



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

OFFICE USE ONLY	
FILE #:	_____
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SUBMITTED: _____	LWI DESIGN: _____
COMP. PLAN: _____	NAC: _____

DOWNTOWN DESIGN REVIEW TWO AND THREE APPLICATION

PLEASE SELECT THE SPECIFIC TYPE OF DESIGN REVIEW FROM THE FOLLOWING LIST:

DOWNTOWN DESIGN REVIEW TWO DOWNTOWN DESIGN REVIEW THREE

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

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP): _____

PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ CONTACT: _____

(Original or Digital Signature Required.)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact.

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP): _____

PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ CONTACT: _____

(Original or Digital 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: _____	EXISTING USE OF SITE: _____
ASSESSOR'S MAP & TAX LOT #: _____	PROPOSED DEVELOPMENT ACTION: _____
LOT SIZE: _____	PRE-APPLICATION DATE: _____
ZONING DISTRICT: _____	
AREA TO BE DEVELOPED (s.f.): _____	

DOWNTOWN DESIGN REVIEW TWO AND THREE SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS

Electronic Submission is preferred whenever possible. Please contact planningplansubmit@beavertonoregon.gov for instructions.

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- B. CHECKLIST.** Provide **one (1) completed** copy of this five (5) page checklist.
- C. WRITTEN STATEMENT.** Submit **one (1) copy** of 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 include the following:
- Address all applicable provisions of Chapter 70 (Downtown Design District).
 - Address all applicable provisions of Chapter 60 (Special Regulations).
 - Address all Facilities Review Technical Criteria from Section 40.03 of the City's *Development Code* (ORD 2050).
 - Provide individual findings, specifically addressing how and why the proposal satisfies each of the 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.**
- | | |
|---|--|
| <input type="checkbox"/> Proposed parking modification: _____ sq. ft. | Existing building height: _____ ft. |
| Proposed number of parking spaces: _____ | Proposed building height: _____ ft. |
| Proposed use: _____ | Existing building area: _____ sq. ft. |
| Parking requirement: _____ | Proposed building modification: _____ sq. ft. |
| <input type="checkbox"/> Existing parking area: _____ sq. ft. | <input type="checkbox"/> Existing landscaped area: _____ sq. ft. |
| Existing number of parking spaces: _____ | Percentage of site: _____ % |
| | Proposed landscape modification: _____ sq. ft. |
| | Percentage of site: _____ % |
- F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency), 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

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, received.
- 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.

J. SCOPE OF REVIEW *If filing the Downtown Design Review 3 application, please check one of the following:*

I, as applicant or the applicant's representative, submit this application for Downtown Design Review 3 for the following reason:

- The proposal meets one or more Thresholds identified in Section 40.23.15.3.A (1 through 6), for **Design Review 3**. Therefore, materials submitted with this application respond to all applicable Design Guidelines found in Section 70.04 of the Development Code.
- The proposal meets one or more Thresholds for **Downtown Design Review Compliance Letter**, but does not meet an applicable Design Standard. Therefore, materials submitted with this application respond to all applicable Design Standards, except for the standard(s) not met where I have instead provided a response to the corresponding Design Guideline(s).
- The proposal meets one or more Thresholds for **Downtown Design Review 2**, but does not meet more than three applicable Design Standards. Therefore, materials submitted with this application respond to all applicable Design Standards, except for the standard(s) not met where I have instead provided a response to the corresponding Design Guideline(s).
- The proposal meets one or more Thresholds for **Design Review 2**, however, for the reasons identified in my attached narrative, I elect to file this application for Design Review 3 and have provided a response to all applicable Design Guidelines.

PLANS & GRAPHIC REQUIREMENTS

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.

