



150 East Main Street, Hillsboro, OR 97123
4th Floor • 503/681-6153
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www.ci.hillsboro.or.us

CONCEPT DEVELOPMENT PLAN APPLICATION

NOTICE TO APPLICANT: On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable Ordinance prior to submitting an application. When applicable, applicants are also advised to submit three (3) draft application packages in advance of deadline dates for public hearings: a list of meeting dates and deadlines is available on request. **INCOMPLETE APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC HEARING UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIALS.**

TRACKING INFORMATION (For Office Use Only)

File # _____ Planner: _____ Hearing Date: _____

Applicant _____ Property Owner _____

APPLICATION TYPE: *(please check one)*

- Original Concept Development Plan:** original application for a new concept development plan.
- Concept Development Plan Modification:** modification of an existing concept development plan.

SITE LOCATION & DESCRIPTION

Tax Map #(s) _____ Tax Lot #(s) _____

Frontage Street or Address _____

Nearest Cross Street _____

Plan Designation _____ Zoning _____ Site Size _____ acres or sq. ft.

SUMMARY OF REQUEST

Project Type/Narrative Summary: *(Provide a brief summary and specify project type: Single Family Residential (SFR), Multi-family Residential (MFR), Commercial, Industrial, Mixed Use)* _____

Proposed Project Name _____

of Phases Proposed _____ Total # of Lots _____ Useable Open Space & Improvements _____%

If Residential, please indicate the no. of units: Total _____ SFR Detached _____ SFR Attached _____ MFR _____

Maximum Lot Size _____ sq.ft. Minimum Lot Size _____ sq.ft.

Average Lot Size _____ sq.ft. / # of lots below average size _____ (not to exceed 30% - applicable only to residential)

NOTE: If a residential project is proposed, a Residential Density Calculation Worksheet (attached) must be submitted.

If Mixed Use, please specify types of uses and approximate percentages of overall site are in each use:

Commercial _____% Industrial _____% Residential _____%

If Commercial or Industrial: # of Non-residential buildings: _____ Total square footage: _____

CONCEPT DEVELOPMENT PLAN APPLICATION (CONTINUED)

DETAILED SITE INFORMATION

Are any of the following present on the site? *If so, please specify number of acres and/or percentage of site affected.*

Floodplain _____ Wetlands _____ Significant Natural Resources _____

Cultural Resources _____ Airport Noise Contours _____ Slopes greater than 25% _____

Are alternative design standards requested? Yes No *(If Yes, cite applicable code standards.)*

Water Provider: City of Hillsboro Tualatin Valley Water District Other: _____

Does the site have access to City Street(s) Yes No *(Please explain)* _____

Does the site have access to County Road(s) Yes No *(Please explain)* _____

Are there existing structures on the site? Yes No *(If Yes, briefly explain future status of structures.)* _____

OWNERSHIP AND APPLICANT INFORMATION

Property Owner(s) Name(s) _____

Mailing Address/State/Zip _____

Phone # _____ Fax # _____ Email Address _____

Does the owner of this site also own any adjacent property? Yes No *(If Yes, please list tax map and tax lots)*

Property Owner's Signature _____ Date: _____

(If more than one property owner, please attach additional sheet with names and signatures.)

Applicant Name _____

Mailing Address/State/Zip _____

Phone # _____ Fax # _____ Email Address _____

Applicant's Signature _____ Date: _____

Applicant's interest in property _____

CONTINUED ON PAGE 3

CONCEPT DEVELOPMENT PLAN APPLICATION (CONTINUED)

ADDITIONAL PROJECT TEAM MEMBERS

Civil Engineer _____

Mailing Address/State/Zip _____

Phone # _____ Fax # _____ Email Address _____

Architect _____

Mailing Address/State/Zip _____

Phone # _____ Fax # _____ Email Address _____

Additional Personnel _____

Mailing Address/State/Zip _____

Phone # _____ Fax # _____ Email Address _____

Additional Personnel _____

Mailing Address/State/Zip _____

Phone # _____ Fax # _____ Email Address _____

COMPLETENESS CHECK (For Office Use Only)

Received by _____ Date _____

Accepted as complete by _____ Date _____

Additional reviews pending? Yes No If yes, File # _____

Receipt # _____ Fee(s) Paid _____



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RESIDENTIAL DENSITY CALCULATION WORKSHEET

To monitor compliance with State regulations and the Metro Functional Plan, the City must track the net densities of new residential developments in the City. This worksheet must be completed by the applicant and submitted with the preliminary application for any residential Subdivision, Planned Unit Development, Concept Development Plan, Major Partition, Minor Partition, or Development Review approval.

