



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

PRELIMINARY PARTITION 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 SCHEDULED FOR ADMINISTRATIVE REVIEW OR PUBLIC HEARING UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIALS.**

TRACKING INFORMATION (For Office Use Only)

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

APPLICATION TYPE: *(please check one)*

- Minor Partition:** The division of land into two or three parcels, within a calendar year. No street created. Approval Process: *Administrative Review.*
 - Major Partition:** The division of land into two or three parcels, within a calendar year, involving the creation of a new street, or the extension of an existing street. Approval Process: *Administrative Review.*
- Subdivision:** The division of land into four or more parcels where the area of land exists as a unit or contiguous units of land. *(For a subdivision, please use the Preliminary Subdivision Plat Application form.)*

SITE LOCATION & DESCRIPTION

Tax Map #(s) _____ Tax Lot #(s) _____
 Frontage Street or Address _____
 Nearest Cross Street _____
 Plan Designation _____ Zoning _____ Size of Original Parcel _____ acres or sq. ft.

SUMMARY OF REQUEST

Proposed Project Name: _____ Total No. of Parcels Proposed: _____
 Project Summary: *(Specify project type: Single Family Residential (SFR), Multi-family Residential (MF), Commercial (C), Industrial (I). Indicate whether project includes non-buildable areas such as; access easements, storm water quality tracts, right-of-way dedications, etc.)* _____

Please indicate the size of proposed parcels in square feet:

	Parcel Area	Parcel Width	Parcel Depth
Code-required minimum:			
Parcel 1 measurements			
Parcel 2 measurements			
Parcel 3 measurements			

CONTINUED ON PAGE 2

PRELIMINARY PARTITION APPLICATION (CONTINUED)

DETAILED SITE INFORMATION

Are any of the following present on the site? (NOTE: *If any of the below are present on-site, specify number of acres and/or percentage of site affected.*)

Floodplain _____ Wetlands _____ Significant Natural Resources _____

Cultural Resources _____ Airport Noise Contours _____ Slopes greater than 25% _____

Are variances for parcel dimensions/areas requested? Yes No (*If Yes, has a variance application been submitted?*)

Water Provider: City of Hillsboro Tualatin Valley Water District Other _____

Does the site have access from City Street(s): Yes No (*Please explain*) _____

Does the site have access from County Road(s): Yes No (*Please explain*) _____

Are street/road improvements requested or required? Yes No (*Please explain*) _____

Are there existing structures on the site? Yes No (*If Yes, briefly explain future status of structures*) _____

Are there existing wells or septic drain fields on the site? Yes No (*If Yes, briefly explain future status.*) _____

OWNERSHIP 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: _____

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: _____

CONTINUED ON PAGE 3

PRELIMINARY PARTITION PLAT APPLICATION (CONTINUED)

APPLICANT INFORMATION

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, Concept Development Plan, 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”:

1. Dedications for public rights-of-way and easements, and for internal streets required for fire access;
2. Storm water treatment and detention facilities;
3. Required usable open space (varies according to application);
4. Optional open space within inventoried Significant Natural Resource areas or in proximity to inventoried Cultural Resource structures.
5. Delineated wetlands and vegetated corridors as required by Clean Water Services;
6. Any land with 25%+ slopes, or within the 100-year floodplain, unless used for building or parking purposes.

Residential Density Calculations: *Fill in the blanks below to calculate the net residential density.*

Total Gross Area of Subject Site (1 acre = 43,560 sq. ft.): _____ 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 vegetated corridors	_____
	Slopes greater than 25%	_____
	100-year floodplain	_____
	Required usable open space	_____

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 divided by 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 return 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
Water Department to fill out:				
WATER				
Engineering Department to fill out:				
SAN. SEWER				
STORM SEWER				

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS (PRELIMINARY PARTITION)

The application procedure and submittal requirements are listed in Articles IV, V and VII of the Hillsboro Subdivision Ordinance No. 2808 as follows:

ARTICLE IV Major Partition Procedures

Section 1. Submitting the Major Partition Map. No person shall create a street, road, public or private way in the City of Hillsboro for the purpose of partitioning an area or tract of land without the approval of the Planning Director. A person desiring to so partition land within the City shall file an application with the Planning Director on forms provided by the City Planning Department, together with 12 copies and the fees required by this ordinance. The application shall include the information specified in Article II, Sections (1) (A), (1) (E), (1) (F), and (1) (G).

