



**WASHINGTON COUNTY**

Dept. of Land Use & Transportation  
Planning and Development Services  
Current Planning  
155 N. 1<sup>st</sup> Avenue, #350-13  
Hillsboro, OR 97124  
Ph (503) 846-8761, Fax (503) 846-2908  
www.washingtoncountyor.gov

**Development Application**

PROCEDURE/CATEGORY TYPE: \_\_\_\_\_

CPO: \_\_\_\_\_ COMMUNITY PLAN: \_\_\_\_\_

EXISTING LAND USE DISTRICTS: \_\_\_\_\_

ASSESSOR MAP: \_\_\_\_\_ TAX LOT NUMBER(S): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*NOTE: Contiguous property under identical ownership will be reviewed as part of this application and may be subject to conditions of approval. List assessor map and tax lot numbers of all contiguous property under identical ownership:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

SITE SIZE: \_\_\_\_\_

Date of Pre-App Conference: \_\_\_\_\_

Staff Member: \_\_\_\_\_

*(Please attach copy of pre-application notes.)*

EXISTING USE OF SITE: \_\_\_\_\_

PROPOSED DEVELOPMENT ACTION: \_\_\_\_\_

**We, the undersigned, hereby authorize the filing of this application and certify that the information contained in this application is complete and correct to the best of our knowledge. This also authorizes the designated Applicant's Representative (if applicable) to act on behalf of the Applicant for the processing of the request.**

OWNER  CONTRACT PURCHASER \_\_\_\_\_ DATE \_\_\_\_\_

Print Name: \_\_\_\_\_

OWNER  CONTRACT PURCHASER \_\_\_\_\_ DATE \_\_\_\_\_

Print Name: \_\_\_\_\_

**PLEASE NOTE:**

- This application must be signed by ALL the owners or ALL the Contract Purchasers of the subject property.
- If this application is signed by the Contract Purchaser(s), the Contract Purchaser is also certifying that the Contract Vendor has been notified.
- The Applicant or a Representative should be present at all Public Hearings.
- No approval will be effective until the appeal period has expired.
- Corporations require proof of signature authority for that entity according to their Articles of Incorporation or as registered with the State of Oregon Corporation Division at <http://www.filinginoregon.com>.

CASEFILE #: \_\_\_\_\_ (to be assigned by county)

**APPLICANT**

COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**APPLICANT'S REPRESENTATIVE** NOTE: The Applicant's Representative will be the primary contact for the County.

COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**OWNER(S)** (attach additional sheets if needed)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**ALSO NOTIFY**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_



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**Current Planning Services Application Submittal**

NOTICE TO APPLICANTS: To speed the processing of applications, the following format for submittals must be used.

**Application Packets**

- ✍ Application Forms (Development Review Supplemental Application form if necessary)
- ✍ Supporting Information/narrative
- ✍ Plans:
  - Provide copies per instructions in box below.
  - Fold to 8½ x 11 in.
  - Put application form on top.
  - Provide original signature of property owner(s) on at least one copy. We accept electronic signatures.
  - Group sets with a paper clip, binder clip or rubber band, depending on thickness.

**Tax Map**

Submit one copy of the most current official Assessment & Taxation Tax Map. You can print this from the Washington County website (Intermap) or obtain an 8½- x 11-in. copy from the Assessment and Taxation Department in the Public Services Building, Room 130.

NOTE: If the subject property is within 1,000 ft (rural application) or 500 ft (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.

**Required Number of Application Packets\***

	Urban	Rural
Type I	2	2
Type II	6	3
Type III	8	4

- \* Include one additional application packet for sites with Flood Plain, Drainage Hazard Area or Wetlands.
- \* Include 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 multifamily residential units  
 5,000 sq ft or more of most retail uses  
 8,500 sq ft or more of office uses

**Reduced Site Plan for the Public Notice**

In addition to the full-size site plans in the application packets, submit one reduced copy of the site plan (using an even scale, e.g., 1"=100', 1"=200', 1"=400') on a piece of paper preferably 8½ x 11 in., but no larger than 11 x 17 in. Please show property lines and setbacks.

**Neighborhood Review Meeting (See CDC §203-3)**

- ✍ 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

**Pre-Application Notes or Waiver**

(Types II and III applications only).

**Fee**

Cash, check or money order (made out to Washington County).