Project Name: _____

Developer / Applicant: _____

Project Site Address: _____

Tax Map #(s) _____ Tax Lot #(s) _____

Plan Designation _____ Zoning _____

Minimum density is calculated on net residential acreage, which is gross acreage *minus* “undevelopable land”:

1. Dedications for public rights-of-way and easements, and for internal streets required for fire access;
2. Storm water treatment and detention facilities;
3. Required usable open space (varies according to application);
4. Optional open space within inventoried Significant Natural Resource areas or in proximity to inventoried Cultural Resource structures.
5. Delineated wetlands and vegetated corridors as required by Clean Water Services;
6. Any land with 25%+ slopes, or within the 100-year floodplain, unless used for building or parking purposes.

Residential Density Calculations: *Fill in the blanks below to calculate the net residential density.*

Total Gross Area of Subject Site (1 acre = 43,560 sq. ft.): _____ square feet

Less “undevelopable land”:	Public street right-of-way dedication	_____
<i>(as applicable)</i>	Public easements	_____
	Private street tracts	_____
	Required fire access drive areas	_____
	Storm water treatment and detention areas	_____
	Wetlands and required CWS vegetated corridors	_____
	Slopes greater than 25%	_____
	100-year floodplain	_____
	Required usable open space	_____

Total Net Area (total gross area minus undevelopable land): _____ square feet

Net Acreage of Subject Site (total net area divided by 43,560): _____ acres

Total Number of Residential Units Proposed: _____ units

Net Residential Density (proposed units divided by net acreage): _____ units per net acre



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CERTIFICATION OF SERVICE AVAILABILITY

In order to begin the land use review process for development review, subdivisions, concept and detailed development plans, planned unit developments, major partitions or minor partitions, it is necessary to obtain certification that water, sanitary and storm sewer services are available to the proposed site. **It is the applicant's responsibility to obtain complete information.**

Proposed Project Name _____ Date Submitted _____

Applicant's Name _____ Phone: _____

Owner's Name _____ Phone: _____

Legal Description of Property: (as shown on County Tax Assessor's records)

Tax Map Number(s): _____ Tax Lot Number(s): _____

Frontage Street or Address: _____

Nearest Cross Street/Road: _____

Comp Plan Designation: _____ Zoning: _____ Site Size: _____ acres or sq. ft.

Requested Land Use Review Application Type: (i.e.: Subdivision, PUD) _____

Residential		Commercial/Industrial		Institutional	
# of lots:		Type of use:		# of sq. ft.:	
Single-family:		# of sq.ft. (gross floor area):		# of students, employees, members:	
Multi-family:					

Identify any easement(s) on-site or off-site which is for the purpose of providing utilities or other services:

County Recording Number: _____ Purpose: _____

County Recording Number: _____ Purpose: _____

Adjacent Streets/ County Roads	Existing R-O-W Width	Existing Improvement Width	Required R-O-W Width	Required Improvement Width

Please have the following information provided by the Hillsboro Engineering and Water Departments and return the completed form with your land use review application form. If water service is provided by Tualatin Valley Water District please contact the District at 503.642.1511.

