

Received
Planning Division
01/23/2023

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: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ CONTACT: _____

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ CONTACT: _____

(Original Signature Required)

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

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ CONTACT: _____

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

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____

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

PRE-APPLICATION DATE: _____

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

EXISTING USE OF SITE: _____

PROPOSED DEVELOPMENT ACTION: _____

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.**
 - Proposed parking modification: _____ sq. ft.
 Proposed number of parking spaces: _____
 Proposed use: _____
 Parking requirement: _____
 - Existing landscaped area: _____ sq. ft.
 Percentage of site: _____ %
 Proposed landscape modification: _____ sq. ft.
 Percentage of site: _____ %
 - Existing parking area: _____ sq. ft.
 Existing number of parking spaces: _____
 - Existing building height: _____ ft.
 Proposed building height: _____ ft
 - Existing building area: _____ sq. ft.
 Proposed building modification: _____ 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.**

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.

Print Name

Telephone Number

Signature

Date



INTERIM WASHINGTON COUNTY USE TYPE 1 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 an Interim Washington County Use Type 1 shall address compliance with all of the following Approval Criteria as specified in 40.15.15.1.C.1-5 of the Development Code:

- 1. The proposal satisfies the threshold requirements for an Interim Washington County Use Type 1 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. 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.
- 5. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

MINOR MODIFICATION OF A 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 Minor Modification of a Conditional Use shall address compliance with all of the following Approval Criteria as specified in 40.15.15.2.C.1-6 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Minor Modification of 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 contains all applicable application submittal requirements as specified in Section [50.25.1](#) of the Development Code.
- 4. The existing use has been approved as a conditional use as governed by the regulations in place when the use was established and complies with applicable conditions of conditional use approval.
- 5. The proposal will not remove or modify previously established conditions of approval for the prior conditional use consistent with Section [50.95.6](#) of this 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.

INTERIM WASHINGTON COUNTY USE TYPE 2 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 an Interim Washington County Use Type 2 shall address compliance with all of the following Approval Criteria as specified in 40.15.15.3.C.1-5 of the Development Code:

- 1. The proposal satisfies the threshold requirements for an Interim Washington County Use Type 2 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. 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.
- 5. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.



MAJOR MODIFICATION OF A 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 Major Modification of a Conditional Use shall address compliance with all of the following Approval Criteria as specified in 40.15.15.4.C.1-7 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Major Modification of 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 complies with the applicable policies of the Comprehensive Plan.
- 4. The existing use has been approved as a conditional use as governed by the regulations in place when the use was established and complies with the applicable conditions of the conditional use approval unless the applicant has received or is concurrently requesting one or more conditions be removed or modified as part of the current application.
- 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 proposal will not modify previously established conditions of approval for the prior conditional use consistent with Section [50.95.6](#) of the Development Code.
- 7. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.



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.



PLANNED UNIT DEVELOPMENT 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 Preliminary Planned Unit Development shall address compliance with all of the following Approval Criteria as specified in 40.15.15.6.C.1-12 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a PUD application.
- 2. All City application fees related to the application under consideration by the decision-making authority have been submitted.
- 3. The proposal meets the Site Development Requirement for setbacks within the applicable zoning district for the perimeter of the parent parcel unless otherwise provided by Section [60.35.10.3](#).
- 4. The proposal complies with the applicable policies of the Comprehensive Plan.
- 5. The size, dimensions, configuration, and topography of the site and natural and man-made features on the site can reasonably accommodate the proposal.
- 6. 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 development of properties in the surrounding area of the subject site.
- 7. The width of proposed lots or staggering of building setbacks within detached residential developments vary so as to break up the monotony of long blocks and provide for a variety of home shapes and sizes, while giving the perception of open spaces between homes.
- 8. The lessening the Site Development Requirements results in significant benefits to the enhancement of site, building, and structural design, preservation of natural features and the surrounding neighborhood as outlined in Section [60.35.15](#).
- 9. The proposal provides improved open space that is accessible and usable by persons living nearby. Open space meets the following criteria unless otherwise determined by the Planning Commission through Section [60.35.15](#):
 - a. The dedicated land forms a single parcel of land except where the Planning Commission determines two (2) parcels or more would be in the public interest and complement the overall site design.

