



CITY OF BEAVERTON

Community Development
 Department
 Planning Division
 12725 SW Millikan Way
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 Beaverton, OR 97076
 Tel: (503) 526-2420
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BeavertonOregon.gov

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

DOWNTOWN DESIGN REVIEW COMPLIANCE LETTER APPLICATION

PROPERTY OWNER(S): _____	PHONE: _____
PROPERTY OWNER(S): _____	PHONE: _____
ADDRESS: _____	FAX: _____
_____	E-MAIL: _____
APPLICANT: _____	PHONE: _____
ADDRESS: _____	FAX: _____
_____	E-MAIL: _____
SITE ADDRESS: _____	MAP & TAX LOT #: _____
_____	ZONING DISTRICT: _____

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.

As property owner or authorized agent, I hereby authorize the filing of this Downtown Design Review Compliance Letter Application. I have provided all the items required by this 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. As property owner or authorized agent, I hereby attest that the subject proposal meets each of the approval criteria for a Type 1 Design Review Compliance Letter.

_____	_____	_____
Print Name	Signature (Original Signature Required)	Date

Please provide a brief project description: _____

DOWNTOWN DESIGN REVIEW PROJECT INFORMATION

The following worksheet is intended to assist in the preparation and review of your application. Although it is not intended to be a comprehensive list, the below information will help determine which design standards (from Section 70.04) may be applicable and what additional information may be needed for the review of your project. For a complete listing of all design standards and code sections, please refer to the Beaverton Development Code (ORD 2050).

Please provide the following project information:

Existing site size		Number of existing parking spaces	
Existing building square footage		Number of total proposed parking spaces	
Square footage of proposed building addition		Square footage of existing landscaped area	
Building Permit number associated to this project		Square footage of proposed landscaped area	

To help determine which design standards (from Section 60.05) are applicable to your project, please answer the following questions and provide the necessary information:

Please Circle

Are modifications proposed to the exterior of an existing structure? If yes, please list these modifications in your project description and show the modifications on the plans. It may also be helpful to provide an existing conditions, and/or an existing elevations plan, and/or photographs of the existing structure.	Yes	No
Is new rooftop equipment proposed with this project? If yes, a screening plan is required to show compliance with Section 70.04.2.6	Yes	No
Does the project involve new or changes to existing loading areas, solid waste facilities, or exterior mechanical equipment? If yes, please see Section 70.04.1.5 for applicable design standards.	Yes	No
Does the project involve changes to the parking lot or pedestrian walkways? If yes, please see Sections 70.04.1.4, 70.04.1.5, 70.04.1.6 for applicable design standards.	Yes	No
Does the project involve changes to the existing landscaping or is new landscaping proposed? If yes, please provide a landscape plan which clearly shows the landscaped area and specifies the planting materials, including species and planting size. Please see Section 70.04.1.6 for applicable	Yes	No
Is a retaining wall, fence, or wall proposed? If yes, please see Standards 70.04.1.3.S3 & S6 for specific design standards.	Yes	No
Is grading of the site proposed? If yes, please provide a grading plan.	Yes	No
Is new lighting or a change to existing lighting proposed with this project? If yes, lighting specifications and a lighting plan are required. Please see Section 60.05.30 and Table 60.05-1 of the Development Code.	Yes	No

To help determine whether the proposed project complies with the requirements of Chapter 60, please answer the following questions and provide the necessary information:

Is a building addition or change to an existing <u>loading</u> area proposed? If yes, please see Section 60.25 for off-street loading requirements. Please also complete the following information:			Yes	No
Existing:	Type of Use _____	Floor Area (s.f.) _____	Total Number of Existing Loading Berths _____	
Proposed:	Type of Use _____	Floor Area (s.f.) _____	Total Number of Loading Berths Proposed _____	
Is a building addition or change to an existing <u>parking</u> area proposed? If yes, please see Section 60.30 for off-street parking requirements. Please also complete the following information and attach additional information, if necessary:			Yes	No
Existing:	Type of Use _____	Floor Area (s.f.) _____	Existing Number of parking spaces _____	
Proposed:	Type of Use _____	Floor Area (s.f.) _____	Number of new spaces _____ Total number of spaces _____	
Are any trees proposed for removal? If yes, please contact staff at (503) 526-2420 to determine whether the trees are Significant or Historic. If the trees are landscape trees, please see Section 60.60.25.9, and in your written statement, please address how your proposal meets this section of the Development Code.			Yes	No

