



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

SUBDIVISION 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 PROCESSED UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIALS.**

TRACKING INFORMATION (For Office Use Only)

File # _____ Planner: _____

Applicant _____ Property Owner _____

Updated 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 PROJECT

Preliminary Plat/Subdivision Name _____

Project Type: *(Provide a brief summary and specify project type: Single Family Residential (SFR), Multi-family Residential (MF), Commercial (C), Industrial (I) and number of lots proposed and approved with preliminary approval.)*

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

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

SUMMARY OF REQUEST *(Please provide a brief explanation for the modifications requested. Detailed explanation should be included in attached narrative.)*

Do the proposed modification(s) equally or better comply with the subdivision approval criteria listed in the Subdivision Ordinance, Section 6 (A)? Yes No *(Explanation must be included in attached narrative.)*

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SUBDIVISION 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”: <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 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 (SUBDIVISION MODIFICATION)

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

ARTICLE II. Tentative Subdivision Application

Section 12. Modification of Tentative Plat Approval. Application for modifications in the lotting pattern and/or the conditions of approval of an approved tentative subdivision plat shall be reviewed by the Planning Director pursuant to the procedures specified in Sections 2, 3, and 4 of this Article. In order to defray the costs of processing, applications for modification of an approved tentative subdivision plat shall be accompanied by payment of a fee as established by the City Council under Article XI of this Ordinance. The Director shall approve a proposed modification of an approved tentative plat only upon finding that the proposed modification equally or better complies with the subdivision approval criteria listed in Section 6 (A) of this Article. The Director may impose such approval conditions on the modification as it deems necessary to assure compliance with those standards. The Director may deny the proposed modification if it finds that the modification does not equally or better comply with the standards in Section 6 (A).

Section 2. Determination of Administrative or Planning Commission Review. An application for approval of a tentative subdivision plat may be processed either administratively through the Planning Department, or under a public hearing process through the Planning Commission.

(A) An applicant for tentative subdivision plat approval may request Planning Commission review upon submittal of the application at any time prior to the Planning Department determination of application completeness.

(B) Upon review of an application for tentative subdivision plat approval, prior to the determination of application completeness, the Planning Director may decide that the application warrants Planning Commission review due to either of the following factors:

- (1) the likelihood of significant interest or opposition from surrounding property owners or affected agencies; or
- (2) the presence of issues requiring significant discretion during the review process, or review by a second party (such as variances).

(C) Any application for tentative residential subdivision plat approval exceeding the following thresholds shall be processed only through Planning Commission review:

- (1) gross site acreage of five (5) acres or more;
- (2) total number of proposed lots greater than 20
- (3) total number of proposed dwelling units greater than 20;
- (4) site location within a light rail district or conservation district; or
- (5) inclusion within the site of Significant Natural Resource Overlay district.

Section 3. Public Notice. A public notice of the tentative subdivision plat application shall be mailed to property owners within 500 feet of the proposed subdivision not less than 30 days prior to the date of the Planning Director's decision, or not less than 20 days before the Planning Commission public hearing, as applicable. For this purpose the names and addresses of the owners as shown on the current records of the County Assessor shall be used. The notice shall state the proposed number of lots, the proposed use and shall be accompanied by a map showing the site and approximate street layout of the proposed subdivision in relation to the immediately surrounding area. Failure of a person to receive the notice specified in this Section shall not invalidate any proceedings in connection with the application for preliminary subdivision plat.

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS (CONTINUED)

Section 4. Administrative Review. The Planning Director shall distribute copies of the application, tentative plat and any other pertinent information to appropriate City department heads, affected governmental agencies and utility companies for review and comment.

(A) If sufficient questions or concerns are expressed, a meeting of department heads, governmental agencies, and utility companies may be called to review the proposed tentative plat. The applicant or the applicant's agent may be invited to attend this meeting. The purpose of the meeting will be to discuss the technical aspects of the proposed development and advise the developer regarding any concerns which the staff or other agencies might have regarding the development, and to make appropriate recommendations as to alterations or conditions which the staff feels are necessary for tentative plat approval.

(B) Following receipt of comments from department heads, affected governmental agencies, utility companies, and the public, the Planning Director or the Director's designee shall review the tentative plat and prepare a staff report. The staff report shall analyze issues of concern and make appropriate recommendations as to alterations or conditions necessary for tentative plat approval.

(C) A copy of the staff report shall be made available to the applicant and the public not less than seven days prior to the date of the Director's decision. If the applicant wishes to revise the plat based on the staff report, the applicant shall submit a 60-day extension of the statutory 120-day limitation, and notice of the revised plat shall be sent to owners of surrounding property pursuant to Section 3. Following receipt of any additional comments, the Director shall evaluate the revisions and prepare a supplemental report regarding any changes in necessary conditions.

Section 6. Planning Commission or Administrative Approval.

(A) In considering approval, conditional approval or denial of a tentative plat, the Planning Commission or the Planning Director shall consider whether the proposed subdivision:

- (1) Complies with the zoning ordinance and other applicable land use regulations, including the minimum and maximum residential densities of the zone if applicable.
- (2) Provides necessary public utilities and facilities including, but not limited to, water, sanitary sewer, storm sewer, streets, parks, fire protection, and police protection.
- (3) Facilitates safe and convenient bicycle and pedestrian connections and access within and from the proposed subdivision to nearby shopping centers, industrial parks, transit stops and neighborhood activity centers.
- (4) Facilitates the efficient development of and safe, access to adjoining undeveloped properties.
- (5) Complies with the street and bicycle/pedestrian design standards in Section 8 of this Article and the pedestrian/bicycle accessway standards in Section 9 of this Article.
- (6) Complies with the usable open space standards in Section 10 of this Article.
- (7) Conforms with the Development Standards and Design Guidelines adopted under Article VII of this Ordinance, and with any other applicable standards adopted by the City Council or Planning Commission.
- (8) Warrants conditions of approval to minimize traffic or other adverse impacts on adjacent properties or to enable a determination that applicable approval standards are met.

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. Photocopies can be provided at a reasonable cost, or visit www.ci.hillsboro.or.us.

SUBMITTAL CHECK LIST (SUBDIVISION MODIFICATION)

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

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

- Original, signed application plus fifteen (15) copies. This information must be reproduced so please write clearly using black/dark blue ink or type.
- Original plus fifteen (15) copies of the appropriate and necessary documents such as, site plans (10 full size and 5 reduced), maps, drawings, exhibits and narratives essential to understanding how the proposal meets the approval criteria. **The applicant must address how the modification equally or better complies with the applicable criteria within the Hillsboro Subdivision Ordinance, Section 6 (A).**
- One (1) copy of either:
 - A determination by Clean Water Services (CWS) or the Engineering Department that an updated Site Assessment is not necessary.
 - An updated CWS Service Provider Letter.*(Only if the documentation submitted with preliminary subdivision plat has expired)*
- One (1) completed Residential Density Calculation Worksheet *(Only if residential project and the density is affected by proposed modification).*
- One (1) completed Certification of Service Availability form *(Only if additional tax lots are added to the subdivision as part of this modification request).*
- 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.
- If architectural plans were submitted with the preliminary plat application and proposed modifications affect such plans, then revised plans must be submitted with this modification application. Architectural review materials and fees are applicable for subdivisions of eight (8) lots or more. Architectural/elevation plans may be submitted at the time of final subdivision plat application if not submitted with the preliminary plat application. *This standard is applicable to preliminary subdivision applications submitted after August 17, 2007.*

FOR MORE INFORMATION PLEASE CONTACT:

City of Hillsboro Planning Department
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