- b. The shape of the open space is such that the length is not more than three (3) times the width the purpose of which is to provide usable space for a variety of activities except where the Planning Commission determines a greater proportioned length would be in the public interest and complement the overall site design.
 - c. The dedicated land(s) is located to reasonably serve all lots for the development, for which the dedication is required.
- ❑ 10. For proposals within the SC-S (Station Community - Sunset) zoning district, the requirements identified in Sections [20.20.40.2.](#) and [20.20.40.3.](#) are satisfied.
- ❑ 11. If the application proposes to develop the PUD over multiple phases, the decision-making authority may approve a time schedule of not more than five (5) years for the multiple development phases. If a phased PUD has been approved, development of the future phases of the PUD shall be filed within five (5) years or the PUD has received an extension of approval pursuant to Section [50.93](#) of this Code. However, all PUD phases must commence construction within five (5) years of the date of the decision of the PUD. Refer to Section [50.90.A](#)
- ❑ 12. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.



MODIFICATION OF A NONCONFORMING 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 Modification of a Nonconforming Use shall address compliance with all of the following Approval Criteria as specified in 40.15.15.7.C.1-8 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Modification of a Nonconforming Use application.
- 2. All City application fees related to the application under consideration by the decision-making authority have been submitted.
- 3. The structure or use proposed to be modified, moved, or reconstructed is a lawful nonconforming structure or use of land that was made nonconforming by a governmental agency action, as identified in Section [30.25.3](#) or Section [30.30.2](#) of the Development Code.
- 4. The structure or use is adversely impacted or destroyed as a result of a governmental agency action.
- 5. The reconstructed or relocated use does not occupy an area greater than that occupied prior to the relocation.
- 6. This Modification of a Nonconforming Use application was made prior to the adverse impact or destruction of the use or structure.
- 7. The reconstructed or relocated use is on the same property or an abutting property under the same ownership.
- 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: _____
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: _____
 ADDRESS: _____
 (CITY, STATE, ZIP) _____
 PHONE: _____ FAX: _____ E-MAIL: _____
 SIGNATURE: _____ CONTACT: _____
 (Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: _____
 ADDRESS: _____
 (CITY, STATE, ZIP) _____
 PHONE: _____ FAX: _____ E-MAIL: _____
 SIGNATURE: _____ CONTACT: _____
 (Original Signature Required)

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

COMPANY: _____
 ADDRESS: _____
 (CITY, STATE, ZIP) _____
 PHONE: _____ FAX: _____ E-MAIL: _____
 SIGNATURE: _____ CONTACT: _____

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

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____	AREA TO BE DEVELOPED (s.f.): _____
ASSESSOR'S MAP & TAX LOT #	EXISTING USE OF SITE: _____
LOT SIZE	_____
ZONING DISTRICT	_____
_____	PROPOSED DEVELOPMENT ACTION: _____
_____	_____
_____	_____



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.

- 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.
Existing parking area: sq. ft. 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

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.

Print Name

Telephone Number

Signature

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) _____

Paint or Stain colors (i.e. Olympic, Brown Stain #17) _____

EXTERIOR TRIM

Materials _____

Paint or Stain colors _____

ROOF

Materials _____

DOORS

Materials _____

Paint or Stain colors _____

WINDOWS

Frame type and color _____

FLASHING & DOWNSPOUTS



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: _____

**OFFICE USE ONLY
APPROVED REVISIONS**

EXTERIOR STAIRS / BALCONIES / RAILINGS

Materials _____

Paint or Stain colors _____

GARAGES / CARPORTS

Materials _____

Paint or Stain colors _____

OTHER

TRASH ENCLOSURES

Materials _____

Paint or Stain colors _____

Location _____

FENCING

Materials _____

Paint or Stain colors _____

Location _____

LIGHTING FIXTURES Fixture type, # lamps, wattage, height, color, etc _____



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:	_____

MAILBOXES

Materials, colors, location _____

**OFFICE USE ONLY
 APPROVED REVISIONS**

PEDESTRIAN PATHWAYS

Materials, colors, location _____

RECREATIONAL AMENITIES

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

Description of item(s) including materials and colors _____

SITE ANALYSIS DATA

<u>Item</u>	<u>Lot Coverage in Square Feet (sf)</u>	<u>Lot Coverage in %</u>
BUILDING AREA	211 sf	%
PARKING AND DRIVING	sf	%
LANDSCAPING / OPEN SPACE	sf	%
TOTAL SITE AREA	428,630 sf	<.001 %



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
www.BeavertonOregon.gov

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

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.

<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.

