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MINOR COMPREHENSIVE PLAN CHANGE 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)

Planner _____ File # _____ Hearing Date _____
Applicant _____ Property Owner _____

SITE LOCATION & DESCRIPTION

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

Frontage Street or Address _____

Nearest Cross Street _____

Current Plan Designation _____ Zoning _____ Site Size _____ (acres or sq. ft.)

REQUEST

Change current plan designation(s) from: _____ to: _____

If multiple tax lots and plan designations:

Tax Map	Tax Lot	Current Plan Designation	Change to	Lot Size (acres/sq. footage)

REASON FOR REQUEST

(If proposed change is intended to allow for future development, state the type of project proposed; Single-family Residential (SFR) Multi-family Residential (MFR), Commercial (C), Industrial (I), Mixed Use (MU))

MINOR COMPREHENSIVE PLAN CHANGE APPLICATION (CONTINUED)

DETAILED SITE INFORMATION

Are any of the following present on the site? *(If yes, 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% _____

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 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 _____

Mailing Address/State/Zip _____

Phone # _____ Fax # _____ Email Address _____

Applicant's Signature _____ Date: _____

Applicant's interest in property _____

COMPLETENESS CHECK (For Office Use Only)

Received by _____ Date _____

Accepted as complete by _____ Date _____

Additional reviews pending? YES NO If yes, what is the File # _____

Receipt # _____ Fee(s) Paid _____

APPROVAL CRITERIA AND REQUIREMENTS

(MINOR COMPREHENSIVE PLAN CHANGE)

The approval criteria and requirements for a minor comprehensive plan change are included in the HILLSBORO COMPREHENSIVE PLAN, Ordinance No. 2793-4-77, Section 1. Planning and Citizen Involvement:

(IV) Minor Plan Amendments.

(B) Minor Plan Amendment: Plan Map.

A minor plan amendment proposing a change to the Comprehensive Plan Map designation shall be processed pursuant to quasi-judicial notice and procedures and may be requested at any time by a property owner(s), a person(s) purchasing property under contract, or a person(s) who has the written consent of the property owner.

An applicant for such a Map amendment shall show: 1) that the property is better suited for uses proposed than for the uses for which the property is currently designated by the Plan; and, 2) that a need exists for the proposed Plan Map designation that is not already met by existing Plan Map designations in the general area.

- (1) Notice of any public hearing on such a minor plan amendment to the Comprehensive Plan Map shall be by two (2) publications in a newspaper of general circulation in the City not less than 5 days nor more than 20 days prior to the date of the hearing and by mailing written notice not less than 20 days prior to the date of the hearing to owners of property within the area enclosed by lines parallel to and 500 feet from the exterior boundaries of the property involved using for this purpose the name and address of the owners as shown upon the current records of the County Assessor. In addition, the written notice shall be mailed to the community or neighborhood association and the Citizen Participation Organization within which the property is located and to State, county and city agencies or individuals who request such notice. The contents of the written notice shall comply with the applicable State statutory requirements. The failure of a person to receive the notice specified in this section shall not invalidate any proceedings in connection with the proposed minor revision.
- (2) A complete application and supporting information addressing the specific criteria for Plan Map amendments shall be filed with the City Planning Department. In order to defray the costs of processing, the application shall be accompanied by a fee as established by the City Council under Subsection (3) of this section.
- (3) For the purpose of establishing or revising the fee cited in subsection (2) above, the City Council shall hold a public hearing. Notice of such hearing shall be published in the local newspaper, and the proposed fee schedule shall be available in the Planning Department and on the City's web site.

(C) Minor Plan Amendment - General Procedures.

- (1) A public hearing shall be held by the Planning Commission on any minor plan amendment.
- (2) Recess of hearing. The Planning Commission may recess a hearing in order to obtain further information or provide additional notification. Upon recessing for these purposes, the Commission shall announce the time and date when the hearing will be resumed.
- (3) After hearing the proposed minor plan amendment, the Planning Commission shall deny or forward a recommendation of approval or approval with modifications to the City Council.
- (4) Any party to a proceeding on a minor plan amendment may appeal the recommendation on the amendment of the Planning Commission to the City Council by filing such an appeal with the City Recorder within fifteen (15) days of the mailing date of the Planning Commission's Notice of Decision on the amendment.
- (5) The City Council may hold a hearing on the proposed minor plan amendment. The Council shall hold a hearing on any appeal of a Planning Commission decision on a minor plan amendment. If a public hearing is held, notice for such a hearing shall comply with the applicable notice requirements relating to minor amendments to the Plan text or to the Plan Map as set forth above. After consideration of a proposal or an appeal, the City Council may adopt or deny the minor plan amendment or uphold, reject or modify the recommendation of the Planning Commission.

APPROVAL CRITERIA AND REQUIREMENTS (CONTINUED)

- (6) The applicant shall be notified in writing of the City Council decision.
- (7) The Planning Department shall keep copies of the adopted minor plan amendment on file at City Hall and the City Library for inspection by the public and shall notify citizens and government agencies who have requested notice that copies of the adopted amendments are available for inspection.
- (8) The Planning Commission shall also establish and publicize a procedure whereby interested individuals, community organizations and public agencies may request to be included on a regular mailing list of parties to be notified of the initiation of proposed minor plan amendments.

SUBMITTAL REQUIREMENTS (MINOR COMPREHENSIVE PLAN CHANGE)

- Twenty-five (25) copies plus the original, signed application form with a written narrative describing and justifying the plan change requested and addressing the approval criteria (on previous page.) 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 a site plan and other materials essential to understanding the proposal.
- All submitted material must be to scale, folded, and in collated sets. Site plans: 1” = 20’ for full-size plans (24” x 36”); 1” = 40’ for reduced (11” x 17”)
- The appropriate filing fee. **MAKE CHECKS PAYABLE TO CITY OF HILLSBORO.** Please consult the fee schedule for current fees.

SUBMITTAL RECOMMENDATIONS (MINOR COMPREHENSIVE PLAN CHANGE)

- 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:

City of Hillsboro Planning Department
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