Section 2. Major Partition Map Filing Fee. Applicable for a Major Partition. An application fee as established by the City Council under Article XI of this Ordinance shall be paid to the City of Hillsboro by the applicant at the time of submission of the application for a major partition, in order to defray the costs of processing the application. All recording costs for legal instruments required by the City must also be paid by the applicant.

Section 3. Review of Major Partition. Upon receipt of the application for a major partition, the Planning Director shall proceed as follows:

- (a) Check the proposal against the Zoning Ordinance including the minimum and maximum residential densities of the zone if applicable, the requirements of this ordinance and any regulations applicable to the land.
- (b) Distribute one copy of the major partition map to each affected department and ask for comment within 14 days.
- (c) Send written notice by mail, not less than 20 days before the decision, to owners of property situated within a 200 foot radius of the boundary of the property subject to the request, using for this purpose the name and address of the owners as shown upon the current records of the County Assessor. Failure of a person to receive the notice specified in this Section shall not invalidate any proceeding in connection with the application for a major partition preliminary plat.
- (d) Prepare a staff report reviewing the major partition proposal; said staff report shall either approve or conditionally approve the major partition if such partition does not impede the future use of the tract, adversely affect the sale or logical development of any remainder of the tract or any adjoining land or access thereto; and if the proposal conforms to applicable statutes, rules, standards and ordinances. If the Planning Director finds that the major partition proposal does not conform to applicable standards, or if it impedes future use of the tract or adjacent properties, the Director shall deny the major partition, and the staff report shall include findings stating the reasons for denial.

Section 4. Final approval. When the conditions of approval on the tentative plat have been met, and upon payment of a fee as established by the City Council under Article XI of this Ordinance to defray the costs of processing the application, the Planning Director shall sign the final plat and release it for recording with the County.

Approval or conditional approval of a major partition plat shall become null and void if the map is not recorded with the County within 12 months of the date of approval or conditional approval. A single twelve month extension may be granted by the Planning Director if requested in writing before the expiration of the initial six month period. If the major partition map is not recorded within the required time, the major partition may then be resubmitted to the City for consideration, subject to all provisions of this Article.

Section 5. Appeal. Any decision of the Director may be appealed pursuant to Article VIII of this ordinance.

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS (CONTINUED)

ARTICLE V Minor Partition

Section 1. Submittal Requirements and Administrative Procedure. Minor partitions shall be reviewed, approved, approved with conditions, or denied by the Planning Director.

(A) An application for a minor partition shall be filed with the City on the form provided by the Planning Department, together with 12 copies and the fees required by Article XI of this Ordinance. The application shall include the information specified in Article II, Sections (1) (A), (1) (E), (1) (F), and (1) (G).

(B) Applications for minor partition approval shall be reviewed for compliance with Zoning Ordinance requirements regarding minimum and maximum densities, lot dimensions, and other applicable Zoning Ordinance provisions, and under administrative rules approved by the Planning Commission.

In addition to these rules, the Planning Director shall require that minor partition applications include geotechnical investigation reports as specified in Article II, Section (1) (E) (6). Unless the Planning Director determines that a geotechnical investigation is warranted due to site-specific characteristics, projects meeting all of the following criteria are exempt from this requirement: the construction value of the project is \$150,000 or less; the project will not involve the import, export, and/or on-site movement of more than 100 cubic yards of earth; there is no evidence of any previous fill on the site to a depth exceeding one foot; the project does not include proposed fill on the site to a depth exceeding one foot; and no portion of the site has a slope in excess of ten percent (10%).

