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ZONE CHANGE 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)

Planner _____ File # _____ Hearing Date _____
Applicant _____ Property Owner _____

SITE LOCATION & DESCRIPTION

Tax Map #(s) _____ Tax Lot #(s) _____

Frontage Street or Address _____

Nearest Cross Street _____

Current Plan Designation _____ Zoning _____ Site Size _____ (acres or sq. ft.) Dimensions _____

REQUEST

NOTE: Requested zone must implement existing Comprehensive Plan designation. See attached Plan Designation and Implementing Zones table.

Change _____ zone(s) to _____ zone(s)

If multiple tax lots and zones:

Tax Map	Tax Lot	Current Zone	Change to Zone	Lot Size (acres/sq. footage)

REASON FOR REQUEST

(If proposed zoning is intended to allow for future development, state the type of project proposed; Single-family Residential (SFR) Multi-family Residential (MFR), Commercial (C), Industrial (I), Mixed Use (MU))

CONTINUED PAGE 2

ZONE CHANGE 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% _____

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 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 _____

COMPLETENESS CHECK (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 _____

City of Hillsboro
Non-Light Rail Plan Designations and Implementing Zones

Plan Designation	Implementing Zone(s)	Comments
RL Low Density Residential	R-10 Single Family Residential	
	R-8.5 Single Family Residential	
	R-7 Single Family Residential	
	R-6 Single Family Residential	Applicable only in SE neighborhoods: see HZO Section 20A
RM Medium Density Residential	A-1 Duplex Residential R 4.5 Single Family Residential	
RH High Density Residential	A-4 Multi-Family Residential A-2 Multi-Family Residential	No longer applicable through zone change process: see HZO Section 27A
RMR Mid-Rise Density Residential	A-3 Multi-Family Residential	
C Commercial	C-1 General Commercial	
I Industrial	M-P Industrial Park M-2 Industrial	Not applicable on properties adjacent to residentially-designated areas: see HCP Section 10 (IV) 4.
OS Open Space	No specific implementing zone	Usually zoned consistent with adjacent properties. May be subject to restrictions based on ownership and/or use.
FP Floodplain	No specific implementing zone	Usually zoned consistent with adjacent properties. Subject to restrictions on development and use: see HZO Sections 131 and 131A.
PF Public Facility	No specific implementing zone	Usually zoned consistent with adjacent properties. Generally subject to public ownership and/or use.
MU Mixed Use	MU-C Mixed Use - Commercial MU-N Mixed Use - Neighborhood	

HZO = Hillsboro Zoning Ordinance

City of Hillsboro
SCPA Station Community Planning Area Plan Designation Implementing Zones

Implementing Zone	Comments
SCR-LD Station Community Residential – Low Density	Applicable at farthest distances (2600'+) from LRT stations: see HZO Section 136 (II) G
SCR-MD Station Community Residential – Medium Density	Applicable at farthest distances (2600'+) from LRT stations, may be applied closer (2600'-) if used as buffer zone: see HZO Section 136 (II) F
SCR-HD Station Community Residential – High Density	Applicable at nearest distances (1300'-) from LRT stations: see HZO Section 136 (II) E
SCR-DNC Station Community Residential – Downtown Neighborhood Conservation	Applicable only to historic neighborhoods surrounding downtown: see HZO Section 136 (II) J
SCR-OTC Station Community Residential –Orenco Townsite Conservation	Applicable only to historic Orenco neighborhood: see HZO Section 136 (II) I
SCR-V Station Community Residential – Village	Applicable to large, mixed use projects with unique design: see HZO Section 136 (II) H
SC-SC Station Community Station Commercial	Applicable close to LRT stations. Emphasizes higher intensity uses, primarily commercial with some mixed use residential: see HZO Section 136 (II) C
SCC-MM Station Community Commercial – Multi-Modal	Applicable at farthest distances(2600'+) from LRT station. Emphasizes auto-oriented commercial uses: see HZO Section 136 (II) D
SCC-HOD Station Community Commercial – Highway-Oriented District	Applicable only along State Highway 8 Corridor (Oak, Baseline, and Tenth Avenue) : see HZO Section 136 (II) B
SCC-CBD Station Community Commercial – Central Business District	Applicable only to core of Central Business District: see HZO Section 136 (II) A
SCRP Station Community Research Park	Applicable only to large campuses owned by institutional users: see HZO Section 136 (II) M
SCBP Station Community Business Park	Applicable only to large office and light industrial campuses: see HZO Section 136 (II) L -
SCI Station Community Industrial	Applicable only to heavy industrial areas: see HZO Section 136 (II) K
SCFI Station Community Fair Complex Institutional	Applicable only to County Fairgrounds area: see HZO Section 136 (II) N

APPROVAL CRITERIA

(ZONE CHANGE)

The approval criteria for a Zone Change is listed in Section 114 of the Zoning Ordinance as follows:

Section 114. Authorization for Conditional Amendment and Standards for Zone Change Consideration.

- (1) Amendment of this Ordinance by amending the zoning map may be contingent upon compliance with conditions found necessary to accomplish the purposes of this Ordinance and implement the goals and policies of the Hillsboro Comprehensive Plan. To that purpose, any of the following conditions, stipulations or limitations may be attached to a zone change approval:
 - a. Street improvements abutting/within the development area
 - b. Street dedication abutting/within the development area
 - c. Joint use/access agreement
 - d. Improvement agreements for the installation of necessary on-site public facilities
 - e. Utility easements
 - f. Landscaping
 - g. Off-street parking
 - h. Storm drainage improvements
 - i. Off-site public improvements when the rezoning and subsequent development will contribute significantly to the need for such off-site public improvements
 - j. Development Review approval by the Planning Commission; for projects in zones or locations for which development requirements and design standards are specified in the Zoning Ordinance.
 - k. Screening, fencing
 - l. Limiting access
 - m. Surety/performance bond
 - n. Non-remonstrance clause
- (2) Before the City Council or Hearings Board grants a zone change, they shall require that the applicant demonstrate compliance with the following criteria:
 - a. That the request must conform with the Hillsboro Comprehensive Plan and this Ordinance;
 - b. That, where more than one designation is available to implement the Comprehensive Plan designation (e.g. R-7 vs. R-10), the applicant must justify the particular zoning being sought and show that it is best suited for the specific site, based upon specific policies of the Hillsboro Comprehensive Plan.

SUBMITTAL REQUIREMENTS

(ZONE CHANGE)

- Completed, Signed Application Form:** Original plus ten (10) 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 ten (10) copies of a site plan and other materials essential to understanding the proposal, as well as a detailed written narrative describing and justifying the zone change requested.
- Traffic Impact Report:** Original plus three (3) copies of the traffic impact report may be required depending on the scale and nature of the zone change request. This requirement should be determined in a pre-application meeting. The Report shall analyze the impact of the most intensive uses allowed in the requested zone on City, County and State roads and street systems within at least one (1) mile of the project, to such distance at which traffic impacts have dissipated to less than ten percent (10%) over current conditions. The Report shall be prepared and certified by a registered traffic engineer. For Report requirements see Section 79 of the Hillsboro Zoning Ordinance.
- 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, site 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.

SUBMITTAL RECOMMENDATIONS

- 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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