



**CITY OF BEAVERTON**

Community Development  
 Department  
 Planning Division  
 12725 SW Millikan Way  
 PO Box 4755  
 Beaverton, OR. 97076  
 Tel: (503) 526-2420  
 Fax: (503) 526-2550  
[BeavertonOregon.gov](http://BeavertonOregon.gov)

OFFICE USE ONLY	
FILE #:	_____
FILE NAME:	_____
TYPE:	RECEIVED BY: _____
FEE PAID:	CHECK/CASH: _____
SUBMITTED:	LWI DESIG: _____
LAND USE DESIG:	NAC: _____

**MINOR/MAJOR ADJUSTMENT  
 MINOR/MAJOR ADJUSTMENT – AFFORDABLE HOUSING APPLICATION**

PLEASE SELECT THE SPECIFIC TYPE OF ADJUSTMENT FROM THE FOLLOWING LIST:

- |   |   |
|---|---|
| <input type="checkbox"/> TYPE 2 MINOR ADJUSTMENT                      | <input type="checkbox"/> TYPE 3 MAJOR ADJUSTMENT                      |
| <input type="checkbox"/> TYPE 2 MINOR ADJUSTMENT – AFFORDABLE HOUSING | <input type="checkbox"/> TYPE 3 MAJOR ADJUSTMENT – AFFORDABLE HOUSING |

**APPLICANT:**  Use mailing address for meeting notification.  Check box if Primary Contact

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

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

(CITY, STATE, ZIP) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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

(Original Signature Required)

**APPLICANT'S REPRESENTATIVE:**  Check box if Primary Contact

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

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

(CITY, STATE, ZIP) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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

(Original Signature Required)

**PROPERTY OWNER(S):**  Attach separate sheet if needed.  Check box if Primary Contact

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

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

(CITY, STATE, ZIP) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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

**Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.**

**PROPERTY INFORMATION (REQUIRED)**

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

ASSESSOR'S MAP & TAX LOT #    LOT SIZE    ZONING DISTRICT

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

AREA TO BE DEVELOPED (s.f.): \_\_\_\_\_

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

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

## ADJUSTMENT SUBMITTAL CHECKLIST

### WRITTEN STATEMENT REQUIREMENTS- *REQUIRED FOR ALL ADJUSTMENT APPLICATIONS*

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).  
     ▪ *Have you submitted for a permit from another division?*
- B. CHECKLIST.** Provide **one (1) completed** copy of this three (3) page checklist.
- C. WRITTEN STATEMENT.** Submit a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use.
- In the written statement, please:
- Address all applicable provisions of Chapter 20 (Land Uses)
- Provide individual findings specifically addressing how and why the proposal satisfies each criterion within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.
- D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- E. SITE ANALYSIS INFORMATION.**
- |  |   |
|--|---|
| <p><input type="checkbox"/> Proposed parking modification: _____ sq. ft.</p> <p style="padding-left: 20px;">Proposed number of parking spaces: _____</p> <p style="padding-left: 20px;">Proposed use: _____</p> <p style="padding-left: 20px;">Parking requirement: _____</p> <p><input type="checkbox"/> Existing parking area: _____ sq. ft.</p> <p style="padding-left: 20px;">Existing number of parking spaces: _____</p> | <p><input type="checkbox"/> Existing building height: _____ ft.</p> <p style="padding-left: 20px;">Proposed building height: _____ ft</p> <p style="padding-left: 20px;">Existing building area: _____ sq. ft.</p> <p style="padding-left: 20px;">Proposed building modification: _____ sq. ft.</p> <p><input type="checkbox"/> Existing landscaped area: _____ sq. ft.</p> <p style="padding-left: 20px;">Percentage of site: _____ %</p> <p style="padding-left: 20px;">Proposed landscape modification: _____ sq. ft.</p> <p style="padding-left: 20px;">Percentage of site: _____ %</p> |
|--|---|
- F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Lindsey Obermiller, Environmental Plan Reviewer, at (503) 681-3653 or [ObermillerL@CleanWaterServices.org](mailto:ObermillerL@CleanWaterServices.org)
- G. PRE-APPLICATION CONFERENCE NOTES.** Provide a copy of the pre-application conference summary as required by the City's *Development Code Section* 50.25.1.E. The Pre-Application Conference must be held within the one **(1) year prior** to the submission date of the proposed project application.

