



150 East Main Street, Hillsboro, OR 97123  
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www.ci.hillsboro.or.us

# DETAILED 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 PROCESSED UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIALS.**

## TRACKING INFORMATION (For Office Use Only)

File # \_\_\_\_\_ Planner: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

Applicant \_\_\_\_\_ Property Owner \_\_\_\_\_

## 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 \_\_\_\_\_

Subject to previous Concept Development Plan approval?  Yes  No File No. \_\_\_\_\_ *(attach copy of Notice of Decision)*

# of Phases Proposed \_\_\_\_\_ Total # Lots \_\_\_\_\_ Total # Parking Spaces \_\_\_\_\_ 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: \_\_\_\_\_

CONTINUED ON PAGE 2

# DETAILED 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.)*

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Water Provider:  City of Hillsboro  Tualatin Valley Water District  Other: \_\_\_\_\_

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

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

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

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## 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)*

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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 \_\_\_\_\_

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CONTINUED ON PAGE 3

# DETAILED 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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**CERTIFICATION OF SERVICE AVAILABILITY**

In order to begin the land use review process for development review, subdivisions, 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.		# of students,	
Multi-family:		(gross floor area):		employees, members:	

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
<b>Water Department to fill out:</b>				
WATER				
<b>Engineering Department to fill out:</b>				
SAN. SEWER				
STORM SEWER				

# APPROVAL CRITERIA AND REVIEW STANDARDS (DETAILED DEVELOPMENT PLAN)

The approval criteria and review standards for a **Detailed Development Plan** are listed in Section 136(VII)(B)(8) of the Zoning Ordinance as follows:

- a. Subject to applicable limited land use requirements for public notice and opportunity to submit testimony, the Planning Director shall review an application for Detailed Development Plan approval in the same manner the Director reviews an application for Development Review under Section 133 of the Zoning Ordinance. Submittal of an application for Detailed Development Plan review shall be accompanied by payment of a fee equal to that fee established in Section 129 for a Development Review application.
- b. If any provision or element of the Concept Development Plan that requires a public hearing before the Planning Commission was deferred, the Planning Director shall refer the Detailed Development Plan to the Planning Commission for public hearing and disposition.
- c. Where a project submitted for Detailed Development Plan approval also involves the subdivision or partition of land, an applicant shall submit an application for a preliminary subdivision plat approval together with the application for Detailed Development Plan approval. The two applications may be combined for public notice and public hearing purposes.
- d. The Planning Director shall approve an application for Detailed Development Plan approval only upon findings that:
  - (1) The Detailed Development Plan complies with all applicable requirements of Sections 136 through 142 of this Ordinance and other applicable provisions, including the provisions of applicable overlay zones; and
  - (2) If a Concept Development Plan has been approved, the Detailed Development Plan conforms with the Concept Development Plan, including conditions of approval attached thereto.
- e. If the Planning Director finds that the Detailed Development Plan does not conform with an approved Concept Development Plan, approval shall be denied unless the Planning Director places conditions on the proposed Detailed Development Plan to achieve conformance with the Concept Development Plan. Minor changes from the Concept Development Plan shall not be deemed inconsistent or nonconforming if the changes meet all of the following criteria:
  - (1) The proposed change does not relate to any specific condition of approval or requirement placed on the Concept Development Plan by the Planning Commission;
  - (2) The proposed change is not prohibited by or require a variance from any provision of Sections 136 through 142 of the Zoning Ordinance;
  - (3) The proposed change does not involve a change in use;
  - (4) The proposed change involves only a minor or inconsequential shift in elements (buildings, streets, parking lot configuration, landscaping, usable open space, etc.) internal to the development and does not have impacts outside the development (roadway or driveway alignments, utility connections, increased traffic impacts, etc.);
  - (5) Any proposed change in the timing or phasing of the development does not adversely impact or delay construction of related infrastructure or transportation system elements, or preclude the timely and efficient provision of services to adjacent property, or adversely impact the existing infrastructure or transportation systems in the vicinity;
  - (6) The change does not increase the average daily auto; trips associated with the approved plan by more than one-hundred (100) trips;
  - (7) The change does not decrease overall density of the development; and

