



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

PLANNED UNIT DEVELOPMENT 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: _____

Architectural Review Required: Yes No Architectural Fees Collected: Yes No

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 _____

of Phases Proposed _____ Total # of Lots _____ Percentage of Open Space _____ %

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

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

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

If Mixed Use: (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

PLANNED UNIT DEVELOPMENT 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 exceptions 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(s) Name (s) _____

Mailing Address/State/Zip _____

Phone # _____ Fax # _____ Email Address _____

Applicant's Signature _____ Date: _____

Applicant's interest in property _____

CONTINUED ON PAGE 3

PLANNED UNIT DEVELOPMENT 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”: <i>(as applicable)</i>	Public street right-of-way dedication	_____
	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/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
Water Department to fill out:				
WATER				
Engineering Department to fill out:				
SAN. SEWER				
STORM SEWER				

APPROVAL CRITERIA AND REVIEW STANDARDS (PLANNED UNIT DEVELOPMENT)

The approval criteria and review standards for a **Planned Unit Development** (PUD) are listed in Section 127(III) of the Zoning Ordinance as follows:

III. Standards and Criteria. The following standards and criteria shall govern the application for a PUD within the City:

- A. The use (or uses) proposed is (are) consistent with the goals and policies of the Hillsboro Comprehensive Plan.
- B. The tract or tracts of land included in a proposed PUD must be in a single ownership or under the development control of a joint application of owners or authorized agents of the property involved.
- C. (Deleted)
- D. Any proposed development subject to the PUD process within the City of Hillsboro, which meets the definition of "development" as contained in Chapter 1 Section 1.02.15 of the *Washington County Clean Water Service's Construction Standards and Regulations Pertaining to the Sanitary Sewerage and Storm and Surface Water Management Systems, including Regulations for Erosion Control and Protection of Water Quality Sensitive Areas*, shall be reviewed for compliance with, and shall comply with the applicable provisions of Chapter 3, *Standard Design Requirements for Storm and Surface Water* of the CWS's Construction Standards and Regulations for Sanitary Sewerage and Storm and Surface Water Management Systems.
- E. The allowable residential density shall be established for the subject property, using the net residential acreage as defined in Section 3. Allowable residential density for projects located within or partially within the SNRO District shall be calculated pursuant to Section 131A (14) and (15).

An increase in density above the maximum density allowed in the implementing zone of the underlying Comprehensive Plan designation may be proposed and can be permitted. The applicant must mitigate increased density, and the level of mitigation shall increase as the proposed density increases. At a minimum, the applicant must explain how the increase can be offset through provision of usable open space and amenities, innovative site design, architectural variety, and quality of construction and demonstrate that any adverse impacts can be mitigated.

Pursuant to Comprehensive Plan Natural Resources, Open Space, Scenic and Historical Sites Policy (E) (5), in a proposed PUD containing Significant Natural Resource Sites, as shown on the SNRO District Map, the allowable densities shall be reduced within the Significant Natural Resources Overlay District, and may be transferred from the Significant Natural Resources Overlay District to the remainder of the site, as specified in Section 131A. Density reductions and transfers may be allowed in the Tualatin Basin regional Goal 5 Program's Habitat Benefit Areas that are not within the Significant Natural Resource Overlay District.

- F. Building and parking area setbacks, minimum lot area, lot coverage and building height must conform to the requirements of the zone underlying a majority of the PUD unless a deviation is proposed, considered and approved as a part of the application process. Any such deviation must be justified by the applicant by addressing the exceptions criteria of subsection (K) below. Deviations to lot areas and building setbacks which would reduce such dimensions below the minimum of any applicable mandatory variation range of the zone shall not be allowed, although increases in numbers of lots or structures with reduced dimensions may be allowed. Such deviation shall only be approved if the Planning Commission finds that the proposal conforms to the exceptions criteria of subsection (K) below. Lotting patterns, setbacks, and architectural design shall conform to the intent of the current Development Standards and Design Guidelines adopted under Subdivision Ordinance Article VII.