**H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)**  
Provide the following information as required by the City's *Development Code Section 50.30*. The Neighborhood Review Meeting must be held **within the six (6)** months prior to the submission date of the proposed project application.

- 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
- 2. A copy of the mailing list used to mail out the meeting notice.
- 3. A written statement representative of the on-site posting notice.
- 4. Affidavits of mailing and posting
- 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
- 6. Meeting minutes that include date, time and location, as well as, oral and written comments Receive.
- 7. Meeting sign-in sheet that includes names and address of attendees.
- 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.

**I. OTHER REQUIREMENTS.** Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions. **Minor and Major Adjustment – Affordable Housing application submittals shall be accompanied by a City of Beaverton or other government entity issued copy of a reservation of funds notice.**

**PLANS & GRAPHIC REQUIREMENTS- REQUIRED FOR ALL ADJUSTMENT APPLICATIONS**

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of **24" x 36"**. Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

***Include all of the following information:***

- A. EXISTING CONDITIONS PLAN:**
- 1. North arrow, scale and date of plan.
  - 2. Vicinity map.
  - 3. The entire lot(s), including area and property lines dimensioned.
  - 4. Points of existing access, interior streets, driveways, and parking areas.
  - 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
  - 6. Existing right-of-way and improvements.
  - 7. Dimension from centerline to edge of existing right-of-way.
  - 8. Existing topographical information, showing 2 ft. contours.

**EXISTING CONDITIONS PLAN (CONTINUED):**

- 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
- 10. Location of existing public and private utilities, easements, and 100-year floodplain.
- 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 12. Sensitive areas, as defined by Clean Water Services (CWS) standards.
- 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- 14. Existing trees 6" in dbh (diameter at breast height) or larger. Indicate genus, species and size. Dbh is measured at 54" above grade.

**B. DIMENSIONED SITE PLAN:**

- 1. North arrow, scale and date of plan.
- 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
- 3. Points of access, interior streets, driveways, and parking areas.
- 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
- 5. Proposed right-of-way, dedications and improvements.
- 6. Dimension from centerline to edge of proposed right-of-way.
- 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
- 8. Location of storm water quality/detention facilities.
- 9. Boundaries of development phases, if applicable.
- 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 11. Sensitive areas, as defined by CWS standards.
- 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

**C. ARCHITECTURAL ELEVATIONS:** Provide drawings that depict the character of the proposed building(s) and structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences and the like). These drawing should include dimensions of the building(s) and structure(s) and indicate the materials, colors, and textures proposed for the structures.

**Note:** *Complete sets of plans reduced to 8 ½"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.*

***I have provided all the items required by this three (3) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.***

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

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## MINOR ADJUSTMENT APPROVAL CRITERIA

**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.**

An applicant for a Minor Adjustment shall address compliance with all of the following Approval Criteria as specified in 40.10.15.1.C.1-14 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Minor Adjustment application.
- 2. The application complies with all applicable submittal requirements as specified in Section 50.25.1 and includes all applicable City application fees.
- 3. Special conditions or circumstances exist on the site that make it physically difficult or impossible to meet the applicable development standard for an otherwise acceptable proposal.
- 4. The special conditions and circumstances do not result from the actions of the applicant and such conditions and circumstances do not merely constitute financial hardship or inconvenience.
- 5. Granting the adjustment as part of the overall proposal will not obstruct pedestrian or vehicular movement.
- 6. City designated significant trees and/or historic resources, if present, will be preserved.
- 7. If more than one adjustment is being requested concurrently, the cumulative effect of the adjustments will result in a proposal which is still consistent with the overall purpose of the applicable zoning district.
- 8. Any adjustment granted shall be the minimum necessary to permit a reasonable use of land, buildings, and structures.
- 9. The proposal incorporates building, structure, or site design features or some combination thereof that compensate for the requested adjustment.