SERVICE	LINE SIZE	LOCATION	COMMENTS	Initial/ Date
Water Department to fill out:				
WATER				
Engineering Department to fill out:				
SAN. SEWER				
STORM SEWER				

APPROVAL CRITERIA AND REVIEW STANDARDS (CONCEPT DEVELOPMENT PLAN)

The approval criteria and review standards for a Concept Development Plan are listed in Section 136(VII)(B)(6) of the Zoning Ordinance as follows:

- a. Notice of the public hearing on the Concept Development Plan before the Planning Commission shall be made in accordance with the procedures contained in Zoning Ordinance Section 116 (1).
- b. The Planning Commission shall approve an application for Concept Development Plan approval only upon finding the following approval criteria are met:
 - (1) That the proposed Concept Development Plan is consistent with the purposes identified in this section and the intent of the applicable SCPA district;
 - (2) The phasing schedule is reasonable and does not exceed five (5) years between commencement of development on the first and last phases unless otherwise authorized by the Planning Commission; and
 - (3) That the proposed Concept Development Plan complies with minimum residential density, minimum floor area ratio and minimum usable open space requirements of Sections 137 and 138.
- c. The Planning Commission may authorize and impose some or all of an applicant's proposed alternative development or design elements pursuant to the provisions of subsection VII.B.2.e. of this section.
- d. The Planning Commission may impose such conditions as it deems necessary to ensure compliance with these elements and other applicable standards in Sections 137 through 142.
- e. If an applicant represents to the Planning Commission, either verbally, in writing as part of a submittal, the applicant's intention to impose restrictions beyond the minimum requirements of the applicable development code(s), including but not limited to Zoning Code Sections 136-142, or represents that certain actions or conditions, through the use of private Deed Covenants, Conditions and Restrictions ("CC&Rs") or otherwise, will occur, the Planning Commission may include such representations and/or CC&R provisions in its Concept Development Plan Approval Order.
- f. Concept Development Plan approval shall constitute approval in principle for the proposed phased development; provided, however, that Concept Development Plan approval shall be binding as to the following particulars:
 - (1) Minimum residential density, minimum floor area ratio and minimum usable open space for the project as a whole;
 - (2) Approximate location and type of permitted uses, and
 - (3) Consistency with the purposes identified in this section.
- g. Concept Development Plan approval shall give the applicant the right to proceed with the filing of applications for Detailed Development Plan approval in a manner consistent with the approved Concept Development Plan, subject to compliance with the provisions of this subsection, all applicable requirements in Sections 136 through 142 of this Ordinance, all other applicable City ordinances and regulations, and such conditions of approval as the Planning Commission has attached to the Concept Development Plan approval. An application for Detailed Development Plan approval of the first phase of the Concept Development Plan shall be filed not more than eighteen (18) months following the date of a final decision approving the Concept Development Plan.
- h. If a Concept Development Plan was approved by the Planning Commission between August 6, 1996 and City Council approval of amendments to Sections 136-142 on April 15, 1997, at the option of the applicant, the provisions relating to the process and requirements for submittals for Concept, Detailed and Final Development Plans, and the binding requirements of subsection (f), above, in effect at the time of the application, shall remain applicable to that application.

SUBMITTAL REQUIREMENTS

(CONCEPT DEVELOPMENT PLAN)

The Concept Development Plan submittal shall specifically and clearly show the following features and information on the maps, drawings, application form or attachments as defined in Section 136(VII)(B)(3-5) of the Zoning Ordinance:

EXISTING CONDITIONS:

