



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

PRELIMINARY SUBDIVISION 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. 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)

File # _____ Planner: _____

Administrative Review Public Hearing Required Public Hearing Requested ♦ Public Hearing Date: _____

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))* _____

NOTE: If a residential project is proposed, a Residential Density Calculation Worksheet (attached) must be submitted.

No. of phases proposed _____ Total No. of lots proposed _____ Fill in the blanks below based on project type:

| | SFR Detached | SFR Attached | MF | C/I |
|--------------------------|--------------|--------------|----|-----|
| No. of Lots: | | | | |
| Max. Lot Size (sq. ft.): | | | | |
| Min. Lot Size (sq. ft.): | | | | |
| Avg. Lot Size: | | | | |
| Total No. of Units: | | | | |
| Duplex Lots**: | | | | |

** Applicable to subdivisions with more than 20 lots – maximum duplex lots not to exceed 20%.

PRELIMINARY SUBDIVISION PLAT (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 lot 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 parking restrictions requested? Yes No (*Please explain which streets are affected*) _____

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 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 _____

CONTINUED ON PAGE 3

PRELIMINARY SUBDIVISION PLAT (CONTINUED)

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 SUBDIVISION)

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

Section 1. Application Procedure and Submittal Requirements. To initiate a subdivision within the City of Hillsboro the following procedures must be followed:

- (A) Obtain certification from the City Engineering Department on forms provided by the City that the following are available to the site:
 - (1) Municipal water with sufficient volume and pressure to serve the proposed development.
 - (2) Sanitary sewer with sufficient treatment plant capacity and line capacity to serve the proposed development.
 - (3) Storm sewer with sufficient line capacity to adequately provide the necessary drainage.

If any of these certifications cannot be made because the utilities cannot be provided at the property boundary, the City Engineer shall state on the form whether the utilities could be provided by extension or replacement of existing lines or construction of pumping stations and will provide an estimate of the cost of extension, replacement or the pump station. A signed statement by the developer that it is his intent to advance the funds necessary for the required extension, replacement or pump station will be acceptable in conjunction with the Engineers' statements to serve in lieu of a full certification. If certification or statement in lieu of certification cannot be given due to a lack of utilities, further processing of the proposed subdivision can proceed only if the developer furnishes a statement that he fully realizes that no development of the tract can proceed until utilities are available and that no time schedule for their availability can be provided.

(B) An application, using forms provided by the City of Hillsboro Planning Department, must be filed with said department in completed form a minimum of 30 days prior to the Planning Commission meeting at which said application is to be considered.

(C) In order to defray the costs of processing, a filing fee must be submitted with the application. Said filing fee shall be established by the City Council, under Article XI of this Ordinance.

(D) Twenty-five copies of the tentative subdivision, a narrative addressing the approval criteria, and any other informational maps required shall be submitted with the application and filing fee. A list of information required on or accompanying the tentative subdivision plat shall be available from the Planning Department. This list shall be provided upon request.

(E) In addition to the certificates, maps and other documents required under Sections (A) through (D) of this Section, the applicant shall provide the following information on the tentative plat or in supporting documents:

- (1) A vicinity map showing the following information within 500 feet of the proposed subdivision: the locations of existing subdivisions and partitions and unsubdivided or unpartitioned land ownership; the locations and sizes of existing utilities; and the locations and dimensions of existing streets, sidewalks, transit trunk routes and transit stops, bike routes and bike ways, and pedestrian/bicycle accessways.
- (2) The locations and widths of proposed streets, sidewalks, pedestrian/bicycle accessways, and other pedestrian connections or bicycle ways within the subdivision.
- (3) The locations, widths and purposes of proposed easements within the subdivision.
- (4) A map showing how proposed streets, sidewalks, bike routes and bike ways and pedestrian connections within the proposed subdivision may be extended onto adjoining undeveloped properties so as not to preclude their efficient development.

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS (CONTINUED)

(5) A subdivision connectivity analysis prepared by an architect, engineer or other appropriate professionals licensed by the State or Oregon which describes the existing and future vehicular, bicycle and pedestrian connections between the proposed subdivision and existing and planned land uses on adjacent properties. The subdivision connectivity analysis shall include shadow plats of adjacent properties showing how lotting and street patterns within the proposed subdivision will extend to and/or from such adjacent properties.

