livability and appropriate use and development of properties in the surrounding area of the subject site.
- 6. The proposed residential use located in the floodway fringe meets the requirements in Section [60.10.25](#).
- 7. For parcel(s) designated Interim Washington County, the proposed use, identified in the land use designation previously held for the subject parcel(s), meets the use requirements identified in Washington County's Development Code.
- 8. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.



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: _____

DESIGN REVIEW COMPLIANCE LETTER APPLICATION

PROPERTY OWNER(S): Tualatin Hills Parks and Recreation District
ADDRESS: 15707 SW Walker Road
Beaverton, OR 97006

APPLICANT: AKS Engineering & Forestry, LLC
ADDRESS: 12965 SW Herman Road, Suite 100
Tualatin, OR 97062

SITE ADDRESS: No situs address

PHONE: Please contact Applicant's Representative
FAX: Please contact Applicant's Representative
E-MAIL: Please contact Applicant's Representative

PHONE: (503) 563-6151
FAX: (503) 563-6152
E-MAIL: southerlandg@aks-eng.com

MAP & TAX LOT #: 1S 10 2CD Tax Lot 1500
ZONING DISTRICT: RMA

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.

As property owner or authorized agent, I hereby authorize the filing of this Design Review Compliance Letter application. 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. As property owner or authorized agent, I hereby attest that the subject proposal meets each of the approval criteria for a Type 1 Design Review Compliance Letter.

Nicole Paulsen Nicole Paulsen 7/12/2023
Print Name **Signature** **Date**

Please provide a brief project description: Dog run area addition to Ridgewood Park. DRCL for existing landscape buffer compliance with supplemental plantings.

DESIGN REVIEW PROJECT INFORMATION

The following worksheet is intended to assist in the preparation and review of your application. Although it is not intended to be a comprehensive list, the below information will help determine which design standards (from Section 60.05) may be applicable and what additional information may be needed for the review of your project. For a complete listing of all design standards and code sections, please refer to the Beaverton Development Code (ORD 2050).

Please provide the following project information:

Existing site size	±1.27 ac.	Number of existing parking spaces	0
Existing building square footage	N/A	Number of total proposed parking spaces	0
Square footage of proposed building addition	N/A	Square footage of existing landscaped area	±55,000 SF
Building Permit number associated to this project	N/A	Square footage of proposed landscaped area	N/A



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: _____

DESIGN REVIEW COMPLIANCE LETTER APPLICATION

PROPERTY OWNER(S): Oregon Department of Transportation
 ADDRESS: 123 NW Flanders Street
Portland, OR 97209

PHONE: 971-673-6200
 FAX: _____
 E-MAIL: James.g.bailey@ODOT.oregon.gov

APPLICANT: AKS Engineering & Forestry, LLC
 ADDRESS: 12965 SW Herman Road, Suite 100
Tualatin, OR 97062

PHONE: (503) 563-6151
 FAX: (503) 563-6152
 E-MAIL: southerlandg@aks-eng.com

SITE ADDRESS: No situs address

MAP & TAX LOT #: 1S 10 2CD Tax Lot 1500
 ZONING DISTRICT: RMA

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.

As property owner or authorized agent, I hereby authorize the filing of this Design Review Compliance Letter application. 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. As property owner or authorized agent, I hereby attest that the subject proposal meets each of the approval criteria for a Type 1 Design Review Compliance Letter.

Cory Hamilton
 Print Name

Cory Hamilton
 Signature

7/20/23
 Date

Please provide a brief project description: Dog run area addition to Ridgewood Park. DRCL for existing landscape buffer compliance with supplemental plantings.

DESIGN REVIEW PROJECT INFORMATION

The following worksheet is intended to assist in the preparation and review of your application. Although it is not intended to be a comprehensive list, the below information will help determine which design standards (from Section 60.05) may be applicable and what additional information may be needed for the review of your project. For a complete listing of all design standards and code sections, please refer to the Beaverton Development Code (ORD 2050).