- Proposed name of the development, and the names and addresses of the property owner(s), any contract or earnest money purchaser(s), the authorized agent and the applicant's professional consultants.
- Date, north point and scale of drawing.
- Appropriate identification of the drawing as a Concept Development Plan.
- A vicinity map showing the location of the planned development sufficient to define its location and boundaries and Washington County Tax Assessor's map numbers of the tract boundaries. The vicinity map shall clearly identify the nearest cross streets.
- An aerial photograph of the proposed site and properties within 250 feet of the site.
- The size, dimensions, and zoning, including dimensions and gross area of each lot or parcel tax lot and Tax Assessor's map designations for the proposed site and properties within 100 feet of the site.
- The location, dimensions and names, as appropriate, of existing and platted streets and alleys on and within 250 feet of the perimeter of the property, together with the location and dimensions of existing and planned easements, sidewalks, bike routes and bikeways, pedestrian/bicycle accessways and other pedestrian or bicycle ways, transit streets and facilities, neighborhood activity centers, and the location of other important features such as section lines, section corners, City boundary lines and monuments.
- Contour lines related to some established bench mark or other datum approved by the City Engineer and having minimum intervals as follows:
 - For slopes of less than ten percent (10%), two feet (2');
 - For slopes of ten percent (10%) to twenty percent (20%), five feet (5'). For slopes of over 20 %, 10 feet;
 - For slopes of over twenty percent (20%), ten feet (10');
 - Where lots are to be created on slopes in excess of twenty-five percent (25%), cross sections of those lots shall be provided.
- The location of natural resource areas on and within 100 feet of the site, including fish and wildlife habitat, natural areas, wooded areas, areas of significant trees or vegetation, wetlands and other water resources, and significant features such as large rock outcroppings and scenic views.
- The location of inventoried historic and cultural resources on and within 100 feet of the boundaries of the site.
- The location, dimensions and setback distances of all existing permanent structures, improvements and utilities on and within twenty-five feet (25') of the site, and the current or proposed uses of the structures.

DEVELOPMENT INFORMATION:

- A preliminary site circulation plan showing the approximate location of proposed vehicular, bicycle and pedestrian access points and circulation patterns, parking and loading areas or, in the alternative, proposed criteria for the location of such facilities to be determined during Detailed Development Plan review.
- The approximate location of all proposed streets, alleys, other public ways, sidewalks, bicycle and pedestrian accessways and other bicycle and pedestrian ways, transit streets and facilities, neighborhood activity centers and easements on and within 250 feet of the site. The map shall identify existing subdivisions and development and un-subdivided or un-partitioned land ownerships adjacent to the proposed development site and show how existing streets, alleys, sidewalks, bike routes, pedestrian/bicycle accessways and utilities within 250 feet may be extended to and/or through the proposed development.

SUBMITTAL REQUIREMENTS (CONTINUED)

- The approximate projected location, acreage, type and density of the proposed development.

For all projects within a SCR-V District and for residential projects within the SCRP District, this information shall be provided so as to identify these factors for all residential and non-residential development, by type. For purposes of residential phases of development, the applicant shall identify for each phase (1) the minimum and maximum number of housing units to be provided, by housing type; (2) the overall minimum number of housing units to be provided; and (3) the minimum and maximum lot sizes by housing type.

- Conceptual drawings, illustrations and building elevations for all proposed attached single family and multi-family dwellings and all non-residential and mixed use buildings; typical multi-family and attached single family residential floor plans; and proposed exterior building materials and color boards typifying each of the listed housing products and typical non-residential and mixed use buildings to be constructed within the development.

At the option of the applicant, submittal of detailed plans may be reviewed either administratively or by the Planning Commission.

1. If the applicant chooses administrative Detailed Development Plan review, the Concept Development Plan application must include sufficiently detailed building locations, dimensions, elevations, and building and landscaping materials palettes to clearly establish the standards by which the Detailed Development Plan will be reviewed administratively under Sections 7, 8 and 9. The Planning Commission may impose conditions on approval of the Concept Development Plan regarding changes in the detailed site plans or elevations as necessary to insure compliance with Sections 137 and 138.
2. If the applicant chooses Detailed Development Plan review by the Planning Commission, either concurrent with or subsequent to Planning Commission review of the Concept Development Plan, the Planning Commission shall give public notice of and shall hold a public hearing on the Detailed Development Plan submittal.

- The approximate locations of proposed parks, playgrounds or other outdoor play areas; outdoor common areas and usable open spaces; and natural, historic and cultural resource areas or features proposed for preservation. This information shall include identification of areas proposed to be dedicated or otherwise preserved for public use and those open areas to be maintained and controlled by the owners of the property and their successors in interest for private use.