(6) A geotechnical investigation report which shows the following: slope stability studies, on-site site grading, cutting and filling; structural foundation requirements; surface and subsurface drainage recommendations; erosion vulnerability; building or grading limitations, including top of slope offsets and areas restricted for site grading; recommendations for construction of streets, utilities, and structures of the site; and identification of any portions of the site requiring further evaluation by a geotechnical or structural engineer. 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:

- (a) construction value of the project is \$150,000 or less; and
- (b) the project will not involve the import, export, and/or on-site movement of more than 100 cubic yards of earth; and
- (c) there is no evidence of any previous fill on the site to a depth exceeding one foot; and
- (d) the project does not include proposed fill on the site to a depth exceeding one foot; and
- (e) no portion of the site has a slope in excess of ten percent (10%).

(7) Site plans, street and driveway cross-sections, landscaping and open space plans, fence and wall plans, street tree plans, and building elevations documenting compliance with any applicable development standards and design guidelines adopted by the City Council or the Planning Commission pursuant to Article VII.

(8) In residential projects of eight or more lots, to demonstrate compliance with General Architectural Design and Construction Standards and Guidelines adopted under Article VII of this Ordinance, the applicant shall submit front, side and rear elevation, color palettes, and plot plans for all proposed residential structures.

At the option of the applicant, documentation of compliance with the General Architectural Design and Construction Standards and Guidelines may be delayed until submittal of the final plat, but in that case public notice of the final plat review shall be given as required in Section 3.

The City Council shall adopt by Resolution a fee, to be charged in addition to the tentative plat fee or the final plat fee as applicable, to defray the costs of reviewing the documentation required under this subsection.

(9) A Traffic Impact Report, prepared and certified by a registered traffic engineer, analyzing the impact of the project on City, County and State road 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 comply with the following standards:

- a) Methodology generally in accord with the standards and procedures set forth in Washington County Resolution and Order 86-95 and related code provisions;
- b) Differentiation between traffic safety improvements necessary due to impacts of the project, and roadway capacity improvements necessary due to traffic volume generated by the project;

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS (CONTINUED)

- c) Utilization of Level of Service (LOS) standards for both intersection and roadway segments as specified in Table 137.4, determined by the methodology in the most recent edition of the Highway Capacity Manual published by the Transportation Research Board.

The Report shall include the following:

- a) an estimate of the rough proportionality of the identified safety improvements to the estimated impact of the project or phase of a project, and at the option of the applicant, a cost-effectiveness analysis for all traffic safety problems and potential solutions identified by the study.
- b) Consideration of the Volume to Capacity ratio and the delay, for each intersection approach's critical lane group; and
- c) Analysis of the 95th percentile queuing requirements at affected turn lanes.

(F) Any proposed subdivision within the City of Hillsboro, which meets the definition of "development" as contained in Chapter 1 Section 1.02.15 of the *Washington County Clean Water Service's Design and Construction Standards and Regulations Pertaining to the Sanitary Sewerage and Storm and Surface Water Management Systems, including Regulations for Erosion Control and Protection of Water Quality Sensitive Areas*, shall be reviewed for compliance with, and shall comply with the applicable provisions and procedures of Chapter 3, *Standard Design Requirements for Storm and Surface Water* of the CWS's Design and Construction Standards and Regulations for Sanitary Sewerage and Storm and Surface Water Management Systems. Accordingly, as part of the application submittal requirements, the applicant shall submit either: 1) a determination by CWS that Site Assessment is not necessary, Or 2) CWS Service Provider Letter.

(G) Prior to submittal of an application for a tentative subdivision plat, the applicant shall hold a neighborhood meeting at a location in the closest practicable proximity to the subject site. The meeting shall be held on a weekday evening or weekends at any reasonable time. Mailed notice of the meeting shall be provided by the applicant to surrounding neighborhood, at the same notification radius required by the City for the tentative subdivision plat. The applicant shall also post notice of the neighborhood meeting on the site at least seven days before the meeting.

