

Public Notification Requirements

Washington County requires notification to property owners of potential development near their property at two different stages in the land use approval process.

The first notification is for a neighborhood meeting, if one is required. This occurs before a land use application is submitted to the County, and it is the developer’s responsibility to provide the notice and hold the meeting (CDC Section 203-3, Neighborhood Meeting). This notice is not required by Oregon statute. Owners within a 500 ft. radius receive notice of the neighborhood meeting. A neighborhood meeting is required for most Type II and III applications (see Table 2.)

The second notification is for a Type II or III development application. Once a Type II or III land use application is received, the County sends out a notice describing the project, requesting comments and indicating the date of the hearing or the comment period timeframe. This notice is required by Oregon statute, which specifies a minimum notification radius of 100 feet. The County goes well beyond state law and requires mailed notice to property owners within a 500 ft. radius of the subject property when inside the UGB and 1000 ft. when the property is outside of the UGB.

The following table compares the notification requirements of various adjacent jurisdictions, including counties and cities. Note that the County’s requirements exceed or match those of these adjacent jurisdictions.

Table 1: Comparison of Notification Requirements

Jurisdiction	Neighborhood Meeting Notification	Public Notification Radius inside the UGB	Public Notification Radius outside the UGB
Oregon State Law	Not required	100 ft.	250 ft. 500 ft., if farm or forest
Washington County	Yes-see Table 2	500 ft.	1000 ft., plus signage
Clackamas County	Not required	300 ft.	500-750 ft.
Multnomah County	Not required	100 ft.	250 ft.
Columbia County	Not required	250 ft.	N/A
Portland	Not required	150 ft.(staff decisions) 400 ft.(public hearing)	500 ft.
Beaverton	Yes, 500 ft. radius, not required for rezones or annexations	500 ft.	N/A
Hillsboro	Type III applications only	200 ft.	N/A

(over)

Table 2: Washington County Neighborhood Meeting Requirements

Neighborhood Meeting (Inside the UGB)	Neighborhood Meeting (Outside the UGB)
Partitions	Subdivisions - when greater than 10 lots
Subdivisions	Type III Special Uses
Type III Special Uses	Type II New Quarry applications
Type II Manufactured Dwelling Parks	Type III Variances
Type II Hardship Relief - (Article V only)	Type II Alterations to a Nonconforming Use or Structure (Sections 440-6.2 A.(2) & 440-6.2 B.)
Type III Variances	Type II Hardship relief - Lot area only
Type II Alterations to a Nonconforming Use or Structure	Type II or III Development Review - Rural Commercial, Rural Industrial, MAE, (required only when the proposal abuts the AF-5, AF-10, or RR-5 District).
Residential Planned Developments	
Type II or III Development Review - Residential	
Type II or III Development Review - Commercial, Industrial, or Institutional (required only when the parcel subject to the application is within one hundred twenty-five (125) feet of a Residential District).	