- Applicants seeking to initiate, develop or expand a campus development or major institution where an approved Concept Development Plan or Planned Unit Development did not previously exist, may differentiate between development phases with definite construction plans and future phases for which plans are less definitive. If the applicant makes such a differentiation, lands with less definition ("inactive") shall not be included within the Concept Development Plan except to size and locate internal streets and infrastructure, and to estimate maximum traffic impacts on the local road system. For these purposes, the applicant shall assume that future development on the inactive lands will contain at least 45 employees per acre plus typical visitor/customer/student use for the anticipated land use, or the maximum development intensity documented by industry experience for the use or uses intended for the campus or institution, whichever is greater.

Prior to development on the inactive lands, approval of an amended Concept Development Plan under then current regulations shall be required in order to activate the land for inclusion in future phases. In the amended Concept Development Plan, any improvements or development previously constructed within the development shall be treated as an existing condition, and any impacts associated with the newly activated phases shall be attributed to the development as a whole.

NARRATIVE STATEMENT:

- A description, approximate location and timing of each proposed phase of development. Unless otherwise authorized by the Planning Commission, a phased development may not exceed five (5) years between commencement of development on the first and final phases. If this time expires before completion of the project, the project is subject to reauthorization under the procedures then in place for similar development projects within SCPAs. However:

SUBMITTAL REQUIREMENTS

(CONTINUED)

1. provided at least one phase of the approved Concept Development Plan proceeds into final construction and is completed at least every eighteen (18) months, the expiration date shall automatically be extended for another eighteen (18) months.
 2. an approved Concept Development Plan shall vest for a period of two (2) years even if no activity takes place to move a project forward to the Detailed Development Plan stage. The vesting period for an approved Concept Development Plan of a Major Institution shall be five (5) years. Upon approval of the Planning Director, and payment of the appropriate fees, the vesting period may be extended one time for a period not to exceed one (1) year. Notwithstanding this vesting provision, any traffic analysis done as a part of the original Concept Development Plan approval process does not vest and a new or revised Traffic Impact Report shall be required during Detailed Concept Plan review if the Planning Director or the City Engineer finds that traffic or the transportation system characteristics in the vicinity of the project have changed during the interim.
- An explanation of how the proposed development is consistent with the purposes of this Section and the intent of the appropriate SCPA district.
- A summary statement describing the anticipated traffic impacts of the proposed development.
1. The summary shall include a general description of the impact of the entire development on the local street and road network, and shall specify the maximum projected average daily trips and the maximum parking demand associated with buildout of the entire development.
 2. In addition to this basic information, an applicant either shall:
 - include a copy of the full traffic impact report specified in Section 137.XVI.B.2 for the full development of all phases of the Concept Development Plan; or
 - with the City Engineer's concurrence, request the full analysis called for in Section 137.XVI.B.2 be limited to the specific phases under review. The Planning Commission may approve this request upon a determination that detailed traffic analysis for the remaining phases is not necessary to properly evaluate the Concept Development Plan.
 3. If an applicant chooses to pursue option 2(a), the applicant may choose among three options for implementing required traffic capacity and safety improvements:
 - The Concept Development Plan may include a phasing plan for the proposed interior circulation system and for all on-site and off-site traffic capacity and safety improvements required on the existing street system as a result of fully implementing the plan. If this option is selected, the traffic phasing plan shall be binding on the applicant. This option may be executed at any time after approval of the Concept Development Plan, but if exercised or executed more than eighteen (18) months following initial approval, another traffic impact report shall be required.
 - The applicant may choose to immediately implement all required traffic safety and capacity improvements associated with the fully executed Concept Development Plan. If this option is selected, no further traffic improvements will be required from the applicant. However, if a Concept Development Plan is later amended in a manner so as to cause the projected average daily trips or the total parking demand of the development to increase over original projections, an additional traffic impact report shall be required to be submitted during the Detailed Development Plan review process for all future phases of the development project and additional improvements may be required.
 - The applicant may defer implementation of any and all capacity and safety improvements required for any phase until that phase of the development reaches the Final Development Plan stage. If this option is selected, the applicant shall submit a supplemental traffic report along with the other materials required for Detailed Development Plan review of that phase.