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.
 - 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. 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. GRADING PLAN:

- 1. North arrow, scale, and date of plan.
- 2. The entire lot(s).
- 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 rights-of-way, dedications, and improvements.
- 6. Dimension, from centerline to edge of proposed right-of-way.
- 7. Existing and proposed topographical information, showing 2 ft. contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas.
- 8. Location of 100 year flood plain.
- 9. Location of storm water quality/detention facilities.
- 10. Boundaries of development phases, if applicable.
- 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 12. Sensitive areas, as defined by the 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" dbh or larger. Indicate which trees are proposed to be saved and which are proposed to be removed.

D. UTILITY PLAN:

- 1. North arrow, scale, and date of plan.
- 2. The entire lot(s).
- 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. Proposed topographical information, showing 2 ft. contours.
- 7. Location of 100 year flood plain.
- 8. Location of existing and proposed public and private utilities, easements, surface water drainage patterns, and storm water quality/detention facility.
- 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 the CWS standards.
- 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

E. LANDSCAPE PLAN:

- 1. North arrow, scale and date of plan.
- 2. The entire lot(s).
- 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. Boundaries of development phases, if applicable.
- 7. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 8. Sensitive areas, as defined by the CWS standards.

E. LANDSCAPE PLAN (CONTINUED):

- 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- 10. Existing trees, 6" dbh or larger, proposed to be saved. Include genus, species, and size.
- 11. The location and design of proposed landscaped areas, indicating all plant materials, including genus, species, common name, plant sizes, and spacing.
- 12. List of plant materials, including genus, species, common name, size, quantity, spacing, and method of planting.
- 13. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
- 14. Proposed location of light poles, bollards and other exterior illumination.
- 15. A notation on the plan, indicating that an irrigation system will be installed to maintain the landscape materials.

F. LIGHTING PLAN:

- 1. Location of all existing and proposed exterior lighting, including those mounted on poles, walls, bollards and the ground.
- 2. Type, style, height, and the number of fixtures per light.
- 3. Wattage, per fixture and lamp type, such as sodium, mercury, and halide.
- 4. 8 1/2" x 11" manufacturers' illustrations and specifications (cut sheets) of all proposed lighting, poles, and fixtures.
- 5. For all exterior lighting, indicate the area and pattern of illumination, via the use of an isogrid or isoline system, depicting the emitted 1/2 foot candlepower measurement.

G. 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 drawings should include dimensions of the building(s) and structure(s) and indicate the materials, colors, and textures proposed for the structures.

H. MATERIALS BOARD: Provide **one (1) 8 1/2"x11"** or **one (1) 8 1/2"x14"** Materials Board that includes examples of all building materials, colors, and textures of exterior surfaces for building(s) and structure(s). *Materials Boards provided at a size other than what is indicated above, may not be accepted.*

I. DESCRIPTION OF MATERIALS AND FINISHES FORM: Provide one completed copy of the Materials and Finishes Form with the application submittal.

Note: *A Complete sets of plans reduced to 8 1/2"x11" or 11"x17" will be required at the time the application is deemed complete.*

I have provided all the items required by this five (5) 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



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DR #: _____
Date Received: _____
Date Approved: _____
Approved By: _____

DESCRIPTION OF MATERIALS AND FINISHES LIST

The following Information is required on this form at the time of submission for Downtown Design Review approval. Information provided should be specific.

BUILDINGS – List individual structure variations, if any.

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APPROVED REVISIONS**

EXTERIOR SIDING

Materials (species, grade, type, and pattern): _____

Paint or Stain colors (i.e., Olympic, Brown Stain #17): _____

EXTERIOR TRIM

Materials: _____

Paint or Stain colors: _____

ROOF

Materials: _____

DOORS

Materials: _____

Paint or Stain colors: _____

WINDOWS

Frame type and color: _____

FLASHING & DOWNSPOUTS



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EXTERIOR STAIRS / BALCONIES / RAILINGS

Materials: _____

Paint or Stain colors: _____

GARAGES / CARPORTS

Materials: _____

Paint or Stain colors: _____

OTHER

TRASH ENCLOSURES

Materials: _____

Paint or Stain colors: _____

Location: _____

FENCING

Materials: _____

Paint or Stain colors: _____

Location: _____

LIGHTING FIXTURES Fixture type, # of lamps, wattage, height, color, etc. _____



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MAILBOXES

Materials, colors, location: _____

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PEDESTRIAN PATHWAYS

Materials, colors, location: _____

RECREATIONAL AMENITIES

(i.e., benches, barbeques pit, tot lots, sport courts, etc.)

