



**WASHINGTON COUNTY**  
 Dept. of Land Use & Transportation  
 Planning and Development Services Division  
 Current Planning Section  
 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

## TYPE II & III Urban Land Divisions Submittal Guidelines

### 1. Prior to submitting a Development Application:

- A.** Traffic Impact Statement Completed. (Consult current Planning and Development Services Division Fee Schedule for fee.)  
 Required for 4 or more lots or >40 average daily trips (see ITE Manual).
- B.** Pre-application Conference (Consult current Planning and Development Services Division Fee Schedule for fee.)
- C.** Service Provider Letters (completed by affected agencies & returned to applicant (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 within the last 90 days. (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, money order (made out to Washington County), cash or credit card .(Consult current Planning and Development Services Division Fee Schedule for fees.)

**B. Service Provider Letters** from the following agencies:

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

**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** ..... (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.

## FEES ASSOCIATED WITH URBAN LAND DIVISIONS

(Effective July 1, 2013 through June 30, 2014 – 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) ..... \$389  
**Sight Distance Evaluation** (may be recommended for certain projects if no TIS required) ..... \$173

### DEVELOPMENT APPLICATION FEES

# of Parcels/Lots	Application Fees*	Final Approval Fee**
2-10 .....	\$8,083 + Eng Dev App Fee.....	\$1,302
11-50 .....	\$11,777 + Eng Dev App Fee.....	\$1,830
50-100 .....	\$19,620 + Eng Dev App Fee.....	\$2,615
101-300 .....	\$35,316 + Eng Dev App Fee.....	\$4,322
301+.....	\$69,380 + Eng Dev App Fee.....	\$6,552

#### 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.  
 Land Division - Development ..... \$165 fee covers 2 hours of staff time.  
 Additional 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)

Deposit on cost based upon size and scope of the required public improvements. Includes engineering review, inspection, and administration plus Road Establishment Fee of \$540, collected when applicable.

#### Initial Minimum Deposit\*\*\*

\$3,735

\*\*\*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.....	\$150
Access Review Surcharge (if required).....	\$100
Permit Fee (covers two site visits).....	\$300
Additional staff time/site visits, per hour .....	\$100

### ROAD IMPROVEMENT PERMIT (if required; issued by Operations Division)

**Note: A \$1500 deposit on cost may be required with certain permit applications (plan check, inspection deposit, plus surety equal to a County engineering plan review estimate).**