At the neighborhood meeting, the applicant shall provide preliminary details of the major elements of the development, including number and type of dwellings if applicable, proposed uses, street, lotting, and parking layouts, approximate building locations and heights, and approximate locations for open space and natural resource preservation as applicable. Opportunity shall be provided for attendees to ask questions regarding the proposal. The applicant shall prepare meeting notes of major points, issues, and responses concerning the development proposal that were discussed at the meeting. Only one neighborhood meeting per development proposal is required, but the applicant may hold more meetings if desired.

The neighborhood meeting 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 shall be included with the development application upon submittal.

Compliance with the provisions of this Section is a jurisdictional requirement of the Hillsboro Subdivision Ordinance. Applications shall not be submitted without this documentation, or submitted prior to the neighborhood meeting. If submitted without this documentation, such applications shall not be accepted by the City.

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.

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS (CONTINUED)

(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.

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.

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS (CONTINUED)

Section 5. Planning Commission Review. If the applicant or the Planning Director has determined that the tentative subdivision plat application will be reviewed by the Planning Commission, the Planning Director shall proceed through the process cited in Section 4 (A) through (C) of this Article, except that the staff report shall be made available to the applicant and the Planning Commission not less than seven days prior to the date of the Planning Commission public hearing. On the specified date, the Planning Commission shall conduct a public hearing on the tentative subdivision plat application as prescribed by its own Rules and Procedures and by state statute.

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.

(B) The Planning Commission or the Planning Director shall approve the proposed tentative plat only if it finds that the tentative plat satisfies the standards in subsection A of this Section. The Planning Commission or the Planning Director may impose such approval conditions as necessary to assure compliance with those standards. The Planning Commission or the Planning Director may deny the proposed tentative plat if the tentative plat does not comply with the standards in subsection A (1) - (8) of this Section.

- (1) If the Planning Commission or the Planning Director finds that there are inadequacies in public facilities, services, and/or utilities, the Commission or Director may condition approval of the subdivision only upon finding that such deficiencies can be corrected in a timely manner.
- (2) If the Planning Commission or the Planning Director finds that the tentative plan does not comply with the applicable design standards for subdivisions in subsections A (1) - (8) of this Section, the Commission or Director may approve the tentative plat with conditions, or deny the tentative plat.
- (3) The Planning Commission or the Planning Director shall notify the applicant and parties of the decision in the manner established by state law.

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS (CONTINUED)

Section 7. Appeal of Decision on Tentative Subdivision Plat. A decision by the Planning Commission may be appealed to the City Council under the provisions of Article VIII of this Ordinance. A decision by the Planning Director may be appealed to the Planning Commission under the provisions of Article VIII of this Ordinance.

Section 8. Street and Pedestrian/Bicycle Design Standards. In addition to such other City street, pedestrian and bicycle design standards applicable to subdivisions, all subdivisions shall comply with the following:

(A) Through street connections between neighborhoods are encouraged. The applicant shall demonstrate how the proposed street, pedestrian and bicycle network provides safe and convenient access to adjacent residential developments and transit stops, to adjacent undeveloped property likely to be subdivided or otherwise developed in the future, and to neighborhood activity centers, transit trunk routes and other transit facilities within one-half mile of the development.

(B) The location, width and grade of streets shall be considered in relation to existing and planned streets; topographical conditions and natural resource corridors; public convenience and safety for all modes of travel; existing and identified future transit routes and pedestrian/bicycle accessways; and the proposed use of land to be served by the streets. The street system shall assure an adequate traffic circulation system with intersection angles, grades, tangents and curves appropriate for the traffic to be carried considering the terrain. Streets shall connect to all existing or approved stub streets which abut the development site.

(C) Full street connections with spacing of no more than 530 feet between connections shall be provided in all contiguous areas of vacant and underdeveloped parcels of five or more acres planned or zoned for residential or mixed-use development, except where barriers such as topography, railroads, freeways, pre-existing development, or regulations implementing Title 3 of the adopted Metro Urban Growth Management Functional Plan or City Goal 5 resource Protection requirements prevent their construction or require different street connection standards.

(D) Narrow street designs for local streets may be permitted with City Engineer approval, provided that other minimum dimensional requirements are met for travel lanes, bike lanes, parking lanes and sidewalk widths.

