



WASHINGTON COUNTY

Dept. of Land Use & Transportation
Planning and Development Services
Current Planning
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 Waiver. (As an alternative to a Traffic Impact Statement, applicants may, at their own option, forego a TIS prepared by County staff and provide the necessary technical information and traffic analysis in their application materials.)
- 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 no larger than 11"x17" depending on detail (for preparation of the Public Notice).
 - 4. **Fees** – check, money order (made out to Washington County), cash or credit card. (Consult current Planning and Development Services Division Fee Schedule for fees.) Fees may include, but are not limited to Development Application, Engineering Development Application, &/or Facility Permit Administration Deposit.

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)
Tualatin Hills Park
& Recreation Dist. |
| <input type="checkbox"/> 2. Clean Water Services
sewer/surface water. | <input type="checkbox"/> 5. Public Safety
(Sheriff). | <input type="checkbox"/> 8. City (if adjacent to
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.
 - 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.