



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

## Submittal Requirements for Type II & Type III Initial Land Use Applications

- Pre-Application Notes or Waiver.**
  - Neighborhood Meeting Materials (see CDC §203-3 for applicability)**
    - ✓ Copy of Meeting Notice
    - ✓ Copy of Mailing List
    - ✓ Affidavit of Mailing
    - ✓ Affidavit of Posting
    - ✓ Affidavit of Minutes to CPO
    - ✓ Copy of Meeting Notes
    - ✓ Meeting Sign-In Sheet
    - ✓ Adjacent County data (if applicable)
  - Completed original Application Form (includes Development Review Supplemental Application Form if necessary), signed by all persons required for initiating an application under CDC Section 203-1.1;**
  - Written statement that explains the criteria and standards considered relevant to the application;**
  - Site Plans;**  
 In addition to the full size site plans in the application packets, submit one reduced copy of the site plan (using an even scale 1"=100', 1"=200', 1"=400') no larger than 11" x 17". Please show property lines and setbacks.
- NOTE: If the subject property is within 1000 feet (rural application) or 500 feet (urban application) of an adjacent county, submit official copies of the adjacent county tax maps, ownership names and mailing addresses (from official county records) of property owners within the corresponding notice radius.
- Fees (see current fee schedule);**
  - Correct number of Copies\*;**

	Urban	Rural	
		Districts other than EFC	EFC District
<b>Type I</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Type II</b>	<b>8</b>	<b>3</b>	<b>8</b>
<b>Type III</b>	<b>9</b>	<b>4</b>	<b>9</b>

NOTE: \* Include 1 (one) additional application packet for sites with Flood Plain, Drainage Hazard Area or Wetlands.  
 NOTE: \* Include 1 (one) additional application packet for projects which generate 200 ADT or more.  
 200 ADT or more = 20 or more single-family residential units.  
 31 or more multi-family residential units.  
 5000 sq. ft. or more of most retail uses.  
 8500 sq. ft. or more of office uses.

**Please be advised that if one (1) or more of the above items are missing from the initial Development Application packet, the Development Application will be deemed incomplete.**