



WASHINGTON COUNTY

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

TYPE II & III Urban Land Divisions
Submittal Guidelines

1. Prior to submitting a Development Application:

- A.** Traffic Impact Statement Completed (Consult current Land Dev. Svcs. Fee Schedule for fee)
Required for 4 or more lots or >40 average daily trips (see ITE Manual).
- B.** Pre-application Conference (No fee).
- C.** Service Provider Letters sent out and received back (see 2 B. Below).

2. Submission Requirements for Preliminary Review of Urban Land Divisions (partitions and subdivisions). Submit () copies (see back page of Development Application) of the following:

- A. Development Application - completed form** with original owner signature.
 - 1. **Pre-application Notes** or signed Pre-application Waiver.
 - 2. **Official Assessor Tax Map on which the subject property appears-** must be current with a counter date stamp within the last 90 days from Assessment and Taxation Department, Rm. 130, Wash Co. PSB. (8.1/2" x 11" is o.k. One copy only).
 - 3. **Reduced Site Plan** (in addition to the Preliminary Plat) using an even scale: 1"=100', 1"=200', 1"=400', on a piece of paper preferably 8 1/2" x 11", but no larger than 11"x17" depending on detail (for preparation of the Public Notice).
 - 4. **Fee** - check or money order (made out to Washington County) or cash.

B. Service Provider Letters from the following agencies:

Critical Services

Essential Services

Desirable Services

- | | | |
|--|---|---|
| <input type="checkbox"/> 1. Water District. | <input type="checkbox"/> 4. School District. | <input type="checkbox"/> 7. Park District
(if applicable) |
| <input type="checkbox"/> 2. Clean Water Services
sewer/surface water. | <input type="checkbox"/> 5. Public Safety
(Sheriff). | Tualatin Hills Park
& Recreation Dist. |
| <input type="checkbox"/> 3. Fire District. | <input type="checkbox"/> 6. Transit - Tri-Met. | <input type="checkbox"/> 8. City (if adjacent to
city limits). |

C. Written Text: (Address all applicable sections of the following).

- 1. Community Plan.
- 2. Community Development Code (CDC).

(Note: The pre-application conference covers which Sections of the Washington County Community Development Code apply these guidelines are not intended to cover all issues that may surface in the review of an application).

- D. Preliminary Plat:** (From CDC Section 605)
1. Drawn on 18" x 24" paper or a size approved by the Director:
 2. Scale 1"=50' or 1"=100' suggested, (increase or decrease scale if necessary to fit the drawing on the specified paper). In all cases a standard scale must be used being 1:10, 1:20, 1:30, 1:40, 1:50, or 1:60.
 3. Date of preliminary plat preparation.
 4. For subdivisions, the proposed name.
 5. Existing streets or roads (public or private) - location; names; right of way and pavement widths on and abutting the site; and the location of all existing and proposed access points.
 6. Proposed streets or roads (public or private) - location, right of way and pavement widths, approximate radius of curves and approximate grades of proposed streets on the subject property and within (300) feet of the site. An outline plan illustrating a future street plan shall also be provided for all property adjacent to the proposed site including all contiguous property under common ownership.
 7. Easements - locations, widths, and purpose of all recorded or proposed easements in or abutting the proposed site.
 8. Public utilities - location of all existing and proposed storm sewers, sanitary sewers and water lines.
 9. Flood areas - the location of any flood plain, drainage hazard areas and other areas subject to flooding or ponding (see CDC Section 412 and 421).
 10. Significant Natural Resources - the location of Significant Natural Resources designated on the County's Natural Resource Plan and Applicable Community Plan. (See CDC Section 422).
 11. Lot dimensions - all existing property lines and their lengths. Show the approximate location and dimensions of all proposed lots or parcels.
 12. Lot size - the minimum proposed lot or parcel size. For proposed lots or parcels that are within five (5) percent of the district's minimum lot area, the proposed lot area shall be provided. The lot area for lots or parcels less than one (1) acre in size shall be shown in square feet.
 13. Existing structures - location (setbacks to new and existing property lines) and present use of all structures on the site and indication of which, if any, structures are to remain after platting; and,
 14. Identification of land (e.g. lots or tracts) to be dedicated or reserved for any purpose, public or private, to distinguish it from lots or parcels intended for sale. Land intended to be non-buildable shall be so identified.
- E. Location, size and species of trees** six (6) inches or greater in caliper DBH. The general location of trees less than six (6) inches in caliper DBH shall also be shown on the preliminary plat provided all information is legible.
- F. Preliminary utility plans** for sewer, water, storm drainage, and street lighting for new public streets. This information may be included on the preliminary plat provided all information is legible.
- G. Supplemental information** - including deed restrictions, if any; and a statement of ownership, use, conditions or limitations and responsibility for maintenance of all non-buildable areas or tracts, or areas or tracts to be dedicated or reserved for public use.
- H. Circulation Analysis** - (See CDC Section 408-4)

3. Check with other Washington County Departments for their fees and requirements in conjunction with Partitions/Subdivisions. (Note: this is not intended as a comprehensive list).

