



150 East Main Street, 4th Floor,
Hillsboro, OR 97123
Phone 503-681-6153 | Fax 503-681-5250
www.hillsboro-oregon.gov

NEIGHBORHOOD MEETING LABELS REQUEST FORM

Submit this form and applicable fees to the Planning Division to request mailing labels for surrounding property owners to be used for notification of a scheduled Neighborhood Meeting.

Notice: Mailing labels will expire 30 days after they are created. Mailing labels will be available no later than 7 business days after request is submitted.

Label Fee: \$25.00 (Payable to City of Hillsboro).

Type of Application: (Please check those that apply.)

- Comprehensive Plan Map Amendment
- Conditional Use
- Development Review (Type III)
- Floodplain Activity (Major)
- Modification of Type II/III Approvals (Major)
- Nonconforming Use or Structure Expansion
- Planned Unit Development
- Significant Natural Resource Permit (Major)
- Subdivision Preliminary Plat (Major)
- Variance

Project Name _____

Date of Neighborhood Meeting _____

Washington County Tax Map and Tax Lot #(s) _____

Project Address _____

Brief Description of Project _____

Contact Name _____

Phone # _____

Mailing Address _____

Email Address _____

Office Use Only

Date Request Received _____ Taken in by _____ Fees Received _____

Date Labels Printed _____ Printed by _____

REQUIREMENTS FOR NEIGHBORHOOD MEETINGS

Neighborhood meetings are required for most Type III applications. The procedures are set forth in Section 12.70.100 of the Hillsboro Community Development Code (CDC) as follows:

12.70.100 Neighborhood Meetings.

- A. Purpose. Neighborhood meetings encourage citizen participation early in the development process. They provide an opportunity for the applicant, surrounding neighbors and interested parties to meet, review a development proposal, identify issues, and possibly revise the application to address the issues prior to application submittal, in a manner consistent with the City's requirements. Neighborhood meetings are intended to encourage submittal of applications that are more responsive to neighborhood concerns, thereby expediting the review process and reducing continuances and appeals.
- B. Applicability. Neighborhood meetings are encouraged for all Type II and Type III applications, but are required only for those Type III applications so specified in Table 12.70.020-1.
- C. Neighborhood Meeting Procedures.
 - 1. Neighborhood meetings shall be held at a location accessible to the participants in the closest practicable proximity (not to exceed 2 miles radius) to the subject site. The meeting shall be held on a weekday evening after 6:00 p.m. or on weekends between 9:00 a.m. and 8:00 p.m. and shall not be held on a national holiday. Mailed notice of the meeting shall be provided by the applicant to the surrounding neighborhood between 7 and 30 days prior to the meeting, to the same notification radius required by the City for that type of application. The applicant shall also post notice of the neighborhood meeting on the site within clear view of a public street at least 7 days before the meeting. If no one arrives within 30 minutes of the scheduled starting time for the neighborhood meeting, the applicant may close the meeting and this requirement will be considered met upon the applicant's submittal of documentation to that effect.
 - 2. At the neighborhood meeting, the applicant shall provide preliminary details of the major elements of the development, including number and type of dwellings if applicable, proposed Uses, street, lotting, and parking layouts, approximate building locations and heights, and approximate locations for open space and natural resource preservation as applicable. The applicant shall also note if the development proposal includes multiple or consolidated applications. Opportunity shall be provided for attendees to ask questions regarding the proposal. The applicant shall prepare meeting notes of major points, issues, and responses concerning the development proposal that were discussed at the meeting. Only one neighborhood meeting per development proposal is required, but more meetings may be held at the applicant's discretion.
- D. Neighborhood Meetings Materials Submitted with Application. The neighborhood meeting notes, list of parties notified, affidavits of mailing and posting notices, copies of all materials provided by the applicant at the meeting, and a signature sheet of attendees shall be included with the development application upon submittal. If the development proposal is revised after the neighborhood meeting, with the addition of one or more tax lots or the substantial revision of major elements as cited in Subsection C.2 above, a second neighborhood meeting with a new notice shall be required before the revised application is submitted.

REQUIREMENTS FOR NEIGHBORHOOD MEETINGS

(CONTINUED)

- E. Neighborhood Meeting Validity Period. Applications shall be submitted to the City within 180 days of the neighborhood meeting. If an application is not submitted in this time frame, the applicant shall be required to hold a new neighborhood meeting.
- F. Compliance with Requirements. Compliance with the provisions of Section 12.70.100 is a requirement of this Code. Applications shall not be submitted without this documentation, or submitted prior to the neighborhood meeting. If submitted, such applications shall be deemed incomplete under Subsection 12.70.110.F.