SUBMITTAL REQUIREMENTS

(CONTINUED)

4. Any traffic impact report done in conjunction with a future development phase is subject to review either through a public hearing or administrative process which includes the opportunity for review by affected agencies and interested parties, and the future development proposal is subject to imposition of appropriate conditions on that phase of the development project to mitigate identified traffic impacts of the proposed development.
- A statement describing the impacts of the proposed development on natural resources and on any resources contained in the City's Inventory of Cultural Resources, that is within the proposed site.
 - In addition to the submittal requirements of the Narrative Statement listed above, Concept Development Plan submittals by a major institution shall include an analysis of the institution's impacts and affects upon the surrounding community and neighborhood within one-half mile of the major institution. Where two or more major institutions exist within a single SCPA District or where a major institution is within one-half mile of another major institution, each impact analysis shall identify and analyze the cumulative land use, traffic and circulation, parking, environmental and other impacts on the neighborhood and the community. A marketing organization, land owners' association, or similar organization completely or nearly encompassing a major institutional campus or research park is exempt from filing a Concept Development Plan if it does not own or control real property within the District. However, if such an agent takes on a role analogous to a developer of an industrial or business park with the ability to site establishments within a research park or institutional campus and make other arrangements necessary to the development of property or construction of buildings or tenant improvements, then the City will, like the industrial park developer, require the agent to prepare and gain approval of a comprehensive Concept Development Plan for the entire area under the agent's control.

SUBMITTAL REQUIREMENTS & CHECK LIST (CONCEPT DEVELOPMENT PLAN)

The following items must be submitted with a Concept Development Plan application. Your application will not be considered complete without the required information.

- Twenty-five (25) copies plus the original, signed application form. The original application form must include a “wet ink” signature from the property owner or authorized agent. This information must be reproduced so please write clearly using black/dark blue ink or type.
- Twenty-five (25) copies plus original of the appropriate and necessary site plans, maps, drawings, exhibits and narratives. NOTE: Details provided within Section 136 (VII)(B)(3) under the headings: Existing Conditions, Development Information, and Narrative Statement, including reference to any necessary approvals from other agencies: Washington County, Clean Water Services, DSL, ODOT, DEQ, etc.
- Twenty-five (25) copies plus original of the neighborhood meeting(s) notes, list of parties notified, dated photographs documenting site posting, copies of all materials provided by the applicant at the meeting, and a signature sheet of attendees, as specified in Section 129A of the Zoning Ordinance.
- Three (3) copies plus original of the traffic impact report (if applicable) as specified in Section 137.XVI.B.2 of the Zoning Ordinance.
- One (1) copy of either:
A determination by Clean Water Services (CWS) or the Engineering Department that a Site Assessment is not necessary.
A CWS Service Provider Letter.
- One (1) completed Residential Density Calculation Worksheet (If residential project proposed).
- One (1) completed Certification of Service Availability form (attached).
- One (1) completed CWS Sewer Use Information Card (if commercial development.)
- Complete Application Packet Sets: All submitted material must be folded and collated in sets and to scale. Submittals should include one complete, original application packet along with the applicable number of copy sets indicated above.
 - All plans (full-sized and reduced) must be measured to a legible and reasonable scale. Examples of preferred plan scales include:
 - Site plans: 1" = 20' for full-size plans (24" x 36"); 1" = 40' for reduced (11" x 17")
 - Landscape plans: 1" = 20' for full-size plans (24" x 36"); 1" = 10' for detailed plans; 1" = 40' for reduced (11" x 17")
 - Architectural drawings: floor plans, building elevations, and other architectural drawings: 1/8" = 1' for full-size; no smaller than 1/16" = 1' for reduced plans; 1/4" = 1' for detailed plans.
- The appropriate filing fee. **MAKE CHECKS PAYABLE TO CITY OF HILLSBORO.** Please consult the fee schedule for current fees.

SUBMITTAL RECOMMENDATIONS (CONCEPT DEVELOPMENT PLAN)

- Applicants are advised to schedule a pre-application meeting with Planning staff to discuss request prior to submittal of application.
- Applicants are advised to submit three (3) draft application packages one week in advance of deadline dates for public hearings.

FOR MORE INFORMATION PLEASE CONTACT:

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