- ❑ 10. The proposal is consistent with all applicable provisions of Chapter 20 (Land Uses) unless applicable provisions are modified by means of one or more Adjustment, Variance, Planned Unit Development applications that already have been approved or are considered concurrently with the subject proposal.
- ❑ 11. The proposal is consistent with all applicable provisions of Chapter 60 (Special Requirements) and that all improvements, dedications, or both required by the applicable provisions of Chapter 60 (Special Requirements) are provided or can be provided in rough proportion to the identified impact(s) of the proposal.
- ❑ 12. Adequate means are provided or can be provided to ensure continued periodic maintenance and necessary normal replacement of the following private common facilities and areas: drainage ditches, roads and other improved rights-of-way, structures, recreation facilities, landscaping, fill and excavation areas, screening and fencing, ground cover, garbage and recycling storage areas and other facilities, not subject to periodic maintenance by the City or other public agency.
- ❑ 13. The proposal does not include any lot area averaging as specified in Section 20.05.50.1.B. or include any lot dimension reductions as specified in Sections 20.05.50.2.A.2 and .4 or 20.05.50.2.B.2 and .4.
- ❑ 14. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.



## MAJOR ADJUSTMENT APPROVAL CRITERIA

**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH. An applicant for a Major Adjustment shall address compliance with all of the following Approval Criteria as specified in 40.10.15.2.C.1-14 of the Development Code:**

- 1. The proposal satisfies the threshold requirements for a Major Adjustment application.
- 2. The application complies with all applicable submittal requirements as specified in Section 50.25.1 and includes all applicable City application fees.
- 3. Special conditions or circumstances exist on the site that make it difficult or impossible to meet the applicable development standard for an otherwise acceptable proposal.
- 4. The special conditions or circumstances do not result from the actions of the applicant and such conditions and circumstances do not merely constitute financial hardship or inconvenience.
- 5. Granting the adjustment as part of the overall proposal will not obstruct pedestrian or vehicular movement.
- 6. City designated significant trees and/or historic resources, if present, will be preserved.
- 7. If more than one adjustment is being requested concurrently, the cumulative effect of the adjustments will result in a proposal which is still consistent with the overall purpose of the applicable zoning district.
- 8. Any adjustment granted shall be the minimum necessary to permit a reasonable use of land, buildings, and structures.
- 9. Either it can be demonstrated that the proposed modification equally or better meets the intent of the standard to be modified or the proposal incorporates building, structure, or site design features or some combination thereof that compensate for the requested adjustment.
- 10. The proposal is consistent with all applicable provisions of Chapter 20 (Land Uses) unless applicable provisions are modified by means of one or more applications that already have been approved or are considered concurrently with the subject proposal.
- 11. The proposal is consistent with all applicable provisions of Chapter 60 (Special Requirements) and that all improvements, dedications, or both required by the applicable provisions of Chapter 60 (Special Requirements) are provided or can be provided in rough proportion to the identified impact(s) of the proposal.

- ❑ 12. Adequate means are provided or can be provided to ensure continued periodic maintenance and necessary normal replacement of the following private common facilities and areas: drainage ditches, roads and other improved rights-of-way, structures, recreation facilities, landscaping, fill and excavation areas, screening and fencing, ground cover, garbage and recycling storage areas and other facilities, not subject to periodic maintenance by the City or other public agency.
- ❑ 13. The proposal does not include any lot area averaging as specified in Section 20.05.50.1.B or include any lot dimension reductions as specified in Sections 20.05.50.2.A.2 or .4 or 20.05.50.2.B.2 and .4.
- ❑ 14. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.





