



**WASHINGTON COUNTY**  
 Dept. of Land Use & Transportation  
 Current Planning Services  
 155 N. 1<sup>st</sup> Avenue, #350-13  
 Hillsboro, OR 97124  
 Ph. (503) 846-8761 Fax (503) 846-2908  
 http://www.co.washington.or.us

**PRE-APPLICATION CONFERENCE  
 SUMMARY (URBAN)**

Date of Pre-app. \_\_\_\_\_  
 Staff Member \_\_\_\_\_  
 Map Notation  (completed by staff)

**ATTENDEE:**

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**PROPERTY DESCRIPTION**

ASSESSOR MAP: \_\_\_\_\_ TAX LOT NUMBER(S): \_\_\_\_\_  
 \_\_\_\_\_

**PROCEDURE/CATEGORY TYPE**

CPO: \_\_\_\_\_  CPO Handout Provided  
 Community Plan: \_\_\_\_\_  
 Land Use District(s): \_\_\_\_\_

Site Size: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Location: \_\_\_\_\_

**Proposed Development Action:**

**PROCESSING INFORMATION** (Processing time from date of acceptance.) **+/- 30 day completeness review**

- Type I** - Administrative Review; estimated processing time \_\_\_\_\_ days.
- Type II** - Administrative Review; with Public Notice; est. processing time \_\_\_\_\_ days; County shall prepare Notice.
- Type III** - Quasi-Judicial Review (Public hearing before County hearings Officer). County shall prepare Notice. Application submittal deadline is approximately 11 weeks prior to the hearing.

**APPLICABLE REGULATIONS**

Submit evidence of compliance with the following, using the format indicated (written or plans).

**COMMUNITY PLAN**

- Written/Plans (prepared by a registered professional engineer)
- \_\_\_\_\_/\_\_\_\_ General Design Elements \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Sub-area Design Elements \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Area of Special Concern No. \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Significant Natural Resource \_\_\_\_\_

**COMMUNITY DEVELOPMENT CODE**

**Land Use Districts (Article III)**

- Written/Plans (prepared by a registered professional engineer)
- \_\_\_\_\_/\_\_\_\_ Introduction (\$300) \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Applicable District (\$302-381) \_\_\_\_\_

**Development Standards (Article IV)**

- Written/Plans (prepared by a registered professional engineer)
- \_\_\_\_\_/\_\_\_\_ Master Planning (\$404) \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Site Plan \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Off-Site Circ./Dev. Plan \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Open Space (\$405) \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Building Siting (\$406) \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Landscape Design (\$407) \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Neighborhood Circ. (\$408) \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Private Streets (\$409) \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Slopes & Grading (\$410) \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Screening & Buffering (\$411) \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Parking & Loading (\$413) \_\_\_\_\_

**Development Standards (Article IV) (con't.)**

- \_\_\_\_\_/\_\_\_\_ Signs (\$414) \_\_\_\_\_
- \_\_\_\_\_/\_\_\_\_ Lighting (\$415) \_\_\_\_\_
- \_\_\_\_\_/\_\_\_\_ Utility Design (\$416) \_\_\_\_\_
- \_\_\_\_\_/\_\_\_\_ Setbacks (\$418) \_\_\_\_\_
- \_\_\_\_\_/\_\_\_\_ Height (\$419) \_\_\_\_\_
- \_\_\_\_\_/\_\_\_\_ Solar Access (\$427) \_\_\_\_\_
- \_\_\_\_\_/\_\_\_\_ Bicycle Parking (\$429) \_\_\_\_\_
- \_\_\_\_\_/\_\_\_\_ Special Use Sections (\$430) \_\_\_\_\_
- \_\_\_\_\_/\_\_\_\_ Transit Oriented Design (\$431) \_\_\_\_\_
- \_\_\_\_\_/\_\_\_\_ Section \_\_\_\_\_
- \_\_\_\_\_/\_\_\_\_ Section \_\_\_\_\_

**Variance (\$435)**

- Written/Plans (prepared by a registered professional engineer)
- \_\_\_\_\_/\_\_\_\_ Type III Variance (\$435-4.1) \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Type II Hardship Relief (\$435-5.3) \_\_\_\_\_

**Flood Plain & Drainage Hazard Area (\$421)**

- FP/DHA Handout provided to Applicant
  - Flood Plain Elevation Request Form
- Written/Plans (prepared by a registered professional engineer)
- \_\_\_\_\_/\_\_\_\_ Information described in FP/DHA Handout (\$421-1.2.A or 421-1.2.B) Delineation. \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Section \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Section \_\_\_\_\_
  - \_\_\_\_\_/\_\_\_\_ Description of Proposed alteration (if any) \_\_\_\_\_