APPROVAL CRITERIA AND REVIEW STANDARDS (CONTINUED)

- G. Parking shall be provided at a minimum ratio of 2.5 spaces per dwelling unit and as specified in Section 84 for other types of uses. The number of spaces may be reduced to 2 spaces per dwelling unit if the PUD is wholly served with a fully improved public street system including on-street parking on at least one side. Further reductions in the amount of parking to be provided may be proposed by the applicant but shall be approved only if they meet the exceptions criteria of Subsection (K) below. Lotting patterns, setbacks, and architectural design shall conform to the intent or the current Development Standards and Design Guidelines adopted under Subdivision Ordinance Article VII.
- H. Residential PUDs in all non-light rail zones shall provide usable open space within the project based on the gross acreage of the project, as shown in the following table:

Project Gross Acreage	Required Usable Open Space
1.01 to 5.0	5.0%
5.01 to 15.0	7.5%
15.01 to 25.0	10.0%
25.01 to 50.0.	12.5%
Over 50.0	15.0%

1. Maintenance of private open space and other PUD facilities, such as private streets, shall be the responsibility of the Homeowners' Association created in accordance with Oregon Revised Statutes.
2. Usable open space in residential PUDs shall be sited and improved to provide active recreational and "third place" amenities intended to provide appropriate opportunities for physical activity and interaction among residents within the development. Except where inventoried Significant Natural Resources, 100-year floodplain, or delineated wetlands are present on site, 100% of the required usable open space area shall be improved for active recreational and "third place" use.
3. Usable open space in residential PUDs may include passive recreational areas only where inventoried Resource Level 1, 2, or 3 Significant Natural Resources, 100-year floodplain, or delineated wetlands and wetlands buffers are present on site. Such areas or portions thereof may be counted toward the usable open space under the following standards:
 - a) public accessways and covered viewing areas are provided;
 - b) only that portion of the inventoried Significant Natural Resources, 100-year floodplain, or delineated wetlands and wetlands buffer area visible from the viewing area is applicable toward the requirement.
 - c) the entire area is enhanced pursuant to Clean Water Services standards and the requirements of Section 131A if applicable; and
 - d) the visible inventoried Significant Natural Resources, 100-year floodplain, or delineated wetlands and wetlands buffers will not count for more than 25 percent of the required usable open space.
4. Development within areas designated as Town Centers or Main Streets on the Hillsboro 2040 Growth Concept Boundaries Map shall provide usable open space improvements which enhance the pedestrian environment and are appropriate to these higher density urban areas. Such improvements may include, but are not limited to, the following: hardscaped courtyards; weather canopies; water features and drinking fountains; benches or low walls with seating areas; free-standing planters; play structures; public art or other pedestrian space or design features integrated into the overall design of the development.

APPROVAL CRITERIA AND REVIEW STANDARDS (CONTINUED)

- I. Connectivity. Planning Unit Developments shall provide vehicular, bicycle and pedestrian connections to adjacent and nearby residential areas, transit stops, neighborhood activity centers and other neighborhood facilities in the following manner:
 1. In PUDs that are 5 acres or more in size, full street connections with spacing of no more than 530 feet between these connections shall be provided except where barriers such as topography, railroads, freeways, pre-existing development, or regulations implementing Title 3 of the adopted Metro Urban Growth Management Functional Plan or City Goal 5 Resource Protection requirements prevent their construction or required different street connection standards.
 2. Within PUDs in which full street connections are not possible, bicycle and pedestrian connection on public easements or rights-of-way shall be provided with spacing of no more than 330 feet between connections except where barriers such as topography, railroads, freeways, pre-existing development, or regulations implementing Title 3 of the adopted Metro Urban Growth Management Functional Plan or City Goal 5 Resource Protection requirements prevent their construction.
 3. In PUDs, opportunities to incrementally extend and connect proposed new streets with existing streets in adjacent or nearby areas shall be considered in addition to addressing street connectivity recommendations shown on the Local Street Connectivity Maps contained within the City's Transportation System Plan.
 4. The use of cul-de-sac designs and closed street systems shall be limited to circumstances in which barriers such as topography, railroads, freeways, pre-existing development or regulations implementing Title 3 of the adopted Metro Urban Growth Management Functional Plan or City Goal 5 Resource Protection requirements prevent full street extensions. When permitted, cul-de-sacs shall have a maximum length of 200 feet and shall serve no more than 25 dwelling units.
 5. Narrow street designs for local streets may be permitted with city engineer approval, provided that other minimum dimensional requirements are met for travel lanes, bike lanes, parking lanes and sidewalk widths.
 6. Where site conditions are favorable to stormwater infiltration "green streets" designs may be utilized. In these cases, deviation from the street standards contained in Transportation Implementation Measure O and shown on the adopted street cross-sections may be permitted by the City. Permissible design elements and facilities include, but are not limited to, minimizing paving and/or using pervious paving materials, maximizing street tree coverage, using multi-functional open drainage systems in lieu of more conventional curb-and-gutter systems, reducing cul-de-sac radii and using vegetated islands in the center, and minimizing the negative effects of stream crossings.
- J. Development of a PUD designated Industrial or Commercial on the Hillsboro Comprehensive Plan Map may allow mixed industrial and commercial uses subject to the following:
 1. The site proposed for the PUD is not less than twenty (20) gross acres in size.
 2. A minimum of 60 percent (60%) of the land area subject to the PUD shall be devoted to uses allowed by the Hillsboro Comprehensive Plan Map and Zoning Ordinance for the property subject to the PUD. Where a proposed PUD retail commercial use is not allowed by the Hillsboro Comprehensive Plan Map and Zoning Ordinance, no multi-tenant or multi-user retail commercial facility or structure under common ownership or common control in an industrial PUD may be developed at a gross square footage in excess of 15,000 square feet.

