

STREET VACATION SUBMITTAL CHECKLIST

Revised 01/2016

WRITTEN STATEMENT REQUIREMENTS

- A. APPLICATION FORM.** Provide one (1) **completed** application form with original signature(s).
- B. CHECKLIST.** Provide one (1) **completed** copy of this three (3) page checklist.
- C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed street vacation including the location of the proposed street vacation, the total lineal feet and total square footage area of the proposed street design modification, the applicable street design standard proposed for modification, and the street design standard modification proposal:
In the written statement, please:
- Provide individual findings specifically addressing how and why the proposal satisfies each of the criterions specified in Section 40.75.15.1.C.1-7 of the *Development Code* (ORD 2050), attached. Section 40.75.15.1.C.3 requires that the proposed street vacation meet the eligibility requirement of Oregon Revised Statutes (ORS) 271.080, which reads as follows:

ORS 271.080 Vacation in incorporated cities; petition; consent of property owners. (1) Whenever any person interested in any real property in an incorporated city in this state desires to vacate all or part of any street, avenue, boulevard, alley, plat, public square or other public place, such person may file a petition therefore setting forth a description of the ground proposed to be vacated, the purpose for which the ground is proposed to be used and the reason for such vacation. (2) There shall be appended to such petition, as a part thereof and as a basis for granting the same, the consent of the owners of all abutting property and of not less than two-thirds in area of the real property affected thereby. The real property affected thereby shall be deemed to be the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. Where a street is proposed to be vacated to its termini, the land embraced in an extension of the street for a distance of 400 feet beyond each terminus shall also be counted. In the vacation of any plat or part thereof the consent of the owner or owners of two-thirds in area of the property embraced within such plat or part thereof proposed to be vacated shall be sufficient, except where such vacation embraces street area, when, as to such street area the above requirements shall also apply. The consent of the owners of the required amount of property shall be in writing. [Amended by 1999 c.866 §2](**REPRINTED FROM THE OREGON REVISED STATUTES WEB PAGE**)
 - For conformity to ORS 271.080, as stated above, written evidence of consent of the owners of all abutting property as defined by ORS 271.080 and of not less than two-thirds in area of the real property affected thereby.
 - Address all Facilities Review Technical Criteria from Section 40.03 of the City's *Development Code* (ORD 2050).

- D. FEES**, as established by the City Council. Make checks payable to the City of Beaverton.
- E. 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 (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 Environmental Plan Review Project Manager, at (503) 681-3653.
- F. PRE-APPLICATION CONFERENCE NOTES. (REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)**
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.
- G. 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.
- H. 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.

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. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted.**

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 existing street section.
 - 4. Points of existing access, driveways, and on-street parking areas.
 - 5. Existing right-of-way and improvements including but not limited to street section, curb, gutter, sidewalk, planter strip, travel lanes, turn lanes, and bicycle lanes.
 - 6. Dimension from centerline to edge of existing right-of-way.
 - 7. Existing topographical information, showing 2 ft. contours.
 - 8. Surrounding development and conditions within 100 ft. of the street on all sides such as zoning, land uses, and buildings.
 - 9. Location of existing public and private utilities, easements, and 100-year floodplain.
 - 10. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Tree within 100 ft. of the street on all sides.
 - 11. Sensitive areas, as defined by Clean Water Services (CWS) standards.
 - 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- B. DIMENSIONED SITE PLAN:**
- 1. North arrow, scale and date of plan.
 - 2. The street proposed for vacation including right-of-way, dimension from centerline to edge of right-of-way, intersections, driveways, dedications and improvements including but not limited to street section, curb, gutter, sidewalk, planter strip, travel lanes, turn lanes, and bicycle lanes.
 - 3. Surrounding development and conditions including zoning designation, land uses and buildings of land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. Where a street is proposed to be vacated to its termini, the land embraced in an extension of the street for a distance of 400 feet beyond each terminus shall also be counted.
 - 4. Location of storm water quality/detention facilities.
 - 5. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Tree within 100 ft. of the street on all sides.
 - 6. Sensitive areas, as defined by CWS standards.
 - 7. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

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



STREET VACATION / TYPE 3 - 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 Street Vacation shall address compliance with all of the following Approval Criteria as specified in 40.75.15.1.C.1-7 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Street Vacation application.
- 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- 3. The proposed Street Vacation meets the eligibility provisions of ORS 271.080.
- 4. The proposed Street Vacation will not adversely impact street connectivity as identified in the Transportation Element of the Comprehensive Plan.
- 5. The proposed Street Vacation will not adversely impact police, fire, and emergency service in the area.
- 6. That the vacation of the street will not hinder accessibility to any above ground or underground public facilities.
- 7. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.