DOWNTOWN DESIGN REVIEW COMPLIANCE LETTER SUBMITTAL CHECKLIST

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

WRITTEN STATEMENT REQUIREMENTS

- A. APPLICATION FORM, DESIGN REVIEW PROJECT INFORMATION, AND CHECKLIST.**
Provide **one (1) completed** application form, Downtown Design Review Project Information, and checklist with original signature. *Have you submitted for a permit from another division?*
- B. 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. Please include a description of the location of the proposed modifications, materials to be used, sizes, colors, and square footage as appropriate to the situation. (You may include copies of illustrations from catalogs to *supplement* the narrative.)

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. SITE PLAN:** Submit **one (1) copy** of a site plan of the entire property. The site plan should clearly show all proposed site changes. If the plan is not to scale, it must be fully dimensioned. Label and show the location of:
 - Abutting streets
 - Property lines
 - Setbacks
 - Existing easements and utilities located within 25 feet of any proposed outside modifications.
 - Existing and approved vehicular, pedestrian, and bicycle connections.
 - Structures
 - Parking
 - Driveways
 - Landscaped areas
 - Proposed square footages

Also, if the proposal changes the amount of existing parking spaces or striping in any way, you must document how many spaces currently exist, how many are required for the existing/proposed use, and how the net result is not less than the minimum number of required spaces.

- B. ARCHITECTURAL ELEVATIONS:** Submit **one (1) copy** of 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 proposed materials, colors, and textures.

OTHER

- A. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- B. OTHER WRITTEN & PLAN INFORMATION.** In addition to the above materials, submit **one (1) copy** of written and plan information that is required by the Design Review Project Information form.
- C. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** **Please Note:** If your Downtown Design Review proposal includes a building addition or new construction, or site alterations that involve grading, paving, road, and/or pathway construction, you will likely be required to obtain written documentation from Clean Water Services (CWS), stating that water quality to sensitive areas will not be adversely affected by the subject proposal. In some cases, the City is able to perform a Pre-Screen Site Assessment, thereby determining no sensitive areas are apparent on-site or within 200 feet of the proposed impact area. The City Pre-Screen Site Assessment is conducted through a Pre-Application Conference. For more information on the CWS Site Assessment, please contact Lindsey Obermiller, Environmental Plan Reviewer at (503) 681-3653.



DOWNTOWN DESIGN REVIEW COMPLIANCE LETTER APPROVAL CRITERIA

THE FOLLOWING IS A LIST OF THE APPROVAL CRITERIA FOR A DESIGN REVIEW COMPLIANCE LETTER, AS SPECIFIED IN SECTION 40.27.15.1.C OF THE DEVELOPMENT CODE.

STAFF WILL REVIEW YOUR PROPOSAL FOR COMPLIANCE WITH THESE APPROVAL CRITERIA AND THE RELEVANT CODE SECTIONS. A PROPOSAL MUST MEET ALL APPLICABLE APPROVAL CRITERIA IN ORDER TO HAVE AN APPROVABLE PROJECT.

1. The proposal satisfies the threshold requirements for a Downtown Design Compliance Review Letter.
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 meets all applicable Development Standards of Sections 70.03.2 of the Development Code unless the applicable provisions are subject to an Adjustment, Planned Unit Development, or Variance application which shall be already approved or considered concurrently with the subject proposal.
5. The proposal is consistent with all applicable Design Standards of 70.04 (Downtown Design Standards and Guidelines).
7. Except for conditions requiring compliance with approved plans, the proposal does not modify any conditions of approval of a previously approved Type 2 or Type 3 application.
8. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.