**Significant Natural Resource (§422)**

**Director's Interpretation provided to Applicant.**

Written/Plans (prepared by a professional qualified to address the different characteristics of the resource area)  
\_\_\_\_\_/\_\_\_\_ Information described in (§422) Director's Interpretation  
\_\_\_\_\_/\_\_\_\_ Tree Survey (site plan showing location & species of all trees > 6" in caliper)  
\_\_\_\_\_/\_\_\_\_ (§422-3) Criteria for Development \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_ Section \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_ Description of Proposed alteration (if any)

**Public Facilities (§501)**

**Traffic Impact Statement provided to Applicant.**

\_\_\_\_\_/\_\_\_\_ Completed Traffic Impact Statement  
(Submmit the Traffic Impact Statement Request as soon as possible, to avoid delay, as there is at least a 6 week turnaround time.)

**NOTE:** The completed Traffic Impact Statement may require additional submittal materials.

Written/Plans (prepared by a registered professional engineer)  
\_\_\_\_\_/\_\_\_\_ Information required by completed TIS (§501)  
\_\_\_\_\_/\_\_\_\_ Access Management Plan (§501-8.5.C)  
\_\_\_\_\_/\_\_\_\_ Sidewalks (§502) \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_ \_\_\_\_\_

**Land Divisions & Property Line Adjustments (Article VI)**

Written/Plans (prepared by a registered professional engineer)  
\_\_\_\_\_/\_\_\_\_ Preliminary Plat (§605-2.3)  
\_\_\_\_\_/\_\_\_\_ Development Standards (§605-3)  
\_\_\_\_\_/\_\_\_\_ \_\_\_\_\_

**SERVICE PROVIDER LETTERS FROM:**

\* = Documentation shall be nor more than 90 days old.

- \_\_\_\_\_\* Water District
- \_\_\_\_\_\* Clean Water Services (Sewer)
- \_\_\_\_\_\* Clean Water Services Surface Water
- \_\_\_\_\_\* Fire District
- \_\_\_\_> Washington County Sheriff
- \_\_\_\_> Wash Co HHS Solid Waste/Recycling
- \_\_\_\_> School District
- \_\_\_\_> Tri-Met
- \_\_\_\_> Tualatin Hills Park & Recreation District

**OTHER REQUIRED INFORMATION:**

- \_\_\_\_> Development Application
- \_\_\_\_> Dev. Rev. Supplemental Application
- \_\_\_\_> Neighborhood Meeting Materials
- \_\_\_\_> Reduced Site Plan (8.5" x 11")
- \_\_\_\_> Pre-Application Conference Summary
- \_\_\_\_> Transportation Dev. Tax Estimate Form
- \_\_\_\_> Other \_\_\_\_\_

**PREVIOUS CASE FILES:**

The following case files were previously processed on the subject site: \_\_\_\_\_  
\_\_\_\_\_

**FEES:**

Land Development Fees  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
Surcharges  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
Engineering Deposit..... \$ \_\_\_\_\_  
**TOTAL..... \$ \_\_\_\_\_**

Note: Transportation Development Tax and Park Fee(s) (if required) are collected after preliminary approval.

**Required Washington County Tax Map(s)**  
(Obtain from Dept. of Assessment & Taxation in Room 130, or the Survey Division in Room 350 of the Public Services Building; or the County website. Provide **ONE copy** of each map listed.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total number of copies of a **complete** Land Use application required: \_\_\_\_\_

**Note:** Three (3) copies of a land use application are sufficient for the initial completeness review (1<sup>st</sup> time submittal).

**Reduced Site Plan for the Public Notice:**

In addition to the full size site plans in the application packets, submit **one** reduced copy of the site plan (using an even scale 1"=100', 1"=200', 1"=400') on a piece of paper preferably 8½" x 11", but no larger than 11" x 17" for assistance in preparation of the Public Notice.

**Adjacent County (if applicable):**

Submit tax maps & ownership printouts for all properties within 500 feet of the site (and contiguous parcels), located within \_\_\_\_\_ County.

Other Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All materials must be folded and collated. • Incomplete applications WILL NOT be accepted.**  
These notes are general in nature and are not intended to cover all of the issues that may surface in the review of an application. Additional information may be required and it is the applicant's responsibility to provide the necessary information to process an application as required by Oregon State Law and Washington County ordinances and regulations.