Section 2. Review and Approval. Approval, conditional approval, or denial will be made based on conformance of a preliminary partition plat with applicable standards, statutes, rules and ordinances. Approval of the final partition plat shall be based upon conformance with any applicable conditions, and shall be evidenced by the signature thereon of the Planning Director, with the date of such approval. Any decision of the Planning Director may be appealed according to the provisions of Article VIII of this Ordinance.

Section 3. Fees. For purposes of defraying the cost incurred by the City in processing preliminary and final plats for minor partition applications, each application by a property owner or the authorized agent of the owner for preliminary or final partition plat approval shall be accompanied by fees as established by the City Council under Article XI of this Ordinance. All recording costs for legal instruments required by the City must also be paid by the applicant.

Section 4. Lot Size Limitation for Partitions. A parcel of land or the aggregate of contiguous parcel under the same ownership, containing sufficient net buildable area to allow creation of four or more lots meeting the minimum requirements of Zoning Ordinance No. 1945 as amended, shall be divided only in conformance with the procedures and standards specified in Articles II and III of this Ordinance.

A parcel, partitioned solely for the purpose of segregating one separate smaller parcel for an existing or proposed single family house, shall be exempt from the provisions of Section 4 of this Article V. The parcel to be created for the single-family house shall not contain sufficient lot area to allow further partitioning under the standards of the applicable existing zone.

ARTICLE VI Development Standards and Design Guidelines

Section 1. Conformance. The design of and improvements in subdivisions or partitions shall conform with the policies of the Comprehensive Plan, the standards of the Zoning Ordinance, and other applicable standards adopted by the Planning Commission or City Council.

Section 2. Standards. The Planning Commission and City Council may adopt development standards and design guidelines for any element of development within a subdivision, including but not limited to the following: lotting patterns; building orientation, design, and placement; circulation and parking design; streets and infrastructure construction; and landscaping and usable open space.

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS (CONTINUED)

Section 3. Applicability. The Planning Commission, the City Council, and the Planning Director or the Director's designee may apply the development standards and design guidelines adopted for subdivisions to other land use applications reviewed by the City, including planned unit developments and development review, where such standards are clearly applicable.

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.

SUBMITTAL CHECK LIST (PRELIMINARY PARTITION)

The following items are required as part of the preliminary partition submittal. All partition applications must show or be accompanied by the following information (folded and collated in full and complete sets):

For Minor Preliminary Partitions:

- Original, signed application form plus ten (10) 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 ten (10) copies of the appropriate and necessary site plans, maps, drawings, exhibits and narratives essential to understanding how the proposal meets the approval criteria, including a written statement describing the proposal and referencing how any necessary approvals from other agencies: Washington County, Clean Water Services, DSL, ODOT, DEQ, etc. **NOTE:** Details for narrative provided in the attached Submittal Check List under the headings: General Information, Existing Conditions, and Proposed Improvements. Include discussion of utility provision.
- Original plus ten (10) copies of a preliminary partition plat, drawn clearly and legibly AND a utility plan for proposed partition, showing the location of existing utilities and proposed extensions into newly created lots, including but not limited to water, sanitary sewer, and storm sewer.
- One (1) copy of the neighborhood meeting(s) notes, list of parties notified, dated photographs documenting site posting, copies of all materials provided by the applicant at the meeting, and a signature sheet of attendees, as specified in Article II Section 1.(G).of the Subdivision Ordinance.
- One (1) copy of either:
 - A determination by Clean Water Services (CWS) or the Engineering Department that a Site Assessment is not necessary.
 - A CWS Service Provider Letter.
- One (1) completed Certificate of Service Availability form (attached).
- One (1) completed Residential Density Calculation Worksheet (If residential project proposed) (attached).
- 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.