APPROVAL CRITERIA AND REVIEW STANDARDS (CONTINUED)

3. The PUD preliminary Master Plan shall indicate the approximate size, general location, and character of use of all areas of the site which the applicant designates for uses other than those allowed by the Hillsboro Comprehensive Plan Map and Zoning Ordinance.
4. The PUD preliminary Master Plan shall be submitted accompanied by a set of proposed Covenants, Conditions and Restrictions which the applicant commits to record with respect to the PUD site, if the PUD is approved by the City. The Covenants, Conditions and Restrictions shall incorporate appropriate provisions for the establishment and maintenance of long-term PUD site development standards, including enforcement mechanisms designed to assure coherent, coordinated development, maintenance and use activity with the PUD site.
5. The uses within the PUD which are not allowed by the Hillsboro Comprehensive Plan and Zoning Ordinance shall be consistent with the Purposes of the PUD overlay zone as set forth in Section II above.

K. Exceptions.

1. **Building Setback or Yard Requirements.** The Planning Commission may grant an exception to the dimensional building setback or yard requirements of the applicable standards based on findings that the approval will result in the following:
 - a. No adverse affect to adjoining properties in terms of light, air circulation, noise levels, privacy, and fire hazard.
 - b. At least one of the following:
 - (1) a more efficient use of the site;
 - (2) the preservation of natural features or Habitat Benefit Areas which have been incorporated into the overall design of the project;
 - (3) safe vehicular and pedestrian access to the site and safe on-site vehicular and pedestrian circulation.

In the instance where adjoining properties to the Planned Unit Development are zoned residential, all structures within the PUD shall be set back from adjoining properties to the minimum setback or yard required of the underlying zone. In addition, the length of a driveway in front of a garage or carport shall not be less than 17 feet when the driveway is intended to be used as parking and not greater than four feet when the driveway is not intended to be used for parking.

2. **Building Height.** The Planning Commission may grant an exception to the applicable height requirements for a specified and defined area within the PUD, based on findings that:
 - a. The transportation system can accommodate increased traffic resulting from additional height; and
 - b. Adequate public utilities are available to serve the additional structural height; and
 - c. The proposal complies with the Federal Aviation Administration's Aviation Regulations (FAR) Part 77; and
 - d. Solar access is maintained to existing solar energy devices on adjacent property.