(E) Upon recommendation by the City Engineer when deemed necessary to improve public safety, reduce traffic hazards and promote the welfare of pedestrians, bicyclists and residents of the subject area, the Planning Commission, with Street Committee approval, may require that local streets be constructed using techniques which discourage their use by non-local automobile traffic.

(F) Within subdivisions that can be adequately served by transit, the street and pedestrian/bicycle network shall be designed and laid out in a manner that promotes transit use. The Planning Commission may require provisions for transit facilities along transit trunk routes where a need for bus stops, bus pullouts or other transit facilities within or adjacent to the subdivision has been identified. Such provisions may include, but need not be limited to, easements and dedications.

(G) The use of Cul-de-sacs designs and closed street systems shall be limited to circumstances in which barriers such as topography, railroads, freeways, pre-existing development, or regulations implementing Title 3 of the adopted Metro Urban Growth Management Functional Plan or City Goal 5 Resource Protection requirements prevent full street extensions. When permitted, their use shall be consistent with the provision of safe and convenient pedestrian and bicycle access from within the development to adjacent residential developments, transit stops and nearby neighborhood activity centers. Cul-de-sacs shall have a maximum length of 200 feet and shall serve no more than 25 dwelling units. Green Street design elements and facilities may be incorporated, such as reducing cul-de-sac radii and using vegetated islands in the center.

(H) The length, width and shape of blocks shall take into account the need for adequate building site size, safe and convenient motor vehicle, pedestrian, bicycle and transit access, control of traffic circulation, and limitations imposed by topography and other natural features. Except where precluded by topography or other physical constraint or by existing development patterns or lot configurations, block lengths between local and collector streets shall not exceed 1000 feet, and the maximum perimeter of the blocks formed by local and collector streets shall not exceed 2750 feet. The length of blocks which are situated within one half (1/2) mile of existing neighborhood activity centers or transit stops, shall not exceed 600 feet, and the maximum perimeter of the blocks formed by such local and collector streets shall not exceed 1800 feet.

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS (CONTINUED)

Where a subdivision connectivity analysis indicates that block lengths or perimeters within the proposed subdivision will deter safe and convenient pedestrian and bicycle travel between neighborhoods and from neighborhoods to nearby pedestrian destinations such as neighborhood activity centers and transit stops, the Planning Commission shall require the construction of pedestrian accessways in appropriate locations through such blocks to provide for such pedestrian and bicycle travel.

(I) Sidewalks shall be built on both sides of streets within a subdivision and along private driveways serving seven (7) or more single family lots. The Planning Commission may reduce sidewalk requirements to one side of the development frontage for new streets to avoid impacting Habitat Benefit Areas or when physical or topographic features require a reduction in road standards.

(J) Where site conditions are favorable to stormwater infiltration "green streets" designs may be utilized. In these cases, deviation from the street standards contained in Transportation Implementation Measure O and shown on the adopted street cross-sections may be permitted by the City. Permissible design elements and facilities include, but are not limited to, minimizing paving and/or using pervious paving materials, maximizing street tree coverage, using multi-functional open drainage systems in lieu of more conventional curb-and-gutter systems, reducing cul-de-sac radii and using vegetated islands in the center, and minimizing the negative effects of stream crossings.

Section 9. Pedestrian/Bicycle Accessways.

(A) Purpose. Pedestrian/bicycle accessways are intended to provide safe and convenient connections within and from new subdivisions to adjacent and nearby residential areas, transit stops and neighborhood activity centers where public street connections for automobiles, bicycles and pedestrians are unavailable. Pedestrian/bicycle accessways should only be used in areas where public street options are unavailable, impracticable or inappropriate.

(B) When required. Pedestrian/bicycle accessways shall be provided in the following situations:

(1) In areas where full street connections are not possible, bicycle and pedestrian connections on public easements or rights-of-way shall be provided with spacing of no more than 330 feet between connections except where barriers such as topography, railroads, freeways, pre-existing development, or regulations implementing Titles 3 and 13 of the adopted Metro Urban Growth Management Functional Plan, or City Goal 5 Resource Protection requirements prevent their construction.

(2) Accessways are required between discontinuous street rights-of-way, through mid-block locations where blocks are longer than 1000 feet, in accordance with Section 8 (H) of this Article, or where the lack of street continuity creates inconvenient or out of direction travel patterns for local pedestrian or bicycle trips.

