



150 East Main Street, Hillsboro, OR 97123
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PLANNED UNIT DEVELOPMENT FINAL 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. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR REVIEW UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIALS.**

TRACKING INFORMATION (For Office Use Only)

File # _____ Planner: _____ Date received: _____

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

Applicant _____ Property Owner _____

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. PUD 9-02) City Council Approval Date: _____

Ordinance No. _____ (i.e. 5512)

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 Ordinance? 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 P.U.D. 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 P.U.D. PLAT)

The application procedure and submittal requirements are listed in Section 127 of the Hillsboro Zoning Ordinance No. 1945, Volume I as follows:

V. Application for Final Approval.

- A. Within two years after the date preliminary approval is given, the owner may prepare and file with the Planning Director a Final Development Plan, including a subdivision plat, if the development is to be platted, unless otherwise provided as a part of the approval of the Preliminary Development Plan.
- B. Action on the Final Development Plan shall be ministerial and taken by the Planning Director, and
 - 1. The Planning Director shall approve the Final Development Plan upon finding that the final plan substantially conforms with the preliminary plan approved, or approved with conditions by the Commission or the City Council. If the Final Development Plan does not substantially conform, the applicant may request an administrative modification from the approved Preliminary Plan. Requests for administrative modifications shall be accompanied by a fee as established by the City Council to defray the costs of processing the application. The Planning Director may approve a request for administrative modification only upon finding that all of the following criteria are met:
 - a. The change does not increase the residential densities, the lot coverage by buildings or reduce the amount of parking;
 - b. the change does not reduce the amount of open space and landscaping;
 - c. the change does not involve a change in use;
 - d. the change does not commit land to development which is environmentally sensitive or subject to a potential hazard, and
 - e. the change involves a minor shift in the location of buildings, proposed streets, parking lot configuration, utility easements, landscaping or other site improvements.
 - 2. A decision by the Director may be appealed, by the applicant or others with standing, to the Planning Commission which shall decide whether the Final Development Plan substantially conforms to the approved Preliminary Plan based on the criteria set forth in #1 above in this Subsection. The decision shall be based on testimony from the qualified appellant, applicant and the staff exclusively. No notice shall be required.
 - 3. The approval of a Final Development Plan which includes a plat constitutes authorization for the presiding officer of the Planning Commission to sign the official plat.
- C. Substantial modifications made to the approved Preliminary Plan will require a public hearing as provided by Section 116. The applicant must pay a fee as established by the City Council to defer costs to the City of a public hearing held for this purpose.

For a complete copy of the Hillsboro Zoning Ordinance No. 1945, contact the Planning Department at (503) 681-6153.

SUBMITTAL CHECK LIST

(FINAL P.U.D. PLAT)

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

- Eight (8) 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.
- Eight (8) copies plus original of the appropriate and necessary documents, site plans, maps, drawings, exhibits and narratives essential to understanding how the proposal meets the approval criteria. Include a copy of the Notice of Decision and adopted Ordinance on the Preliminary Plat approval and explain 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
- Eight (8) copies plus original (3 full-size and 5 reduced) of a final development plan.
- 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 developments of eight (8) lots or more. If required materials and fees were not submitted at the time of preliminary development plan application, then they must be submitted at the time of final development plan application submittal. Applicable to applications submitted after August 17, 2007.

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
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