APPROVAL CRITERIA AND REVIEW STANDARDS (CONTINUED)

3. **Parking.** The Planning Commission may grant an exception to the off-street parking dimensional and minimum number of space requirements of the applicable standard based on findings that the approval will result in one of the following:
 - a. An exception which is not greater than ten percent of the required parking.
 - b. At least one of the following:
 - (1) a proposed use which is designed for a specific purpose, is intended to be permanent in nature (for example, a nursing home), and has a low demand for off-street parking;
 - (2) an opportunity for sharing of parking including written evidence that the property owners will enter into a binding legal agreement;
 - (3) public transportation is available to the site.
4. **Open Space.** The Planning Commission may grant an exception to the Open Space requirements of this Section upon a finding that:
 - a. The development is within $\frac{1}{4}$ mile (measured in actual walking distance) of a publicly accessible active open space area such as a public park; or
 - b. a minimum of 800 square feet of private open space per lot or dwelling unit is provided for at least 65 percent of the lots or dwelling units in the development. To apply toward this exception, such private individual open space must be configured in contiguous side or rear yards with minimum depths or widths of 10 feet. Second story decks or roof gardens may also apply toward the 800 square foot standard, provided that the decks or gardens are at least 120 contiguous square feet in area.
5. **Density.** The Planning Commission may grant an exception to allow an increase from the maximum density of the underlying zone, up to a maximum of 120 percent of the underlying density, upon finding that:
 - a. existing and proposed streets and pedestrian / bicycle systems within and connecting to the development are adequate to support the proposed density;
 - b. existing and proposed water, sanitary sewer and storm drainage facilities within and connecting to the development are adequate to support the proposed density;
 - c. the increase does not necessitate unnecessary topographic alterations or impact significant natural resource areas, including impact areas;
 - d. the development will provide usable open space and other amenities of exceptional quality or quantity, especially active recreational areas;
 - e. the additional density will be located internal to the project in a manner which decreases the visual impact on adjacent properties; and
 - f. the development demonstrates innovative site design, outstanding architectural variety, and quality of construction.
 - g. the development demonstrates a high level of compliance with habitat friendly, low impact development practices as listed in Zoning Ordinance Section 131B.

APPROVAL CRITERIA AND REVIEW STANDARDS

(CONTINUED)

- h. the development demonstrates a high level of compliance with recognized practices for sustainable development, including but not limited to the following: lot and structure orientation for passive and/or active solar energy use; covenants ensuring maintenance of future solar access; use of wind turbines or wind collectors for power generation or passive ventilation; provision of community greenhouses, gardens, or orchards; use of water conserving landscaping; use of storm water harvesting or diversion for irrigation; enhanced tree plantings; and use of green roofs.

L. Significant Natural Resource Sites.

Pursuant to Comprehensive Plan Natural Resources, Open Space, Scenic and Historical Sites Policy (E), applications for proposed PUD's containing Significant Natural Resource (SNR) Sites, as shown on a the Significant Natural Resources Overlay District Map, shall specifically address preservation of natural vegetation and wildlife habitat within the SNR Site. Applications for PUD's in the SNRO District shall be subject to the provisions in Section 131A. Preservation of Habitat Benefit Areas not within the SNRO District shall be addressed.

SUBMITTAL REQUIREMENTS

(PLANNED UNIT DEVELOPMENT)

The Planned Unit Development submittal shall specifically and clearly show the following features and information on the maps, drawings, application form or attachments as defined in Section 127(IV)(B) of the Zoning Ordinance:

IV. Preliminary Application.

- B. Application.** An application, with the required fee established in Section 129, for preliminary plan approval shall be made by the owner(s) of the affected property, or the owner's authorized agent, on a form prescribed by and submitted to the Planning Department. The applicant shall submit 25 copies of each item listed below:
1. A completed application.
 2. A narrative addressing the standards and criteria established in Section III above, including documentation and justification for any exceptions requested.
 3. A site analysis drawn at suitable scale (in order of preference 1" = 30' or 1" = 100') which, on one or more sheets shows the following:
 - a. a vicinity map showing the location of the property in relation to adjacent properties, roads, pedestrian and bikeways, transit stops, utility lines and easements;
 - b. the parcel boundaries, dimensions and gross area;
 - c. contour lines at the following minimum intervals:
 - (1) 2-foot intervals for slopes from 0 - 25%,
 - (2) 5-foot intervals for slopes over 25%;
 - d. the drainage patterns and drainage courses on the site and on adjacent parcels;
 - e. areas of the site within the 100-year floodplain, including a figure giving the area of the site therein;
 - f. resource areas of the site including marsh, wetland, and wildlife Habitat Benefit Areas;
 - g. significant site features, including areas with unique views, streams, and stream corridors;
 - h. the location, size, and variety of trees having a 6" or greater caliper at 5' above ground or, where the site is heavily wooded, an aerial photograph at the same scale as the site analysis and a drawing showing the location, size, and variety of only those trees that will be affected by the proposed development;
 - i. identification information including the name, address, and phone number of the owner, developer, and project designer;
 - j. a north arrow and the scale.
 4. A geotechnical investigation report which shows the following: slope stability studies, on-site site grading, cutting and filling; structural foundation requirements; surface and subsurface drainage recommendations; erosion vulnerability; building or grading limitations, including top of slope offsets and areas restricted for site grading; recommendations for construction of streets, utilities, and structures of the site; and identification of any portions of the site requiring further evaluation by a geotechnical or structural engineer. Unless the Planning Director determines that a geotechnical