(3) Accessways shall be included as follows in all residential districts:

(a) To provide reasonably direct access to nearby neighborhood activity centers, transit trunk routes and other transit facilities.

(b) Where practicable, to provide reasonably direct access to other adjacent developments and to adjacent undeveloped property likely to be subdivided, partitioned, or otherwise developed in the future.

(c) To provide reasonably direct connections from cul-de-sacs and internal private drives to the nearest available street or neighborhood activity center.

(d) To provide reasonably direct connections from cul-de-sacs or local streets to arterial or collector streets.

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS (CONTINUED)

- (C) Development standards.
- (1) Entry points shall align wherever practicable with pedestrian crossing points along adjacent streets and with adjacent street intersections.
 - (2) Accessways shall not exceed 300 feet in length between streets. Accessways shall be free of horizontal obstructions and have a nine (9) foot, six (6) inch high vertical clearance. To safely accommodate both pedestrians and bicycles, accessway right-of-way widths shall be as follows:
 - (a) Accessways shall have a 15 foot wide right-of-way with a minimum 10 foot wide paved surface. Where pervious pavement is appropriate (e.g. in dense urban areas where little pervious surface exists, parking lots and where runoff is not highly contaminated), a deviation from this standard may be allowed per City Engineer approval.
 - (b) If an accessway also provides secondary fire access or a public utility corridor, the right-of-way width shall be at least 20 feet with a 15 foot wide paved surface. Where pervious pavement is appropriate (e.g. in dense urban areas where little pervious surface exists, parking lots and where runoff is not highly contaminated), a deviation from this standard may be allowed per City Engineer approval.
 - (3) Accessways shall be direct with both end points of the accessway always visible from any point along the accessway.
 - (4) To enhance pedestrian and bicycle safety, accessways shall be lighted. Accessway lighting shall be provided by the developer to standards established by the City Engineer. Lighting shall be provided at both entrances and may also be required at intermediate points along the accessway, as appropriate for safety, as determined by the City Engineer. Lighting shall be directed as to avoid shining in fish and wildlife habitat areas.
 - (5) Wherever practicable, accessways shall have a maximum slope of five (5) percent and avoid the use of stairways.
 - (6) Accessways shall be fenced and screened along adjacent property by:
 - (a) A thick vegetation screen at least 42 inches high with an additional four (4) feet high evergreen vegetation screen; or
 - (b) A minimum five (5) feet high fence with a row of three (3) to four (4) foot high evergreen shrubs or climbers planted along the fence (native shrubs are encouraged); if a wooden fence is used, then the fence shall be constructed with pressure-treated structural members including a pressure treated cap; or
 - (c) If there is an existing fence on private property adjacent to the accessway, a four (4) foot high evergreen vegetative screen.
 - (d) In satisfying the requirements of this Section, evergreen plant materials that grow over four (4) feet in height shall be avoided. All plant materials shall be of a low maintenance variety and shall be reviewed and approved by the Planning Director. Plants used as a thorny vegetation screen shall reach 42 inches in height within three years of planting without irrigation.
 - (7) Accessways shall be designed to prohibit motorized traffic, except for motorized wheelchairs for disabled pedestrians. Curbs, removable lockable posts and bollards are suggested mechanisms to achieve this, except for motorized wheelchairs for the disabled.
 - (8) Accessway surfaces shall be paved with all weather hard-surfaced materials and designed to drain stormwater runoff to the side or sides of the accessway. Where pervious pavement is appropriate (e.g. in dense urban areas where little pervious surface exists, parking lots and where runoff is not highly contaminated), a deviation from this standard may be allowed per City Engineer approval. Paving, storm drainage, shoulder treatment, and landscaping for accessways shall be as approved by the City Engineer and Planning Director.

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS (CONTINUED)

(D) Exceptions. An exception may be made where the Planning Commission determines that construction of a separate accessway is not feasible due to physical or jurisdictional constraints. Such evidence may include but is not limited to:

- (1) That other federal, state or local requirements prevent construction of an accessway.
- (2) That steep slopes, wetlands or other bodies of water, freeways, railroads, or other physical or topographic conditions make an accessway connection impracticable.
- (3) That the accessway would cross an area affected by an overlay district in a manner incompatible with the purposes of the overlay district.
- (4) That buildings or other existing development on adjacent lands physically preclude a connection now or in the future considering the potential for redevelopment.
- (5) That the accessway would terminate at the urban growth boundary.
- (6) That the accessway would violate provisions of leases, easements, covenants, restrictions or other agreements existing as of May 1, 1995 which precludes a required accessway connection.