Assurances, Current Planning..... (503) 846-3843

Assurances and Bonds for Public Improvements
Issuance of Facility Permits

Building Services (503) 846-3470

Issuance of Building Permits for Individual lots/parcels
Grading Permits/Erosion Control

Engineering Division (503) 846-7900

Construction and Standards for Public Improvements
Drainage Plans/Engineering Calculations
Flood Plain/Drainage Hazard Alteration/Engineering Calculations
Maintenance of Local Improvement Districts

Operations Division (503) 846-7623

Traffic Operations and Traffic Maintenance
Inspection of Facility Permits and Issuance/Inspection of Right-of-Way Permits

Survey Division..... (503) 846-8723

Local Improvement Districts
Right of Way Dedication
Partition Plat Recordation

Clean Water Services (503) 681-3600

Sewer (Storm and Sanitary)
Water Quality
Flood Plain/Drainage Hazard Area Determination and Information

Service Providers -see list of providers with contact phone numbers.

This permit is reviewed through a Type II or III procedure. A summary of this procedure is listed in this handout. The review period will vary depending upon the number of applications that are under review when your application is submitted. All applications are reviewed in the order in which they are received.

FEES ASSOCIATED WITH URBAN LAND DIVISIONS

(Effective July 1, 2011 through June 30, 2012 – see current Fee Schedule)

PRE-SUBMITTAL FEES (if required; payable to Current Planning Division)

Traffic Impact Statement (required for all subdivisions; may be recommended for certain partitions)	\$364
Sight Distance Evaluation (may be recommended for certain projects if no TIS required)	\$162

DEVELOPMENT APPLICATION FEES

<u># of Parcels/Lots</u>	<u>Application Fees*</u>	<u>Final Approval Fee**</u>
2-3	\$5,348 + Eng Dev App Fee.....	\$732
4-10	\$7,546 + Eng Dev App Fee.....	\$1,216
11-25	\$8,546 + Eng Dev App Fee.....	\$1,462
26-50	\$10,994 + Eng Dev App Fee.....	\$1,708
51-75	\$14,632 + Eng Dev App Fee.....	\$1,958
76-100	\$18,316 + Eng Dev App Fee.....	\$2,440

Engineering Development Application Fee

Partition - 3 or fewer parcels created \$98 fee covers 1 hour of staff time.
 Subdivision - 4 or more lots created.....\$175 fee covers 2 hours of staff time.
 Additional staff time will be charged at cost.

* Application Fees due upon Initial Submittal ** Final Approval Fee due upon submittal of Final Approval Application

FACILITY PERMIT ADMINISTRATION DEPOSIT (if required; issued by Assurances Section)

Staff time spent administering the design and construction of required public improvements (including Plan Review, Assurance Administration and Inspections) will be charged to the Applicant. The Administration Deposit is required for this purpose. Upon submittal of Engineering Plans, the minimum deposit listed below will be due. Throughout the Facility Permit process, the applicant will be billed if the account balance is low. Upon project completion, the applicant will be refunded any remaining funds or billed for any deficit. *Actual project costs may be higher or lower than the deposit amounts listed below.*

<u>Est. Cost of Public Improvement</u>	<u>Minimum Administration Deposit***</u>
\$0 to \$10,000	\$3,735
\$10,001 to \$20,000	\$3,735 + 10.0% OVER \$10,000
\$20,001 to \$50,000	\$4,735 + 8.0% OVER \$20,000
\$50,001 to \$80,000	\$7,135 + 6.0% OVER \$50,000
\$80,001 to \$100,000	\$8,935 + 4.0% OVER \$80,000
\$100,001 to \$300,000	\$9,735 + 2.0% OVER \$100,000
\$300,001 to \$500,000	\$13,735 + 1.0% OVER \$300,000
\$500,001+	\$15,735 + 1.0% OVER \$500,000

***Minimum Deposit for a Subdivision will be \$4,985

Note: In addition to Administration Deposit, financial assurance for Public Improvements is required in an amount equal to 110% of Public Improvement construction costs (as calculated by County's Engineer).

RIGHT-OF-WAY PERMIT (if required; issued by Operations Division)

Application Fee.....	\$145
Access Review Surcharge (if required).....	\$100
Permit Fee (covers two site visits).....	\$240
Additional staff time/site visits, per hour	\$83

Note: An \$800 deposit may be required with certain permit applications (includes Application Fee and Permit Fee; additional staff time will be charged against the remainder of the deposit).