Please provide the following project information:

Existing site size	±1.27 ac.	Number of existing parking spaces	0
Existing building square footage	N/A	Number of total proposed parking spaces	0
Square footage of proposed building addition	N/A	Square footage of existing landscaped area	±55,000 SF
Building Permit number associated to this project	N/A	Square footage of proposed landscaped area	N/A

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

To help determine which design standards (from Section 60.05) are applicable to your project, please answer the following questions and provide the necessary information:

	Yes	No
Are modifications proposed to the exterior of an existing structure? If yes, please list these modifications in your project description and show the modifications on the plans. It may also be helpful to provide an existing condition and/or an existing elevations plan and/or photographs of the existing structure.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is new rooftop equipment proposed with this project? If yes, a screening plan is required to show compliance with Section 60.05.15.5.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the site abut a Major Pedestrian Route (see map in Section 60.05.55)? If yes, please note that several design standards are applicable only when the site abuts a Major Pedestrian Route.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the project involve new or changes to existing loading areas, solid waste facilities or exterior mechanical equipment? If yes, please see Section 60.05.20.2 for applicable design standards.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the project involve changes to the parking lot or pedestrian walkways? If yes, please see Sections 60.05.20.3-8 for applicable design standards.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the project involve changes to the existing landscaping or is new landscaping proposed? If yes, please provide a landscape plan which clearly shows the landscaped area and specifies the planting materials, including species and planting size.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is a retaining wall, fence or wall proposed? If yes, please see Sections 60.05.25.5-6 for specific design standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is grading of the site proposed? If yes, please provide a grading plan. If the site is within or abuts a residential zone, please see Section 60.15.10 for specific grading standards.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is new lighting or a change to existing lighting proposed with this project? If yes, lighting specifications and a lighting plan are required. Please see Section 60.05.30 and Table 60.05-1 of the Development Code.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

To help determine whether the proposed project complies with the requirements of Chapter 60, please answer the following questions, and provide the necessary information:

	Yes	No												
Is a building addition or change to an existing loading area proposed? If yes, please see Section 60.25 for off-street loading requirements. Please also complete the following information:	<input type="checkbox"/>	<input checked="" type="checkbox"/>												
<table border="1"> <tr> <td>Existing:</td> <td>Type of Use _____</td> <td>Floor Area (s.f.) _____</td> <td>Total Number of Existing Loading Berths _____</td> </tr> <tr> <td>Proposed:</td> <td>Type of Use _____</td> <td>Floor Area (s.f.) _____</td> <td>Total Number of Loading Berths Proposed _____</td> </tr> </table>	Existing:	Type of Use _____	Floor Area (s.f.) _____	Total Number of Existing Loading Berths _____	Proposed:	Type of Use _____	Floor Area (s.f.) _____	Total Number of Loading Berths Proposed _____						
Existing:	Type of Use _____	Floor Area (s.f.) _____	Total Number of Existing Loading Berths _____											
Proposed:	Type of Use _____	Floor Area (s.f.) _____	Total Number of Loading Berths Proposed _____											
Is a building addition or change to an existing parking area proposed? If yes, please see Section 60.30 for off-street parking requirements. Please also complete the following information and attach additional information if necessary:	<input type="checkbox"/>	<input checked="" type="checkbox"/>												
<table border="1"> <tr> <td>Existing:</td> <td>Type of Use _____</td> <td>Floor Area (s.f.) _____</td> <td>Existing Number of parking spaces _____</td> </tr> <tr> <td>Proposed:</td> <td>Type of Use _____</td> <td>Floor Area (s.f.) _____</td> <td>Number of new spaces _____</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Total number of spaces _____</td> </tr> </table>	Existing:	Type of Use _____	Floor Area (s.f.) _____	Existing Number of parking spaces _____	Proposed:	Type of Use _____	Floor Area (s.f.) _____	Number of new spaces _____				Total number of spaces _____		
Existing:	Type of Use _____	Floor Area (s.f.) _____	Existing Number of parking spaces _____											
Proposed:	Type of Use _____	Floor Area (s.f.) _____	Number of new spaces _____											
			Total number of spaces _____											
Are any trees proposed for removal? If yes, please contact staff at (503) 526-2420 to determine whether the trees are Significant or Historic. If the trees are landscape trees, please see Section 60.60.25.9 and in your written statement please address how your proposal meets this section of the Development Code.	<input type="checkbox"/>	<input checked="" type="checkbox"/>												

DESIGN REVIEW COMPLIANCE LETTER 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

- A. APPLICATION FORM, DESIGN REVIEW PROJECT INFORMATION AND CHECKLIST.**
Provide **one (1) completed** application form, Design Review Project Information, and checklist with original signature. (* *Have you submitted for a permit from another division?*)
- B. 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. Please include a description of the location of the proposed modifications, materials to be used, sizes, colors, and square footage as appropriate to the situation. You may include copies of illustrations from catalogs to *supplement* the narrative.