(E) Ownership, liability and maintenance of accessways. To avoid non-maintenance of pedestrian/bicycle accessways over time, the Planning Director shall require one of the following:

- (1) That the accessways be dedicated to the public as public right-of-way prior to the final approval of the development; or
- (2) That the developer incorporate the accessway into a recorded easement or tract which specifically requires the property owner and future property owners to provide for the ownership, liability and maintenance of the accessway.

Section 10. Usable Open Space. Unless an exception is approved under the standards in subsection e below, residential subdivisions in all zones shall provide usable open space within the project based on the gross acreage of the project, as shown in the following table:

| Project Gross Acreage | Required Usable Open Space |
|-----------------------|----------------------------|
| 1.01 to 5.00 | 5.0% |
| 5.01 to 15.00 | 7.5% |
| 15.01 to 25.0 | 10.0% |
| Over 25.01 | 12.5% |

a. Maintenance of common private open space and other facilities such as private streets shall be the responsibility of the Homeowners' Association created in accordance with Oregon Revised Statutes.

b. Usable open space in residential subdivisions shall be sited and improved to provide active recreational and "third place" amenities intended to provide appropriate opportunities for physical activity and interaction among residents within the development. Except where inventoried Significant Natural Resources, 100-year floodplain, or delineated wetlands are present on site, 100% of the required usable open space area shall be improved for active recreational and "third place" use.

c. Usable open space in residential subdivisions may include passive recreational areas only where inventoried Resource Level 1, 2, or 3 Significant Natural Resources, 100-year floodplain, or delineated wetlands and wetlands buffers are present on site. Such areas or portions thereof may be counted toward the usable open space under the following standards:

- 1) public accessways and covered viewing areas are provided;

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS (CONTINUED)

- 2) only that portion of the inventoried Significant Natural Resources, 100-year floodplain, or delineated wetlands and wetlands buffer area visible from the viewing area is applicable toward the requirement.
 - 3) the entire area is enhanced pursuant to Clean Water Services standards and the requirements of Section 131A of the Zoning Ordinance if applicable; and
 - 4) the visible inventoried Significant Natural Resources, 100-year floodplain, or delineated wetlands and wetlands buffers will not count for more than 25 percent of the required usable open space.
- d. Development within areas designated as Town Centers or Main Streets on the Hillsboro 2040 Growth Concept Boundaries Map shall provide usable open space improvements which enhance the pedestrian environment and are appropriate to these higher density urban areas. Such improvements may include, but are not limited to, the following: hardscaped courtyards; weather canopies; water features and drinking fountains; benches or low walls with seating areas; free-standing planters; play structures; public art or other pedestrian space or design features integrated into the overall design of the development.
- e. The Planning Commission may grant an exception to the Open Space requirements of this Section upon finding that:
1. The subdivision is within $\frac{1}{4}$ mile (measured in actual walking distance) of a publicly accessible active open space area such as a public park; or
 2. a minimum of 800 square feet of private open space per lot is provided for at least 65 percent of the lots in the subdivision. To apply toward this exception, such private open space must be configured in contiguous side and/or rear yards with minimum depths or widths of 10 feet. Second story decks or roof gardens may also apply toward the 800 square foot standard, provided that the decks or gardens are at least 120 contiguous square feet in area.

Section 11. Limitation of Approval. Approval of a tentative plat shall not constitute approval of the final plat for record. Rather, it shall be a guide for the preparation of the final plat for submission to the Planning Director for approval.

(A) Approval of the tentative plat shall be in effect for two years from the date of approval by the Planning Commission or the Planning Director. The Planning Director may extend the tentative plat approval for one year, upon receipt of a written request from the applicant. Failure of the applicant to prepare and submit a final plat application pursuant to Article III of this Ordinance within the two year period (with the additional one year extension if applicable) shall cause the tentative plat approval to become null and void.