SUBMITTAL CHECK LIST

(PRELIMINARY PARTITION)

For Major Preliminary Partitions:

- Original, signed application form plus twenty-five (25) 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 twenty-five (25) copies of the appropriate and necessary site plans, maps, drawings, exhibits and narratives essential to understanding how the proposal meets the approval criteria, including a written statement describing the proposal and referencing any necessary approvals from other agencies: Washington County, Clean Water Services, DSL, ODOT, DEQ, etc. **NOTE:** Details for narrative provided in the attached Submittal Check List under the headings: General Information, Existing Conditions, and Proposed Improvements. Include discussion of utility provision.
- Original plus twenty-five (25) copies (10 full-sized and 15 reduced) of a preliminary partition plat, drawn clearly and legibly, AND a utility plan for proposed partition, showing the location of existing utilities and proposed extensions into newly created lots, including but not limited to water, sanitary sewer, and storm sewer.
- Original plus twenty-five (25) copies of the neighborhood meeting(s) notes, list of parties notified, dated photographs documenting site posting, copies of all materials provided by the applicant at the meeting, and a signature sheet of attendees, as specified in Article II Section 1.(G).of the Subdivision Ordinance.
- One (1) copy of either:
 - A determination by Clean Water Services (CWS) or the Engineering Department that a Site Assessment is not necessary.
 - A CWS Service Provider Letter.
- One (1) completed Certificate of Service Availability form (attached).
- One (1) completed Residential Density Calculation Worksheet (attached) (If residential project proposed).
- 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")
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 - 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.

SUBMITTAL CHECK LIST

(PRELIMINARY PARTITION)

GENERAL INFORMATION

- Map context information including date, north arrow, and scale of drawing.
- Vicinity map showing the general location of the property in relation to the nearest major street or highway.
- Contact information including names, addresses, telephone numbers, fax numbers and e-mail addresses. Contacts should include owners, applicants, subdivision designers, engineers and surveyors.
- Identification as a tentative plat.

EXISTING CONDITIONS

- Location, name and present width of all streets, alleys and rights-of-way on and abutting the tract.
- Location, purpose and present width of all existing easements of record on and abutting the tract.
- Areas of the site that have been filled with soil or debris from the site or from off-site sources.
- All utilities on and abutting the tract. If water mains and sewers are not on or abutting the tract, the drawing must indicate the direction and distance to the nearest ones. If a septic tank or well is on site indicate their locations.
- Line sizes for all existing utilities serving the property.
- Ground elevations shown by contour lines at 2-foot intervals for ground slopes of 0% to 25% and 5-foot intervals for slopes over 25%.
- Natural features such as watercourses, rock outcroppings, wetlands, wooded areas (other than brush and scrub), and areas of the site within the 100-year floodplain.
- Existing uses including the scaled location and present use of all existing structures on the property. Identification of which structures will remain and which will be removed after platting.

PROPOSED IMPROVEMENTS

- Location, width and purpose of proposed easements.
- Number of parcels proposed, square footage of each parcel, dimensions of each parcel, and average parcel size.
- Proposed use of property, type of building: single-family, duplex, multifamily, other.
- Narrative statement of the partition improvements proposed. Include a timeline of the improvements to be made or installed.
- Proposed domestic water system. Connection to existing lines, line sizes and fire hydrant locations must be shown. Relationship of water supply on subject site to adjacent sites.
- Proposed method of sewage disposal. Connection to existing lines and line sizes must be shown. Relationship of sewage disposal on subject site to service adjacent sites
- Proposed method of storm water disposal. Connection to existing lines, line sizes and drainage ways must be shown. Relationship of storm water disposal on subject site to adjacent sites.
- Proposed method and location of storm water management conforming to Clean Water Services rules.

SUBMITTAL RECOMMENDATIONS

(PRELIMINARY PARTITION PLAT)

- Applicants are advised to schedule a pre-application meeting with Planning staff to discuss request prior to submittal of application.

FOR MORE INFORMATION PLEASE CONTACT:

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