





Received  
Planning Division  
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**CITY OF BEAVERTON**  
Community Development Department  
Planning Division  
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**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: _____ sq. ft. | Existing building height: _____ ft.                              |
| Proposed number of parking spaces: _____                              | Proposed building height: _____ ft.                              |
| Proposed use: _____   | Existing building area: _____ sq. ft.                            |
| Parking requirement: _____  | Proposed building modification: _____ sq. ft.                    |
| <input type="checkbox"/> Existing parking area: _____ sq. ft.         | <input type="checkbox"/> Existing landscaped area: _____ sq. ft. |
| Existing number of parking spaces: _____                              | Percentage of site: _____ %                                      |
|   | Proposed landscape modification: _____ sq. ft.                   |
|   | Percentage of site: _____ %                                      |

**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](mailto: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 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.

**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.***

Li Alligood, AICP  
 \_\_\_\_\_  
**Print Name**

503.415.2384  
 \_\_\_\_\_  
**Telephone Number**

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

12/20/2020  
 \_\_\_\_\_  
**Date**

Digitally signed by Li Alligood, AICP  
 DN: cn=Li Alligood@lalligood.com, o=Osak, Inc., ou=Portland Planning & Design, dn=Li Alligood, AICP  
 Date: 2020.12.20 15:44:00 -0800