If any phase of a subdivision submitted to the Planning Director for final approval is approved and recorded within the prescribed time periods, the tentative plat approval shall be extended for one additional year on the remaining portion of the subdivision. This extension may be renewable for a period of one year upon receipt of a written request and approval by the Planning Director.

(B) Approval of the tentative plat where public facilities, services, and/or utilities essential to development of the site are inadequate does not obligate the City or any other agency to a schedule or financial commitment to provide such services. The applicant is advised to negotiate commitments from the appropriate authorities before proceeding with the final plat.

STANDARDS, CRITERIA AND SUBMITTAL REQUIREMENTS (CONTINUED)

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).

Article VII. 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.

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, or visit www.ci.hillsboro.or.us.

SUBMITTAL CHECK LIST

(PRELIMINARY SUBDIVISION PLAT)

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

- Completed, Signed Application Form:** Original plus twenty-five (25) copies for Planning Commission review, twenty (20) copies for Administrative review. 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 twenty-five (25) copies for Planning Commission review, twenty (20) copies for Administrative review, of the appropriate and necessary site plans, maps, drawings, exhibits and narratives essential to understanding how the proposal meets the approval criteria, plus a written narrative 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 below under the headings: General Information, Existing Conditions, and Proposed Improvements. Include discussion of utility provision.
- Preliminary Subdivision Plat:** Original plus twenty-five (25) copies (10 full-sized and 15 reduced) for Planning Commission review, twenty (20) copies (10 full-sized and 10 reduced) for Administrative review, of a preliminary subdivision plat.
- Neighborhood Meeting Documentation:** Documentation of neighborhood meeting held regarding proposed subdivision: meeting 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. Include one (1) complete original packet of all documentation listed above, and twenty-five (25) copies for Planning Commission review, twenty (20) copies for Administrative review, of the neighborhood meeting notes describing any issues raised and discussions regarding the proposed subdivision.
- Traffic Impact Report:** Original plus three (3) copies of the traffic impact report (if applicable) as specified in Article II, Section 1 of the Subdivision Ordinance.
- Clean Water Services (CWS) Service Provider Letter:** One (1) copy of either: A CWS Service Provider Letter, or a determination by CWS or the Hillsboro Engineering Department that a Site Assessment is not necessary.
- Residential Density Calculation Worksheet:** One (1) completed form (If residential project proposed).
- Certification of Service Availability:** One (1) completed form. Applicant must obtain necessary utility service availability information prior to application submittal.
- 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, building elevations; preliminary lot plans, site, utility, lighting, and landscaping 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.
- Architectural review materials** and fees are applicable for subdivisions of eight (8) lots or more. If required materials and fees are not submitted at the time of preliminary subdivision application, then they must be submitted at the time of final plat application submittal.

SUBMITTAL CHECK LIST

(CONTINUED)

GENERAL INFORMATION

- Proposed subdivision name.
- 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.
- Date of survey.
- Recent aerial photograph at the same scale as the tentative subdivision plat showing the tentative lot layout with proposed streets and surrounding area.

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, names, right-of-way widths, approx. radii of curves, and approx. grades of all streets.
- All streets being held for private use and all reservations and restrictions relating to such private streets.
- A visual analysis of how the proposed street patterns in the subdivision relate to development and street patterns on adjacent lands.
- Location, width and purpose of proposed easements.
- Number of lots proposed, square footage of each lot or parcel, dimensions of each lot or parcel, and average lot size.
- Proposed use of property, type of building: single-family, duplex, multifamily, other.
- Narrative statement of the subdivision improvements proposed. Include street tree planting and 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 stormwater disposal. Connection to existing lines, line sizes and drainage ways must be shown. Relationship of stormwater disposal on subject site to adjacent sites.
- Proposed method and location of stormwater management conforming to Clean Water Services rules.

SUBMITTAL RECOMMENDATIONS

(PRELIMINARY SUBDIVISION PLAT)

- 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:

City of Hillsboro Planning Department
150 East Main Street, 4th Floor, Hillsboro, OR 97123
Phone: (503) 681-6153
Fax: (503) 681-6245
E-mail: planning_dept@ci.hillsboro.or.us
Website: www.ci.hillsboro.or.us