## MINOR ADJUSTMENT – AFFORDABLE HOUSING APPROVAL CRITERIA

**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH. An applicant for a Minor Adjustment – Affordable Housing shall address compliance with all of the following Approval Criteria as specified in 40.10.15.3.C. of the Development Code:**

- 1. The proposal satisfies the threshold requirements for a Minor Adjustment – Affordable Housing application.
- 2. The application complies with all applicable submittal requirements as specified in Section 50.25.1 and includes all applicable City application fees.
- 3. Granting the adjustment as part of the overall proposal will not obstruct pedestrian or vehicular movement.
- 4. If more than one adjustment and/or variance is being requested concurrently, the cumulative effect of the modifications will result in a proposal which is still consistent with the overall purpose of the applicable zoning district.
- 5. The proposal incorporates building, structure, or site design features or some combination thereof that compensate for the requested adjustment.
- 6. The proposal is consistent with all applicable provisions of Chapter 20 (Land Uses) unless applicable provisions are modified by means of one or more Adjustment, Variance, Planned Unit Development applications that already have been approved or are considered concurrently with the subject proposal.
- 7. The proposal is consistent with all applicable provisions of Chapter 60 (Special Requirements) and that all improvements, dedications, or both required by the applicable provisions of Chapter 60 (Special Requirements) are provided or can be provided in rough proportion to the identified impact(s) of the proposal.
- 8. Adequate means are provided or can be provided to ensure continued periodic maintenance and necessary normal replacement of the following private common facilities and areas: drainage ditches, roads and other improved rights-of-way, structures, recreation facilities, landscaping, fill and excavation areas, screening and fencing, ground cover, garbage and recycling storage areas and other facilities, not subject to periodic maintenance by the City or other public agency.
- 9. If the proposal includes lot area averaging as specified in Section 20.05.15.D, the request for the Minor Adjustment – Affordable Housing is not for an adjustment to minimum land area standards.
- 10. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.



## MAJOR ADJUSTMENT – AFFORDABLE HOUSING APPROVAL CRITERIA

**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH. An applicant for a Minor Adjustment – Affordable Housing shall address compliance with all of the following Approval Criteria as specified in 40.10.15.4.C. of the Development Code:**

- 1. The proposal satisfies the threshold requirements for a Major Adjustment – Affordable Housing application.
- 2. The application complies with all applicable submittal requirements as specified in Section 50.25.1 and includes all applicable City application fees.
- 3. Granting the adjustment as part of the overall proposal will not obstruct pedestrian or vehicular movement.
- 4. If more than one adjustment and/or variance is being requested concurrently, the cumulative effect of the modifications will result in a proposal which is still consistent with the overall purpose of the applicable zoning district.
- 5. The proposal incorporates building, structure, or site design features or some combination thereof that compensate for the requested adjustment.
- 6. The proposal is consistent with all applicable provisions of Chapter 20 (Land Uses) unless applicable provisions are modified by means of one or more Adjustment, Variance, Planned Unit Development applications that already have been approved or are considered concurrently with the subject proposal.
- 7. The proposal is consistent with all applicable provisions of Chapter 60 (Special Requirements) and that all improvements, dedications, or both required by the applicable provisions of Chapter 60 (Special Requirements) are provided or can be provided in rough proportion to the identified impact(s) of the proposal.
- 8. In the case of an adjustment to the numerical requirements contained in Section 60.30. (Off-Street Parking), any part of the site of the proposed development shall be connected by a public route that is no longer than one-quarter mile from a bus transit stop that has 20-minute or more frequent peak-hour transit service or connected by a public route that is no longer than one-half mile to a light-rail platform. Alternatively, the application shall provide a parking analysis demonstrating that the actual parking needs of the development can be accommodated onsite. The parking analysis shall include examples from at least two other comparable developments. Additional examples may be required by the City Engineer or designee.
- 9. Adequate means are provided or can be provided to ensure continued periodic maintenance and necessary normal replacement of the following private common facilities and areas: drainage ditches, roads and other improved rights-of-way, structures, recreation facilities,

landscaping, fill and excavation areas, screening and fencing, ground cover, garbage and recycling storage areas and other facilities, not subject to periodic maintenance by the City or other public agency.

- ❑ 10. If the proposal includes lot area averaging as specified in Section 20.05.15.D, the request for the Minor Adjustment – Affordable Housing is not for an adjustment to minimum land area standards.
- ❑ 11. If the proposal includes lot area averaging as specified in Section 20.05.15.D, the request for the Major Adjustment – Affordable Housing is not for an adjustment to minimum land area standards.