PLANS & GRAPHIC REQUIREMENTS

Include all of the following information:

- A. SITE PLAN:** Submit **one (1) copy** of a site plan of the entire property. The site plan should clearly show all proposed site changes. If the plan is not to scale, it must be fully dimensioned. Label and show the location of:
 - abutting streets
 - structures
 - landscaped areas
 - property lines
 - parking
 - proposed square footages
 - setbacks
 - driveways
 - existing easements and utilities located within 25 feet of any proposed outside modifications
 - existing and approved vehicular, pedestrian, and bicycle connections

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

- B. ARCHITECTURAL ELEVATIONS:** Submit **one (1) copy** of 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 proposed materials, colors, and textures.

OTHER

- A. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- B. OTHER WRITTEN & PLAN INFORMATION.** In addition to the above materials, submit **one (1) copy** of written and plan information that is required by the Design Review Project Information form.
- C. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** **Please Note:** If your Design Review proposal includes a building addition or new construction, or site alterations that involve grading, paving, road and/or pathway construction, you will likely be required to obtain written documentation from Clean Water Services (CWS) stating that water quality to sensitive areas will not be adversely affected by the subject proposal. In some cases, the City is able to perform a Pre-Screen Site Assessment, thereby determining no sensitive areas are apparent on-site or within 200 feet of the proposed impact area. The City Pre-Screen Site Assessment is conducted through a Pre-Application Conference. For more information on the CWS Site Assessment, please contact Lindsey Obermiller, Environmental Plan Reviewer, at (503) 681-3653 or at ObermillerL@CleanWaterServices.org.



DESIGN REVIEW COMPLIANCE LETTER APPROVAL CRITERIA

THE FOLLOWING IS A LIST OF THE APPROVAL CRITERIA FOR A DESIGN REVIEW COMPLIANCE LETTER, AS SPECIFIED IN SECTION 40.20.15.1.C OF THE DEVELOPMENT CODE. STAFF WILL REVIEW YOUR PROPOSAL FOR COMPLIANCE WITH THESE APPROVAL CRITERIA AND THE RELEVANT CODE SECTIONS. A PROPOSAL MUST MEET ALL APPLICABLE APPROVAL CRITERIA IN ORDER TO HAVE AN APPROVABLE PROJECT.

1. The proposal satisfies the threshold requirements for a Design Compliance Review Letter.
2. All City application fees related to the application under consideration by the decision-making authority have been submitted.
3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
4. The proposal meets all applicable Site Development Requirements of Sections 20.05.15., 20.10.15., 20.15.15., and 20.20.15. of the Development Code unless the applicable provisions are subject to an Adjustment, Planned Unit Development, or Variance application which shall be already approved or considered concurrently with the subject proposal.
5. The proposal, which is not an addition to an existing building, is consistent with all applicable provisions of Sections 60.05.15 through 60.05.30 (Design Standards).
6. If applicable, the proposed addition to an existing building and/or site, and only that portion of the building and/or site containing the proposed improvements, complies with the applicable provisions of Sections 60.05.15 through 60.05.30 (Design Standards) as they apply to the following:
 - a. Building articulation and variety (Section 60.05.15.1.).
 - b. Roof forms (Section 60.05.15.2.).
 - c. Exterior building materials (Section 60.05.15.4.).
 - d. Foundation landscaping requirements (Section 60.05.25.4.D.).
 - e. Screening roof-mounted equipment requirements (Section 60.05.15.5.).
 - f. Screening loading areas, solid waste facilities and similar improvements (Section 60.05.20.2.).
 - g. Lighting requirements (Section 60.05.30.).
 - h. Changes to the existing on-site vehicular parking, maneuvering, and circulation area does not require additional paving to the site and the minimum and maximum parking requirements for the subject site are met.
 - i. Pedestrian circulation.
7. The proposal complies with all applicable provisions in CHAPTER 60 (Special Regulations).
8. The proposal complies with the grading standards outlined in Section 60.15.10 or approved with an Adjustment or Variance.
9. Except for conditions requiring compliance with approved plans, the proposal does not modify any conditions of approval of a previously approved Type 2 or Type 3 application.
10. Proposals for Community Gardens comply with Section 60.05.25.14 of CHAPTER 60. Community Gardens are exempt from Criteria 4, 5, 6, 7, and 8 above.
11. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.



