



150 East Main Street, Hillsboro, OR 97123
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SPECIAL USE APPROVAL/ REGULATORY FLOODPLAIN DISTRICT APPLICATION

Applicants are encouraged to review the additional information and
submittal requirements attached to this application form prior to filling it out.

LEGAL DESCRIPTION OF PROPERTY (as shown on County Tax Assessor's records)

Tax Map #(s) _____ Tax Lot #(s) _____
Frontage Street or Address _____
Nearest Cross Street/Road _____
Plan Designation _____ Zoning _____ Site Size _____ acres or sq. ft.

OWNERSHIP AND CONTACT INFORMATION

Does the owner of this site also own any adjacent property? **YES NO**
If yes, what is the Tax Map #(s) _____ Tax Lot #(s) _____

Owner(s) Names (Please print) _____ Mailing Address/Zip _____ Day Phone # _____

Owner's Signature _____ Date _____

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

Applicant(s) Name (Please print) _____ Business Name/Mailing Address/Zip _____ Day Phone # _____

Applicant's Signature _____ Date _____
Applicant's interest in property (State whether owner, buyer, lessee, contractor/builder, architect, consultant, real estate or legal representative and for whom) _____

SPECIAL USE / FLOODPLAIN DISTRICT INFORMATION

Type of structure _____
Number of proposed structures _____

SPECIAL USE APPROVAL/ REGULATORY FLOODPLAIN DISTRICT APPLICATION

(CONTINUED)

SUBMITTAL REQUIREMENTS

- Twenty-five (25) copies plus 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 written narrative or statement describing the proposal and responding to the applicable criteria set forth in Section 131 of the Hillsboro Zoning Ordinance.

- Twenty-five (25) copies (10 full size / 5 reduced) plus original of a site plan and other materials essential to understanding the proposal.

- 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.

- 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.

- Appropriate filing fee payable to CITY OF HILLSBORO. Please consult the fee schedule for current fees.

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 _____	Type/File# _____	

SPECIAL USE APPROVALS

REGULATORY FLOODPLAIN DISTRICT INFORMATION

WHAT USES REQUIRE SPECIAL USE APPROVAL?

The following partial list of uses requires special use approval from the Planning Commission. For complete information on requirements and standards please see Section 131 of the Hillsboro Zoning Ordinance.

- a. Any roadway, excepting those roadways defined by Section 131(5)(g), airport runway, dock, pier, and parking spaces not otherwise required by the Zoning Ordinance.
- b. Above ground utility structures, only if constructed and installed to minimize flood damage and infiltration by floodwaters.
- c. Storage of material or equipment that shall be either not subject to damage by a flood, or readily removable. If not readily removable, the material or equipment shall be anchored to prevent floatation resulting in damage to other structures or obstruction of the water flow.
- d. Recreation vehicle parks or camping areas that are occupied only temporarily, and not during the period of flood risk.
- e. Alteration of the topography, including cuts and fills, grading, paving, mining, dredging, drilling, or other similar operations.
- f. Elevated structures or flood-proofed structures.
- g. Some recreational uses.
- h. Accessory structures or uses not subject to flood damage.
- i. Radio transmission facilities.
- j. Raising of livestock.
- k. Filling of flood fringe areas zoned industrial.

WHAT INFORMATION IS NECESSARY?

You must provide a site plan showing its relationship to the adjacent properties at a suitable scale and with sufficient supplemental drawings or material to show all elements necessary to indicate the dimensions and arrangement of the proposed development and its relationship to surrounding properties and street. A survey must be submitted with accurate topographic information including the 100-year floodplain elevation on the site and the surrounding area.

WHAT HAPPENS AFTER I FILE AN APPLICATION?

The property owner or an agent of the owner submits a complete application to the Planning Department. Notice is sent to the adjacent property owners within 200 feet of the site and to interested parties. Within the next 40 days a public hearing is scheduled before the Planning Commission. The Planning Commission may make a decision to approve, approve with conditions, or deny a Special Use Approval request.

If your Special Use application is approved or approved with conditions, you will be notified within five days. The approval is void after six months if you do not get a permit and substantial construction has not taken place. The Planning Director can extend the authorization for an additional six months by request. You may apply for building permits when the decision becomes final and if there is no appeal.

**SPECIAL USE APPROVALS
REGULATORY FLOODPLAIN DISTRICT INFORMATION
(CONTINUED)**

WHAT IF MY SPECIAL USE APPROVAL IS DENIED? WHO CAN APPEAL A DECISION?

If your Special Use application is denied or an affected party does not agree with the decision, you or they can appeal the decision to the City Council. The appeal must be filed within 15 days from the date of the decision. The appellant must have testified in person or in writing to specific issues of the case in order to file for appeal. Only the affected applicant, owner, or other person or organization who has "standing" may be an appellant. The fee will be one half the original application fee paid. Appeals are filed with the City Recorder, 150 E. Main, 5th Floor, Hillsboro, OR 97124.

FOR MORE INFORMATION PLEASE CONTACT:

City of Hillsboro Planning Department
150 East Main Street, 4th Floor, Hillsboro, OR 97123
Phone: (503) 681-6153
Fax: (503) 681-6245
E-mail: planning_dept@ci.hillsboro.or.us
Website: www.ci.hillsboro.or.us