SUBMITTAL REQUIREMENTS CHECK LIST

(NEIGHBORHOOD MEETING LABELS REQUEST)

The following are the submittal requirements when requesting mailing labels for neighborhood meeting notification:

- Completed Request Form:** The original, completed request form. This information must be reproduced so please write clearly using black/dark blue ink or type.
- Fee:** The appropriate filing fee **PAYABLE TO CITY OF HILLSBORO**. Please consult the fee schedule for current fees.

MATERIALS PROVIDED TO APPLICANT BY THE CITY

The following are the materials provided by the City no later than 7 business days from the date request is submitted:

- Mailing Labels:** Mailing labels for the surrounding property owners within the appropriate notice area from the subject site(s).
 - Photocopies of Mailing Labels:** Two sets of photocopies of the mailing labels will be provided. One list includes duplicates and the second list has been culled of any duplicates. A vicinity map showing the notice area will also be included.
- Vicinity Map:** An official GIS vicinity map highlighting the subject site(s). This map is to be mailed with the neighborhood meeting letter.
- Site Poster Board:** One site posting board is provided for posting notice at the site within clear view of a public street at least 7 days before the meeting.

NEIGHBORHOOD MEETING MATERIALS SUBMITTED WITH APPLICATION

The following are the materials to be submitted by the applicant with the development application:

- Affidavit of Mailing:** Using the template provided, a signed and notarized affidavit of mailing with the following attached:
 - Letter to neighborhood (prepared by Applicant)
 - Official GIS vicinity map which highlights the subject site (prepared by City)
 - Photocopies of mailing labels and notice area vicinity map (provided by City)
- Affidavit of Posting Notice:** Using the template provided, a signed and notarized affidavit of posting notice.
- Signature Sheet:** a list of all parties who attended the meeting
- Meeting Notes:** the neighborhood meeting summary and notes including the agenda, questions asked and responses provided during the meeting.
- Materials Provided:** copies of all materials provided by the applicant at the meeting.

FOR MORE INFORMATION PLEASE CONTACT:

City of Hillsboro Planning Division
150 East Main Street, 4th Floor, Hillsboro, OR 97123
Phone: (503) 681-6153; Fax: (503) 681-5250
E-mail: planning@hillsboro-oregon.gov
Website: www.hillsboro-oregon.gov

MANDATORY REQUIREMENTS FOR NEIGHBORHOOD MEETING MAILINGS

Effective 8-16-07

NOTE: The following listed materials are **MANDATORY** notice items to be mailed:

1. Letter To Neighborhood (see attached sample).
2. Official G.I.S. Map, featuring the subject property (provided by Hillsboro Planning Division).

Please remember that the mailing list shall be obtained from the Hillsboro Planning Division. Mailing lists generated by title companies or other agencies are unacceptable.



Date

Name

Address

City/State/Zip

RE: NOTICE OF NEIGHBORHOOD REVIEW MEETING
ON PROPOSED *(TYPE OF DEVELOPMENT / LAND USE APPLICATION)*

Dear Resident or Property Owner:

(I / my company name) (am / is) (the owner / representing the owner) of the property shown by the attached map, located at *(address if available or general description of location / cross street)*. This property can be legally identified as *(tax map and lot)*, and is zoned *(land use zone)*.

(I / we) (am / are) considering a proposal to *(describe development proposal type, i.e. subdivide into X lots; develop a day care; grade XXXX sq. ft. of floodplain)*. Before applying to the Hillsboro Planning Division *(I / we)* would like to take the opportunity to discuss the proposal in more detail with you.

The meeting is scheduled for:

(Date) and (Time)
(Location) and (Address)

[Time shall be a weekday or weekend evening (not a legal holiday); starting at a reasonable time; at the closest practical proximity to the subject site.]

The purpose of this meeting is to provide a forum for surrounding property owners / residents to review the proposal and to identify issues so they can be considered before the formal application is submitted. This meeting gives you the opportunity to share with *(me / us)* any special information you know about the property involved. *(I / we)* will try to answer questions related to how the project meets relevant development standards consistent with Hillsboro's land use regulations.

Please note that this will be an informational meeting on preliminary development plans prior to official submission to the City. These plans may change slightly before the application is submitted to the City. Depending upon the type of application, you may receive an official notice from the City of Hillsboro of your opportunity to participate either by submitting written comments, and / or by attending a public hearing.

Please feel free to contact *(me / us)* at *(phone number)* or *(e-mail address)* if you have questions about this meeting or the proposed project. *(I / we)* look forward to discussing this proposal with you.

Sincerely,

(Name)

(Company if applicable)