# **APPROVAL CRITERIA AND REVIEW STANDARDS**

## **(CONTINUED)**

- (8) The proposed changed does not increase the overall residential density of the development by more than five percent (5%).
- f. If the Planning Director denies Detailed Development Plan approval or places conditions on the approval which the applicant opposes, the applicant may apply to the Planning Commission for an amendment to the Concept Development Plan under the applicable provisions of Section 136.VII.B.3-6.

## **SUBMITTAL REQUIREMENTS**

### **(DETAILED DEVELOPMENT PLAN)**

The Detailed Development Plan submittal shall specifically and clearly show the following features and information on the maps, drawings, application form or attachments: (Zoning Ordinance Section 136 VII(B)(9-10))

#### **EXISTING CONDITIONS:**

The applicant shall submit a Detailed Development Plan to the Planning Director for approval. The Detailed Development Plan shall specifically and clearly show the following features and information on the maps, drawings, application form or attachments to depict existing conditions. An applicant with an approved Concept Development Plan or a converted PUD, shall be deemed in compliance with information required by this subsection and need not re-file the information. However, if the application is based on a PUD approved prior to the effective date of this Ordinance which has not been converted to, or approved by this Ordinance as, a Concept Development Plan and if the information required below was not part of the submittals during the PUD process, the Planning Director or Planning Commission shall require any such supplemental information and any other information necessary to demonstrate compliance with the applicable provisions of Sections 136 through 142 as part of the Development Review submittals:

- a. 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.
- b. Date, north point and scale of drawing. Minimum scale for all drawings shall be one inch equals one hundred feet (1"=100').
- c. A vicinity map showing the location of the development sufficient to define its location and boundaries and Washington County Tax Assessor's map numbers of the tract boundaries. The vicinity shall clearly identify the nearest cross streets.
- d. An aerial photograph of the proposed site and properties within 250 feet of the site.
- e. The site size, dimensions, and zoning, including dimensions and gross area of each lot or parcel and tax lot and Tax Assessor's map designations for the proposed site and properties within 100 feet of the site.
- f. 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 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.
- g. Contour lines related to some established bench mark or other datum approved by the City Engineer and having minimum intervals as follows:
  - (1) For slopes of less than ten percent (10%), two feet (2').
  - (2) For slopes of ten percent (10%) to twenty percent (20%), five feet (5').
  - (3) For slopes of over twenty percent (20%), ten feet (10').
  - (4) Where lots are to be created on slopes in excess of twenty-five percent (25%), cross sections of those lots shall be provided.

# SUBMITTAL REQUIREMENTS (CONTINUED)

- h. The location of natural resource areas on or 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.
- i. The location of inventoried historic and cultural resources on and within 100 feet of the boundaries of the site.
- j. 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. A detailed site development plan showing the location, building envelopes, dimensions, and setback distances of all proposed structures, improvements, utilities and land uses on the site, and the proposed uses and orientation of the structures. The site development plan shall show the building envelopes in relation to existing trees and natural resource areas on and adjacent to the site boundaries and show how the proposed layout of structures is consistent with the preservation of those trees and natural resource areas to the extent practicable. As used in this subsection, "trees" means trees of eight inch (8") caliper or greater measured four feet (4') above ground level.
- b. A detailed site circulation plan showing proposed vehicular, bicycle and pedestrian access points and circulation patterns, parking and loading areas for commercial or multi-family uses, and a specific layout of the uses proposed within the development. The site circulation plan shall include the location, arrangement, number and dimension of automobile garages, parking spaces, aisles and bays and, if applicable, truck-loading areas.
- c. A traffic analysis documenting the on- and off-site traffic impacts, as specified in Section 137.XVI.C.1. If such an analysis was submitted as part of the Concept Development Plan process, the scope of the report may be limited to any changes which have occurred during the interim and any information listed below which was not a part of the initial study.

