



150 East Main Street, Hillsboro, OR 97123
4th Floor • 503/681-6153
FAX 503/681-6245
www.ci.hillsboro.or.us

PLANNED UNIT DEVELOPMENT MODIFICATION 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: (See Approval Criteria attached to determine application type.)

Administrative Modification
(Planning Director Review)

Substantial Modification *(Pre-application meeting recommended)*
(Planning Commission Public Hearing)

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 PROJECT

Proposed Project Name _____

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

PUD File No.: _____ (i.e. PUD 9-02) City Council Approval Date: _____ Ordinance No. _____ (i.e. 5512)

SUMMARY OF REQUEST (Please provide a brief explanation for the modifications requested.)

CONTINUED ON PAGE 2

P.U.D. MODIFICATION APPLICATION

(CONTINUED)

P.U.D. MODIFICATION CRITERIA *Please answer the following questions. (If you answer “Yes” to one or more of questions 1, 2, 3, or 4 (or “No” to question 5) this constitutes a substantial modification. Therefore, the applicable general criteria within Section 127 of the Hillsboro Zoning Ordinance No. 1945, Volume 1 must be addressed in addition to this application.)*

1. Does the change increase residential densities, the lot coverage by buildings, or reduce the amount of parking? Yes No (Please provide a brief summary and indicate the original conditions of approval effected below.)

2. Does the request reduce the amount of open space and landscaping? Yes No
(Please provide a brief summary and indicate the original conditions of approval effected below.)

3. Does the request involve a change in use? Yes No
(Please provide a brief summary and indicate the original conditions of approval effected below.)

4. Does the request commit land to development which is environmentally sensitive or subject to a potential hazard? Yes No
(Please provide a brief summary and indicate the original conditions of approval effected below.)

5. Does the request involve a minor shift in the location of buildings, proposed streets, parking lot configuration, utility easements, landscaping or other site improvements? Yes No
(Please provide a brief summary and indicate the original conditions of approval to be effected)

IMPORTANT NOTE: *If you have answered “Yes” to one or more of questions 1, 2, 3, or 4 (or “No” to question 5) this constitutes a substantial modification. Therefore, the applicable general criteria within Section 127 of the Hillsboro Zoning Ordinance No. 1945, Volume 1 must be addressed in addition to this application. Please contact the Planning Department for additional information.*

P.U.D. MODIFICATION APPLICATION (CONTINUED)

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 _____

Mailing Address/State/Zip _____

Phone # _____ Fax # _____ Email Address _____

Applicant's Signature _____ Date: _____

Applicant's interest in property _____

ADDITIONAL PROJECT TEAM MEMBERS

Civil Engineer/Surveyor _____

Mailing Address/State/Zip _____

Phone # _____ Fax # _____ Email Address _____

Planner/Consultant _____

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, 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”:

- Dedications for public rights-of-way and easements, and for private drives required for fire access;
- Storm water treatment and detention facilities;
- Wetlands and required buffers there from; and / or
- Any land with 25%+ slopes, or within the 100-year floodplain, unless used for building or parking purposes.
- Required Usable Open Space (subtracted in light rail zones only)

Residential Density Calculations:

Fill in the blanks below to calculate the net residential density using square footage (1 acre = 43,560 sq. ft.)

Total Gross Area of Subject Site: _____ 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 buffers	_____
	Slopes greater than 25%	_____
	100-year floodplain	_____
	Required Usable Open Space <i>(applicable only in light rail zones)</i>	_____

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 / 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, 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 include 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
<i>Water Department to fill out:</i>				
WATER				
<i>Engineering Department to fill out:</i>				
SAN. SEWER				
STORM SEWER				

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS

(P.U.D. MODIFICATION)

The application procedure and submittal requirements are listed in Section 127 of the Hillsboro Zoning Ordinance No. 1945, Volume I as follows:

V. Application for Final Approval.

- A. Within two years after the date preliminary approval is given, the owner may prepare and file with the Planning Director a Final Development Plan, including a subdivision plat, if the development is to be platted, unless otherwise provided as a part of the approval of the Preliminary Development Plan.
- B. Action on the Final Development Plan shall be ministerial and taken by the Planning Director, and
 - 1. The Planning Director shall approve the Final Development Plan upon finding that the final plan substantially conforms with the preliminary plan approved, or approved with conditions by the Commission or the City Council. **If the Final Development Plan does not substantially conform, the applicant may request an administrative modification from the approved Preliminary Plan. Requests for administrative modifications shall be accompanied by a fee as established by the City Council to defray the costs of processing the application. The Planning Director may approve a request for administrative modification only upon finding that all of the following criteria are met:**
 - a. **The change does not increase the residential densities, the lot coverage by buildings or reduce the amount of parking;**
 - b. **the change does not reduce the amount of open space and landscaping;**
 - c. **the change does not involve a change in use;**
 - d. **the change does not commit land to development which is environmentally sensitive or subject to a potential hazard, and**
 - e. **the change involves a minor shift in the location of buildings, proposed streets, parking lot configuration, utility easements, landscaping or other site improvements.**
 - 2. A decision by the Director may be appealed, by the applicant or others with standing, to the Planning Commission which shall decide whether the Final Development Plan substantially conforms to the approved Preliminary Plan based on the criteria set forth in #1 above in this Subsection. The decision shall be based on testimony from the qualified appellant, applicant and the staff exclusively. No notice shall be required.
 - 3. The approval of a Final Development Plan which includes a plat constitutes authorization for the presiding officer of the Planning Commission to sign the official plat.
- C. **Substantial modifications made to the approved Preliminary Plan will require a public hearing as provided by Section 116. The applicant must pay a fee as established by the City Council to defer costs to the City of a public hearing held for this purpose.**

For a complete copy of the Hillsboro Zoning Ordinance No. 1945, contact the Planning Department at (503) 681-6153.

SUBMITTAL CHECK LIST

(P.U.D. MODIFICATION)

The following items are required as part of the planned unit development modification submittal. All applications must show or be accompanied by the following information:

SUBMITTAL REQUIREMENTS FOR ADMINISTRATIVE MODIFICATIONS:

- Original, signed application plus two (2) copies. 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.
- Original plus two (2) copies of the appropriate and necessary documents such as, site plans, maps, drawings, exhibits and narratives essential to understanding how the proposal meets the approval criteria.
- 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 **PAYABLE TO CITY OF HILLSBORO**. Please consult the fee schedule for current fees.

SUBMITTAL REQUIREMENTS FOR SUBSTANTIAL MODIFICATIONS:

NOTE: A pre-application meeting is recommended prior to submittal of the application.

- Original, signed application plus twenty-five (25) copies. 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.
- Original plus twenty-five (25) copies of the appropriate and necessary documents such as, site plans (10 full size and 15 reduced), maps, drawings, exhibits and narratives essential to understanding how the proposal meets the approval criteria. **Substantial modifications must address the applicable general criteria within Section 127 of the Hillsboro Zoning Ordinance No. 1945, Volume 1.**
- One (1) copy of either:
 - A determination by Clean Water Services (CWS) or the Engineering Department that a Site Assessment is not necessary, OR
 - 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).
- 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:
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- The appropriate filing fee **PAYABLE TO CITY OF HILLSBORO**. Please consult the fee schedule for current fees.

FOR MORE INFORMATION PLEASE CONTACT:

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