 Print Name

 Telephone Number

 Signature

 Date

DESIGN REVIEW TWO 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 Design Review Two shall address compliance with all of the following Approval Criteria as specified in 40.20.15.2.C.1-6 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Design Review Two 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. the proposal is consistent with all applicable provisions of Sections 60.05.15 through 60.05.30 (Design Standards).
- 5. For additions to or modifications of existing development, the proposal is consistent with all applicable provisions of Sections 60.05.15 through 60.05.30 (Design Standards) or can demonstrate that the additions or modifications are moving towards compliance of specific Design Standards if any of the following conditions exist:
 - a. A physical obstacle such as topography or natural feature exists and prevents the full implementation of the applicable standard; or
 - b. The location of existing structural improvements prevent the full implementation of the applicable standard; or
 - c. The location of the existing structure to be modified is more than 300 feet from a public street.

If the above listed conditions are found to exist and it is not feasible to locate a proposed addition in such a way that the addition abuts a street, then all applicable design standards except the following must be met:

 - d. If in a Multiple-Use District, building location, entrances and orientation along streets, and parking lot limitations along streets (Standards 60.05.15.6 and 60.05.20.8).
 - e. If in a Multiple-Use or Commercial District, ground floor elevation window requirements (Standard 60.05.15.8).
- 6. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

DESIGN REVIEW THREE 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 Design Review Three shall address compliance with all of the following Approval Criteria as specified in 40.20.15.3.C.1-9 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Design Review Three application.
- 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- 3. For proposals meeting Design Review Three application thresholds numbers 1 through 6, the proposal is consistent with all applicable provisions of Sections 60.05.35 through 60.05.50 (Design Guidelines).
- 4. For additions to or modifications of existing development, the proposal is consistent with all applicable provisions of Sections 60.05.35 through 60.05.50 (Design Guidelines) or can demonstrate that the additions or modifications are moving towards compliance of specific Design Guidelines if any of the following conditions exist:
 - a. A physical obstacle such as topography or natural feature exists and prevents the full implementation of the applicable guideline; or
 - b. The location of existing structural improvements prevent the full implementation of the applicable guideline; or
 - c. The location of the existing structure to be modified is more than 300 feet from a public street.
- 5. For DRBCP proposals which involve the phasing of required floor area, the proposed project shall demonstrate how future development of the site, to the minimum development standards established in this Code or greater, can be realistically achieved at ultimate build out of the DRBCP.
- 6. For proposals meeting Design Review Three application Threshold numbers 7 or 8, where the applicant has decided to address a combination of standards and guidelines, the proposal is consistent with all applicable provisions of Sections 60.05.15 through 60.05.30 (Design Standards) except for the Design Standard(s) where the proposal is instead subject to the applicable corresponding Design Guideline(s).
- 7. For proposals meeting Design Review Three application Threshold numbers 7 or 8, where the applicant has decided to address Design Guidelines only, the proposal is consistent with the applicable provisions of Sections 60.05.35 through 60.05.50 (Design Guidelines).
- 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: _____

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: _____
 ADDRESS: _____
 (CITY, STATE, ZIP) _____
 PHONE: _____ FAX: _____ E-MAIL: _____
 SIGNATURE: _____ CONTACT: _____

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: _____
 ADDRESS: _____
 (CITY, STATE, ZIP) _____
 PHONE: _____ FAX: _____ E-MAIL: _____
 SIGNATURE: _____ CONTACT: _____

(Original Signature Required)

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

COMPANY: _____
 ADDRESS: _____
 (CITY, STATE, ZIP) _____
 PHONE: _____ FAX: _____ E-MAIL: _____
 SIGNATURE: _____ CONTACT: _____

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

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____			AREA TO BE DEVELOPED (s.f.): _____
ASSESSOR'S MAP & TAX LOT #	LOT SIZE	ZONING DISTRICT	EXISTING USE OF SITE: _____
_____	_____	_____	_____
_____	_____	_____	PROPOSED DEVELOPMENT ACTION: _____
_____	_____	_____	_____
_____	_____	_____	_____

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:**
- | | |
|--|--|
| <input type="checkbox"/> Proposed parking modification: _____ sq. ft.
Proposed number of parking spaces: _____
Proposed use: _____
Parking requirement: _____ | <input type="checkbox"/> Proposed building height: _____ ft.
Existing building area: _____ sq. ft.
Proposed building modification: _____ sq. ft. |
| <input type="checkbox"/> Existing parking area: _____ sq. ft.
Existing number of parking spaces: _____
Existing building height: _____ ft. | <input type="checkbox"/> Existing landscaped area: _____ sq. ft.
Percentage of site: _____ %
Proposed landscape modification: _____ sq. ft.
Percentage of site: _____ % |
- 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.

Print Name

Telephone Number

Signature

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.