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:

PARKING DETERMINATION APPLICATION

PLEASE SELECT THE SPECIFIC TYPE OF PARKING DETERMINATION FROM THE FOLLOWING LIST:

- TYPE ONE USE OF EXCESS PARKING
TYPE TWO PARKING REQUIREMENT DETERMINATION
TYPE TWO SHARED PARKING

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

COMPANY: Tualatin Hills Parks and Recreation District

ADDRESS: 15707 SW Walker Road

(CITY, STATE, ZIP) Beaverton, OR 97006

PHONE: Please contact Applicant's Representative FAX: Please contact Applicant's Representative E-MAIL: Please contact Applicant's Representative

SIGNATURE: Nicole Paulsen CONTACT: Nicole Paulsen

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: AKS Engineering & Forestry, LLC

ADDRESS: 12965 SW Herman Road, Suite 100

(CITY, STATE, ZIP) Tualatin, OR 97062

PHONE: (503) 563-6151 FAX: (503) 563-6152 E-MAIL: southerlandg@aks-eng.com

SIGNATURE: Glen Southerland CONTACT: Glen Southerland, AICP

(Original Signature Required)

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

COMPANY: Tualatin Hills Parks and Recreation District

ADDRESS: 15707 SW Walker Road

(CITY, STATE, ZIP) Beaverton, OR 97006

PHONE: Please contact Applicant's Representative FAX: Please contact Applicant's Representative E-MAIL: Please contact Applicant's Representative

SIGNATURE: Nicole Paulsen CONTACT: Nicole Paulsen

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: No situs address

AREA TO BE DEVELOPED (s.f.): ±19,500

ASSESSOR'S MAP & TAX LOT # LOT SIZE ZONING DISTRICT
1S 10 2CD Tax Lot 1500 ±1.27 ac RMA

EXISTING USE OF SITE: Ridgewood Park

PROPOSED DEVELOPMENT ACTION: Dog run area



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:

PARKING DETERMINATION APPLICATION

PLEASE SELECT THE SPECIFIC TYPE OF PARKING DETERMINATION FROM THE FOLLOWING LIST:

- TYPE ONE USE OF EXCESS PARKING
TYPE TWO PARKING REQUIREMENT DETERMINATION
TYPE TWO SHARED PARKING

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

COMPANY: Tualatin Hills Parks and Recreation District
ADDRESS: 15707 SW Walker Road
(CITY, STATE, ZIP) Beaverton, OR 97006
PHONE: FAX: E-MAIL:
SIGNATURE: CONTACT: Nicole Paulsen

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: AKS Engineering & Forestry, LLC
ADDRESS: 12965 SW Herman Road, Suite 100
(CITY, STATE, ZIP) Tualatin, OR 97062
PHONE: (503) 563-6151 FAX: (503) 563-6152 E-MAIL: southerlandg@aks-eng.com
SIGNATURE: Glen Southerland, AICP CONTACT: Glen Southerland, AICP

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

COMPANY: Oregon Department of Transportation
ADDRESS: 123 NW Flanders Street
(CITY, STATE, ZIP) Portland, OR 97209
PHONE: FAX: E-MAIL:
SIGNATURE: Cory Hamilton CONTACT: Cory Hamilton

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.