SUBMITTAL REQUIREMENTS

(CONTINUED)

investigation is warranted due to site-specific characteristics, projects meeting all of the following criteria are exempt from this requirement:

- a. construction value of the project is \$150,000 or less; and
 - b. the project will not involve the import, export, and/or on-site movement of more than 100 cubic yards of earth; and
 - c. there is no evidence of any previous fill on the site to a depth exceeding one foot; and
 - d. the project does not include proposed cuts or fills on the site to a depth exceeding one foot; and
 - e. no portion of the site has a slope in excess of ten percent (10%).
5. A site plan, drawn at the same scale as the site analysis, which, on one or more sheets, shows the following:
- a. the applicant's entire property and the surrounding property to a distance sufficient to determine the relationship between the applicant's property and proposed development and adjacent property and development;
 - b. boundary lines and dimensions for the perimeter of the property and approximate dimensions for all proposed lot lines;
 - c. section lines, corners, and monuments;
 - d. identification information, including the name, address, and phone number of the owner, developer, and project designer;
 - e. the scale and north arrow;
 - f. the location, dimensions and names of all
 - (1) existing and platted streets and other public ways and easements on adjacent property and on the site,
 - (2) proposed streets or other public ways, easements on the site and on adjoining property;
 - g. the location, dimensions, and setback distances of all:
 - (1) existing structures, improvements, utility, and drainage facilities on adjoining properties,
 - (2) existing structures, improvements, utility and drainage facilities to remain on the site,
 - (3) proposed structures and improvements and conceptual plans for utilities, fire suppression and drainage facilities on the site;
 - h. the location and dimensions of
 - (1) the entrances and exits to the site,
 - (2) the parking and circulation areas,

SUBMITTAL REQUIREMENTS

(CONTINUED)

- (3) pedestrian and bicycle circulation patterns,
 - (4) on-site outdoor recreation spaces and common areas,
 - (5) above-ground utilities;
 - i. the location of areas to be landscaped;
 - j. the location and type of street lighting;
 - k. the orientation of structures, except single-family detached structures and duplexes, also showing the orientation of windows and doors;
 - l. the location of group mail boxes.
6. Architectural drawings including proposed building elevations, sections, and floor plans, except for detached single-family and duplex dwelling units;
7. Written statements as called for and a grading and drainage plan at the same scale as the site analysis, addressing the following:
 - a. the location and extent to which grading will take place indicating general contour lines, slope ratios, and slope stabilization proposals;
 - b. a statement from a registered engineer supported by factual data that all drainage, both upstream and on the site, can be accommodated, and the amount and rate of run-off leaving the site is minimized;
 - c. a plan, where on-site detention is not feasible, which identifies and mitigates any off-site adverse effects resulting from increased runoff; the plan shall be prepared by a registered engineer.
 - d. identification information, including the name and address of the owner, developer, project designer, and the project engineer.
8. A landscape plan, drawn at the same scale as the site plan, which on one or more sheets shows:
 - a. the location of the underground irrigation system or hose bibs (a general description of maintenance of landscaped areas may be submitted where no irrigation system is proposed);
 - b. the location and height of fences and other buffering or screening materials;
 - c. the location, size, and species of the existing and proposed plant materials;
 - d. the location, size, and variety of the trees to be removed.
9. The following information regarding proposed signage:
 - a. freestanding sign(s)
 - (1) the proposed location of any freestanding signs shall be shown on the site plan;
 - b. on-building sign(s)
 - (1) the location of any on-building sign shall be shown on the architectural drawings of the building,