The on-site portion of the analysis shall include the location, dimensions and names of all proposed streets, alleys, other public ways, sidewalks, bike routes and bikeways, pedestrian/bicycle accessways and other pedestrian and bicycle ways, transit streets and facilities, neighborhood activity centers, and easements on and within 250 feet of the boundaries 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.

- d. The approximate street location, grades and radii of curves of all proposed streets on the site.
- e. The location within the development and in the adjoining streets of existing and proposed sewers, water mains, culverts, drain pipes, underground electric, cable television and telephone distribution lines, gas lines, and the location of existing aerial electric, telephone and television cable lines, if any, to be relocated within the development.
- f. If areas are to be graded, a grading and erosion control plan showing the nature of cuts and fills, information on the character of the soils, and a narrative explaining how the plan is consistent with the protection of trees and natural resource areas on and adjacent to the site to the extent practicable.
- g. The location of proposed parks, playgrounds or other outdoor play areas; outdoor common areas and usable open spaces; and natural areas or features proposed for preservation. The plan shall identify the location of all areas proposed to be dedicated or otherwise reserved for public use and those open areas to be maintained and controlled by the owners of the property and their successors in interest for their recreational and leisure use.
- h. A street and exterior lighting plan, drawn to scale, showing type, height, and area of illumination along streets and in multi-family and non-residential areas.
- i. The proposed ownership pattern and detailed phasing plans, if applicable.

# SUBMITTAL REQUIREMENTS & CHECK LIST

## (DETAILED DEVELOPMENT PLAN)

- Completed, Signed Application Form:** Original plus twelve (12) copies\* of the completed, 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.
- Site Plans/Narrative:** Original plus twelve (12) copies\* (6 full-sized and 6 reduced) of the appropriate and necessary site, utility, landscaping, lighting and lot plans; maps, building elevations, drawings, exhibits and detailed written narratives essential to understanding how the proposal meets the approval criteria. NOTE: Details provided in Section 136 VII(B)(9-10) under the headings: Existing Conditions and Development Information.
- Traffic Impact Report:** Original plus three (3) copies of the traffic impact report (if applicable) as specified in Section 137.XVI.C.1 of the Zoning Ordinance.
- Clean Water Services (CWS) Service Provider Letter:** One (1) copy of either: A CWS Service Provider Letter, or a determination by CWS or the Hillsboro Engineering Department that a Site Assessment is not necessary.
- Residential Density Calculation Worksheet:** One (1) completed form (If residential project proposed).
- Certification of Service Availability:** One (1) completed form. Applicant must obtain necessary utility service availability information prior to application submittal.
- CWS Sewer Use Information Card:** One (1) completed card (if commercial development.) Card may be obtained in the Planning office if not attached to application form.
- Electronic Application Packet:** *(in addition to hard copy submittal requirements):* When available, please provide one (1) electronic version of all application materials such as project narrative, building elevations; preliminary lot plans, site, utility, lighting, and landscaping plans; traffic, geotechnical, and environmental reports (as applicable). Electronic files may be submitted in PDF format on a DVD/CD. Contact the assigned Planner or Planning Technician for additional information or assistance.
- 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.
- Fee:** The appropriate filing fee **PAYABLE TO CITY OF HILLSBORO**. Please consult the fee schedule for current fees.

\* When a Detailed Development Plan requires review through a Planning Commission public hearing, 25 copies of the application materials must be submitted rather than the 12 copies as stated above. The 25 copies shall include 15 full-sized plans and 10 reduced plan sets.

## SUBMITTAL RECOMMENDATIONS

- Applicants are advised to schedule a pre-application meeting with Planning staff to discuss request prior to submittal of application.
- When applicable, 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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