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: No situs address
AREA TO BE DEVELOPED (s.f.): ±19,500
ASSESSOR'S MAP & TAX LOT # LOT SIZE ZONING DISTRICT EXISTING USE OF SITE: Ridgewood Park
1S 10 2CD Tax Lot 1500 ±1.27 ac RMA
PROPOSED DEVELOPMENT ACTION: Dog run area

PARKING DETERMINATION SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS- *REQUIRED FOR ALL PARKING DETERMINATION 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 20 (Land Uses) relating to the type of land use for which a parking determination is requested.
 - Address all applicable provisions of Section 60.30 (Off-Street Parking).
 - Provide individual findings specifically addressing how and why the proposal satisfies each of the approval criteria specified in Section 40.55.15.1.C.1-6 (Parking Requirement Determination), Section 40.55.15.2.C.1-10 (Shared Parking), and Section 40.55.15.3.C.1-6 (Use of Excess Parking), of the City's *Development Code* (ORD 2050), attached.
 - Provide information on the total gross floor area of all on-site buildings and structures, the total number of employees, the hours of operation, maximum number of employees per shift, and the potential customer volume. 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:**

<ul style="list-style-type: none"> <input type="checkbox"/> Proposed parking modification: <u>N/A</u> sq. ft. Proposed number of parking spaces: <u>N/A</u> Proposed use: <u>Park/Dog Run</u> Parking requirement: <u>N/A</u> 	<ul style="list-style-type: none"> Proposed building height: <u>N/A</u> ft Existing building area: <u>N/A</u> sq. ft. Proposed building modification: <u>N/A</u> sq. ft.
<ul style="list-style-type: none"> <input type="checkbox"/> Existing parking area: <u>N/A</u> sq. ft. Existing number of parking spaces: <u>N/A</u> Existing building height: <u>N/A</u> ft. 	<ul style="list-style-type: none"> <input type="checkbox"/> Existing landscaped area: <u>±55,000</u> sq. ft. Percentage of site: <u>±90.2</u> % Proposed landscape modification: <u>19,500</u> sq. ft. Percentage of site: <u>±32.0</u> %
- F. 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.
- G. 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 the Environmental Plan Review Project Manager

PLANS & GRAPHIC REQUIREMENTS –

REQUIRED FOR ALL PARKING DETERMINATION 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:

- B. DIMENSIONED SITE PLAN (Required only if site specific):**
- 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.
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.
 - 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. 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.
 - 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.*

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.

AKS Engineering & Forestry, LLC - Glen Southerland, AICP

Print Name

Glen Southerland, AICP

Digitally signed by Glen Southerland, AICP
Date: 2023.07.26 10:01:42 -07'00'

Signature

(503) 563-6151

Telephone Number

7/26/2023

Date



PARKING REQUIREMENT DETERMINATION APPROVAL CRITERIA

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

An applicant for a Parking Requirement Determination shall address compliance with all of the following Approval Criteria as specified in 40.55.15.1.C.1-6 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Parking Determination application.
- 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- 3. The determination is consistent with Title 2 of Metro’s Urban Growth Management Functional Plan.
- 4. The determination will not create adverse impacts, taking into account the total gross floor area, number of employees, potential customer volume, and the hours of operation of the use.
- 5. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- 6. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

SHARED PARKING APPROVAL CRITERIA

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

An applicant for Shared Parking shall address compliance with all of the following Approval Criteria as specified in 40.55.15.2.C.1-10 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Shared Parking application.
- 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- 3. The location of the shared off street parking is on an abutting property and is within 200 feet of the subject use in which the shared parking is intended to serve, except in Multiple Use zoning districts where the location may be at any distance.
- 4. If multiple properties are involved, the owners of each of the properties has agreed to the shared parking by entering into a shared parking agreement.
- 5. The time of peak parking demand for the various uses located on the subject properties occur at different times of the day.
- 6. Adequate parking will be available at all times when the various uses are in operation.
- 7. The proposal is consistent with all applicable provisions of Chapter 60 (Special Requirements) and that all improvements, dedications, or both required by the applicable provisions of Chapter 60 (Special Requirements) are provided or can be provided in rough proportion to the identified impact(s) of the proposal.
- 8. There are safe and efficient vehicular and pedestrian circulation patterns within the boundaries of the site.
- 9. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- 10. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

USE OF EXCESS PARKING APPROVAL CRITERIA

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

An applicant for Use of Excess Parking shall address compliance with all of the following Approval Criteria as specified in 40.55.15.3.C.1-6 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Use of Excess Parking application.
- 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- 3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- 4. Excess parking accounts for a minimum of 20% of the required parking for all uses of the site.
- 5. Excess parking has existed for the previous 180 days.
- 6. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.