SUBMITTAL REQUIREMENTS

(CONTINUED)

- (2) the plot plan shall show the location of the signs on the building in relation to adjoining property;
 - c. sign installation
 - (1) a drawing to scale shall be submitted to and approved by the Planning Commission showing the dimensions, height, color, materials and means of illumination of each sign prior to its placement on the property;
10. A map showing how proposed street, sidewalks, bike routes and bike ways and pedestrian connections within the proposed planned unit development may be extended onto adjoining undeveloped properties so as not to preclude their efficient development.
11. A connectivity analysis prepared by an architect, engineer or other appropriate professionals licensed by the State of Oregon which describes the existing and future vehicular, bicycle and pedestrian connections between the proposed planned unit development and existing and planned land uses on adjacent properties.
12. The applicant shall submit either: 1) a determination by CWS that Site Assessment is not necessary or 2) CWS Service Provider Letter.
13. Site plans, street and driveway cross-sections, landscaping and open space plans, fence and wall plans, street tree plans, and building elevations documenting compliance with the intent of any applicable development standards and design guidelines adopted by the City Council or the Planning Commission pursuant to Subdivision Ordinance Article VII.
14. An applicant for a project or phase of a multi-phase project that is one or more gross acres in size or which is forecast to generate one hundred (100) or more average daily auto trips, shall submit as a part of the Planned Unit Development application a traffic impact report. The report shall analyze the impact of the project or phase of a project on the City, County and State road and street systems within one (1) mile of the borders of the project or phase of a project, or to such greater distance as necessary until the traffic analysis shows that the impact of the project or phase of a project has dissipated to where it no longer results in an impact of ten percent (10%) or more over current conditions. Such report shall be prepared and certified by a registered traffic engineer. The required report shall comply with the standards listed below:

The report methodology shall generally be in accord with the standards and procedures set forth in Washington County Resolution and Order 86-95 and related code provisions. The report shall distinguish between traffic safety improvements found necessary due to the impacts of the project or phase of a project, and roadway capacity improvements necessary because of the traffic volume generated by the project or phase of a project. The engineer shall include an estimate of the rough proportionality of the identified safety improvements to the estimated impact of the project or phase of a project, and may include a cost-effectiveness analysis for all traffic safety problems and potential solutions identified by the study.

The general performance standards for transportation facilities (as measured for both intersection and roadway segments) shall be the Level of Service ("LOS") measurements shown in Table 137.4. In determining LOS, the report shall utilize the method prescribed in the latest edition of the Highway Capacity Manual published by the Transportation Research Board.

SUBMITTAL REQUIREMENTS & CHECK LIST

(PLANNED UNIT DEVELOPMENT)

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

- Completed, Signed Application Form:** Original plus twenty-five (25) 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 twenty-five (25) copies (15 full-sized and 10 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, including, but not limited to:
 - Reference to any necessary approvals from other agencies: Washington County, Clean Water Services, DSL, ODOT, DEQ, etc.,
 - A certified metes and bounds legal description of the property or a notarized description from the County Assessor’s Office.
 - Details described in the Zoning Ordinance Section 127 (IV) (B).
- Neighborhood Meeting Documentation:** Documentation of neighborhood meeting held regarding proposed conditional use: meeting 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. Include one (1) complete original packet of all documentation listed above, and twenty-five (25) copies of the neighborhood meeting notes describing any issues raised and discussions regarding the proposed conditional use.
- Traffic Impact Report:** Original plus three (3) copies of the traffic impact report (if applicable) as specified in Section 127 (IV) (B) 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.
- 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.
- Architectural review materials** and fees are applicable for subdivisions of eight (8) lots or more. If required materials and fees are not submitted at the time of preliminary subdivision application, then they must be submitted at the time of final plat application submittal.

SUBMITTAL RECOMMENDATIONS

(PLANNED UNIT DEVELOPMENT)

- 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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