From: Planning Commission Washington County <Planning.WashingtonCountyor@usa.com>
Sent: Monday, April 27, 2026 5:52 AM
To: ****** <*****@**********.com>
Subject: Application Review and Approval Fee

WASHINGTON COUNTY- PLANNING COMMISSION
155 N First Avenue, Hillsboro
OR 97124

Dear ******

We are writing in reference to your submitted application for the proposed Tenant Improvement (TI) project at Farmington Center, Suites 29A–30A. The scope of work includes the expansion of the existing tenant space through the removal of existing demising walls and the reconfiguration of an existing animal clinic and retail store within the combined suites.

Following the preliminary review of your submission, we would like to inform you that the application has progressed positively through internal evaluation stages. Staff have completed an initial assessment of the proposed design and use, and have recommended approval of the application subject to completion of all outstanding administrative requirements. In order to proceed with final approval and ensure timely processing of your file, it is necessary that the attached invoice for the Application Review and Approval Fee be settled without delay.

This fee is a required component of the municipal review process and supports the comprehensive administrative and technical evaluation of your application. It is essential for maintaining the integrity, efficiency, and accountability of the development review system. Please note the importance of this fee in supporting the following critical functions:

- Application Management: Covers administrative processing, intake validation, file tracking, and coordination between departments throughout the lifecycle of your application.
- Technical Review and Approval: Supports professional review by planning, zoning, building, fire safety, and engineering staff to ensure compliance with applicable codes, regulations, and design standards.
- Site Visits and Inspections: Facilitates on-site assessments by qualified staff to verify existing conditions and confirm consistency with submitted plans.
- Public Hearings and Administrative Oversight: Funds the organization, documentation, and facilitation of any required public meetings, hearings, or internal review panels.
- Technology and Systems Maintenance: Supports digital permitting platforms, records management systems, and secure data infrastructure necessary for efficient application processing.
- Infrastructure and Service Impact Compensation: Contributes toward the evaluation and management of potential impacts on municipal infrastructure and public services arising from proposed developments.

We would like to reiterate that staff have recommended approval of your application based on the merits of the proposal and its compliance with applicable guidelines. However, to ensure a streamlined approval process and to avoid unnecessary delays in issuing final authorization, settlement of the attached invoice is required at this stage.

Next Steps:

1. Please reply to this email to request the wire transfer instructions associated with the invoice.
2. Upon receipt of the wire instructions, kindly proceed with settlement of the invoice via the designated banking method.
3. Once payment has been completed, please return the proof of payment or transaction receipt to this email address for confirmation and recordkeeping purposes.

Please be advised that all correspondence, including payment confirmations, requests, and updates related to this application, must be conducted via email. This ensures proper documentation, facilitates auditing requirements, and allows for efficient inclusion in any scheduled agenda items or internal review records.

We appreciate your prompt attention to this matter and look forward to advancing your application toward final approval without delay.

Sincerely,
Directot:
***** *********
WASHINGTON COUNTY- PLANNING COMMISSION
155 N First Avenue, Hillsboro
OR 97124

WASHINGTON COUNTY PLANNING COMMISSION
155 N First Avenue Hillsboro,
OR 97124

OFFICIAL INVOICE
Invoice Number: 345-073-7552
Invoice Date: April 27, 2026
Due Date: Due Upon Receipt

BILLED TO:
Name: John Smith
Address: ******** ****** Portland, OR ****
Phone: 503-***-****
Email: ****@**********.com

Description of Fees

Description	Amount
Application Review & Processing (Sample)	$1,900
Zoning & Compliance Assessment (Sample)	$1,300
Legal & Administrative Fees (Sample)	$900
Public Notification & Documentation (Sample)	$1,600

Total Amount Due: $5,700

- **REMITTANCE INSTRUCTIONS**
- **Payment Method:** Wire Transfer
- **Wire Instructions:** Provided upon request

Important:

A signed copy of this invoice must be returned along with the wire transfer payment receipt via email for confirmation and processing.

NOTES

This invoice covers fees associated with application review, zoning compliance

- verification, legal and administrative processing, and public notification requirements.

Settlement of this invoice is required to finalize approval of the proposed development.

All correspondence related to this invoice and application must be conducted via email for proper documentation, auditing, and official record inclusion.

Authorized By:

WASHINGTON COUNTY PLANNING COMMISSION

155 N First Avenue Hillsboro,
OR 97124