



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

FINAL SUBDIVISION PLAT 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: _____

Applicant _____ Property Owner _____

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

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

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))* _____

Preliminary Plat Application File No. _____ (i.e. SUB 9-02) Preliminary Plat Approval Date : _____

Planning Commission Resolution No. _____ if applicable (i.e. 1401-P)

Was an extension requested for the preliminary plat? Yes No *(If yes, cite the new expiration date)* _____

Is proposed project in compliance with conditions of approval stated in the approved Resolution or Staff Report? Yes No *(See Submittal Check List for additional information required.)*

Are any changes proposed from the approved preliminary plat? Yes No *If yes, please describe: (NOTE: Substantial changes must be reviewed by the Planning Commission.)* _____

**FINAL SUBDIVISION PLAT
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 _____

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS (FINAL SUBDIVISION PLAT)

The application procedure and submittal requirements are listed in Article III and XI of the Hillsboro Subdivision Ordinance No. 2808 as follows:

ARTICLE III. Final Plat Procedure

Section 1. Submission of Final Plat. In order to receive consideration for final plat approval, the applicant shall have the subdivision surveyed and a final plat prepared in substantial conformance with the tentative plat as approved. The subdivider shall submit required copies of the final plat and any supplementary information to the Planning Director, including detailed elevations, color palette, and plot plans as required by Article II, Section 1 (E) (8), unless submitted with the preliminary plat. A list of information required on and materials required for the final plat shall be available from the Planning Department. (See Submittal Check List attached.)

Section 2. Final Plat Check Fee. At the time of submission of a final plat for approval, an application fee as established by the City Council under Article XI of this Ordinance shall be paid to the City in order to defray the costs of processing the application.

The purpose for said plat check fee is to defray expenses incurred for conducting subdivision plat checks. The final plat check fee in no way assures approval and cannot be refunded once the plat check has been accomplished.

Section 3. Review of Final Plat.

(A) Upon receipt of the final plat, accompanying data and appropriate plat check fee, the Planning Director shall examine the documents to determine that the subdivision as shown conforms to the tentative plat as approved, meets the conditions of approval if conditionally approved and meets zoning ordinance requirements. If he determines there has not be full compliance he shall advise the subdivider and his agent of the changes, corrections and/or additions that must be made and shall afford the subdivider or his agent the opportunity to make such changes, corrections or additions.

(B) (Repealed by Ord. No. 2960/11-78.)

(C) If the submittal of the detailed elevations, color palette, and plot plans required by Article II, Section 1 (E) (8), was deferred to submittal of the final plat, a notice of final plat application review shall be sent to property owners within 500 feet of the proposed subdivision, as required in Article II, Section 3.

(D) The final plat application shall be reviewed under the same standards and regulations in effect when the preliminary plat application was deemed complete, unless the applicant consents in writing to the application of standards adopted after submittal of the preliminary plat.

Section 4. Approval of Final Plat.

(A) A determination by the Planning Director that the final plat conforms with the tentative plat as approved or has met applicable conditions if approved conditionally, and the requirements of this Ordinance have been met, shall constitute authorization for the presiding officer of the Planning Commission to sign the final plat. If the final plat is determined not to conform to the tentative plat as approved, or has not met applicable conditions if approved conditionally, the Planning Director shall provide findings of fact stating the basis for disapproval. The subdivider may then either submit a new plat for consideration or appeal the decision as provided in Article VIII of this Ordinance.

(B) Following signature by the presiding officer of the Planning Commission, the Planning Director shall notify the subdivider that the final plat has been approved by the City and forwarded to the County Surveyor for purposes of conducting the plat check in conformance with O.R.S. Chapter 92, and subsequent processing by the County to result in recording of the plat.

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS (CONTINUED)

Section 5. Filing of Final Plat. Recordation of Final Plat. The applicant shall cause the final plat to be recorded at Washington County within the effective tentative plat approval period stated in Article II Section 11(A) of this Ordinance (either two years or as applicable three years with an approved extension).

ARTICLE XI. Fees

Section 1. Fees. The City Council shall hold a public hearing to establish or revise the subdivision or partition fees referenced in this Ordinance. 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.

For a complete copy of the Hillsboro Subdivision Ordinance No. 2808, contact the Planning Department at (503) 681-6153, or visit www.ci.hillsboro.or.us.

SUBMITTAL CHECK LIST

(FINAL SUBDIVISION PLAT)

The following items are required as part of the final subdivision submittal. All subdivision applications must show or be accompanied by the following information:

- Original, signed application plus five (5) 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 five (5) copies of the appropriate and necessary documents, site plans, utility plan, maps, drawings, exhibits and narratives essential to understanding how the proposal meets the approval criteria. The narrative should include a copy of the Notice of Decision and adopted Resolution (or Staff Report if adopted as findings) on the Preliminary Plat approval and detailed explanation of how all conditions of approval have been met. Attach additional documentation required by any condition, which could include, but is not limited to:
 - Financial assurances of public improvements
 - Off-site easements
 - On-street parking restrictions
 - Variance approval
 - Washington Co. access and/or facility permit
 - Site survey
 - Maintenance agreements
 - Covenants, Conditions & Restrictions (CC&Rs)
 - Significant Natural Resource Permit/Floodplain alteration
 - Storm water quality facility landscape plan and/or fence plan
 - Street tree plan
 - Tree preservation plan
- Original plus five (5) full-size copies of a final subdivision plat.
- 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.
- Architectural review materials and fees are applicable for subdivisions of eight (8) lots or more. If required materials and fees were not submitted at the time of preliminary subdivision application, then they must be submitted at the time of final plat application submittal. Applicable to applications submitted after August 17, 2007.

FOR MORE INFORMATION PLEASE CONTACT:

City of Hillsboro Planning Department
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