Description of item(s) including materials and colors: _____

SITE ANALYSIS DATA

<u>Item</u>	<u>Lot Coverage in Square Feet (sf)</u>	<u>Lot Coverage in %</u>
BUILDING AREA	_____ sf	_____ %
PARKING AND DRIVING	_____ sf	_____ %
LANDSCAPING / OPEN SPACE	_____ sf	_____ %
TOTAL SITE AREA	_____ sf	_____ %



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DR #:	_____
Date Received:	_____
Date Approved:	_____
Approved By:	_____

LANDSCAPE MATERIALS

On a separate sheet of paper, list in chart form, the proposed types of landscape materials (trees, shrubs, groundcover). Include in the chart genus, species, common name, quantity, size, spacing, and method of planting, for each type of plant.

<u>Landscape Chart Example</u>				
<u>Common Name</u> - Genus, Species	<u>Quantity</u>	<u>Size</u>	<u>Spacing</u>	<u>Method of Planting</u>
<u>Trees</u>				
Incense Cedar - Calocedrus decurrens	12	6ft	20ft oc	B&B, branches to ground
<u>Shrubs</u>				
Compact Oregon Grape - Mahonia a. 'Compacta'	24	2 gallon	3 ft oc	Full Plants
<u>Ground Cover</u>				
Coast Strawberry - Fragaria chiloensis	48	4" pots	18" oc	Full Plants

Designate method of irrigation: _____

Designate street trees for each street abutting the property: _____

ACKNOWLEDGEMENT

I have provided all the items required by this four (4) page Description of Materials and Finishes Form. 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

DOWNTOWN DESIGN REVIEW TWO 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 IN DETAIL, HOW THE APPLICATION COMPLIES WITH EACH CRITERION.

An applicant for Downtown Design Review Two shall address compliance with all of the following Approval Criteria, as specified in 40.23.15.2.C.1-5 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Downtown Design Review Two application.
- 2. All City application fees related to the application under consideration by the decision making authority, have been submitted.
- 3. The proposal contains all applicable application submittal requirements, as specified in Section 50.25.1 of the Development Code.
- 4. The proposal is consistent with all applicable Design Standards in Section 70.04, or no more than three applicable Design Guidelines and the remaining applicable Design Standards.
- 5. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

DOWNTOWN DESIGN REVIEW THREE 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 IN DETAIL, HOW THE APPLICATION COMPLIES WITH EACH CRITERION.

An applicant for Downtown Design Review Three shall address compliance with all of the following Approval Criteria, as specified in 40.23.15.3.C.1-6 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Design Review Three application.
- 2. All City application fees related to the application under consideration by the decision making authority, have been submitted.
- 3. The proposal is consistent with all applicable Design Guidelines of Section 70.04 except where the applicant elects to respond to the applicable corresponding Design Standard(s). Where no Design Guideline is offered, the proposal is consistent with the Design Standard.
- 4. For PDDP proposals, the proposed project shall demonstrate how minimum floor area will be met at ultimate buildout and applicable Development Standards in Section 70.03 and applicable design regulations in Section 70.04 can be realistically achieved at each phase of buildout.
- 5. For proposals requesting Design Guidelines to be waived, the project shall demonstrate that the development better meets the applicable Downtown Design District Design Principles and Intent Statement(s) preceding the Design Guideline(s) than the Design Guideline requested to be waived.
- 6. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.