
Type of Development:

Single-Dwelling Duplex Quadplex Townhouses - Number of Units: _____
 Accessory Dwelling Unit (ADU) Triplex Cottage Cluster - Number of Units: _____

Overlays: (if any are impacted, approval needed prior to submittal of this ZR)

Significant Natural Resource Floodplain Cultural Resource

Proposed Lot Standards:

Setbacks (include the proposed condition)

Front Setback _____

Side Setbacks _____ and _____

Rear Setback _____

Building Height _____

Lot Coverage (percentage of lot covered by structure) _____

Parking:

Number of Parking Spaces Provided _____

Site Grading:

Does the proposed development include site fill or excavation, mass grading or soil stockpiling, or retaining walls?

Yes No

Waste and Recycling:

For proposals of five or more units:

Is a combined/shared facility proposed? Yes No

ALL ZONING REVIEWS (OTHER THAN ADUS) MUST INCLUDE THE ARCHITECTURAL REVIEW COMPLIANCE ON PAGES 2-3. (Middle Housing created through conversion of, or addition to an existing dwelling is exempt but cannot increase nonconformance).

Please ensure that all applicable standards in CDC Section 12.50.710 for Middle Housing have been met. Reviews of Cottage Clusters must include supplemental checklist on page 4. Reviews of ADUs must include supplemental checklist on pages 5 and 6.

INDIVIDUAL MAIN ENTRY

- Entry is no further than eight feet behind longest street facing wall (required)
- Entry Location (one box below must be checked):**
- Entry faces street
- Entry is at an angle of no more than 45 degrees from the street
- Entry opens to a porch that meets all standards listed below:
1. At least 25 square feet in size and five feet in depth
 2. Porch entry faces street
 3. Roof is maximum 12 feet above floor of porch
 4. Roof covers at least 30% of porch area

SHARED MAIN ENTRY

Common main entries for housing types with shared entries shall face the front property line unless one of the following circumstances applies:

- Buildings on corner lots may have the main entry facing either street or the intersection of the streets.
- Buildings with more than one main entry may have only one entry facing the front property line.
- Building entries that face a landscaped shared courtyard are exempt from this requirement.

WINDOWS

For detailed information on calculating glazing, please see CDC Section 12.50.710.C.2.

Elevations		Facade Wall Area	Area of Glazing Provided	Minimum Glazing Required	Actual Glazing Percentage
Front Facade	Ground Floor			20%	
	Total			15%	

The table below is for enhanced elevations glazing, which is only required for those elevations facing a street, or commonly-accessible open space.

	Elevations	Facade Wall Area	Area of Glazing Provided	Minimum Glazing Required	Actual Glazing Percentage
Left Side	<input type="checkbox"/> Enhanced	Ground Floor		20%	
		Total		15%	
Right Side	<input type="checkbox"/> Enhanced	Ground Floor		20%	
		Total		15%	
Rear	<input type="checkbox"/> Enhanced	Ground Floor		20%	
		Total		15%	

MISC

Foundation Materials - Concrete or concrete block may be used as foundation material only if the concrete or concrete block is not exposed above finished grade by more than 3 feet. On sites with slopes greater than 20%, the use of concrete or concrete block as a foundation material may be increased to 6 feet.

Meets Standard

Front facades, and facades facing a street or open-space (Enhanced Facades) must provide **four** elements.

	Front	Left Side	Right Side	Rear
a. A covered porch with a minimum depth of five feet and minimum width of six feet				
b. A balcony with a minimum depth of four feet and minimum width of eight feet				
c. A bay window six feet wide (minimum), bumped out by at least two feet, extending from top of foundation to top of the main façade wall				
d. A recessed building entry with a minimum depth of two feet and minimum width of five feet				
e. A section of the facade, (six feet wide min) that is either recessed or bumped out by at least two feet deep from the front of the wall plane				
f. An offset on the building face of at least 16-inches from one exterior wall to the other				
g. A gabled dormer (four feet wide minimum)				

Front facades, and facades facing a street or open-space (Enhanced Facades) must provide **nine** elements. All other facades must provide at least **four** elements.

	Front	Left Side	Right Side	Rear
a. A recessed building entry with a minimum depth of two feet and minimum width of five feet				
b. Roof eaves on all elevations that project at least 12 inches from the intersection of the roof and the exterior walls				
c. A minimum of three gable end brackets spaced a maximum of 15 feet on center				
d. Roof line offset of at least two feet from the top surface of one roof to the top surface of the other				
e. Hip or gambrel roof design with a minimum pitch of 6/12				
f. Siding in gables which differs from the primary siding type				
g. Tile roof				
h. Fiber-cement horizontal lap siding between three and seven inches wide (the visible portion once installed)				
i. Exterior finish materials covering at least 40% of the street-facing facade from one or more of the following: brick, fiber-cement shingles, stone, or stucco				
j. Window trim around all windows at least three inches wide and 5/8 inches thick				
k. On any façade not facing a street or open space, minimum 15% of the area in glazing or entry doors, consistent with Subsection 12.50.710.C.2.a through e (windows)				
l. Window recesses in all street frontage windows, of at least three inches as measured horizontally from the face of the façade				
m. Mullions or window grids in all windows on a facade				
n. Garage door width 35% or less of the width of the street-facing façade				
o. Horizontal band or barge boards				
p. Color palette including four colors. Colors may be paint or intrinsic to the material (e.g., wood, brick, or stone). One main color shall cover at least 40% of the street-facing facade and each of the other colors shall be used on a minimum of four square feet				

Number of Cottages Proposed: _____

Is there an existing detached house on the lot: ___ Yes ___ No

Separation between cottages: _____ feet

Proposed building height: _____ feet

Maximum Building Footprint of Cottages Proposed: _____ square feet

Maximum Floor Area of Cottages Proposed: _____ square feet

Are attached garages proposed? ___ Yes ___ No square feet per garage: _____

Average floor area of cluster proposed: _____ square feet

Common Courtyard:

Total Square Footage: _____ square feet

Width at narrowest dimension: _____ feet

Community Building:

Is a community building proposed: ___ Yes ___ No

Square Footage of Community Building Proposed: _____ square feet

Please ensure that your project meets all additional standards in CDC Section 12.50.715.E including:

Pedestrian Access (12.50.715.E.10)

Windows (12.50.715.E.11)

Articulation and Detailed Design Elements (12.50.715.E.12)

Parking Design (12.50.715.E.13)

Accessory Buildings (12.50.715.E.14)

Existing Structures (12.50.715.E.15).

Floor Area

Proposed floor area: _____ square feet

(can exclude exterior walls, interior staircases, common/shared space between the primary dwelling and the ADU, interior parking and unfinished storage space not accessible from interior of ADU)

Building Height

Proposed building height: _____ feet

(must meet maximum height in base zone for lot)

Setbacks and Placement:

Front: _____ feet Side 1: _____ feet

Rear: _____ feet Side 2: _____ feet

Is ADU located behind the front building plane? _____ yes _____ no

(for ADUs on corner lots, through lots, and multiple frontage lots, the ADU shall be placed behind the front building plane of the facade with the front door)

Main Entrance:

Are each of the following provided?

1. A recessed building entry or porch at least 2 feet deep, as measured horizontally from the face of the main building façade, and at least 5 feet wide; _____ Yes _____ No
 2. Entrance lighting is required on all ADUs. Exterior lighting shall not exceed 2 lumens, and shall not glare or shine onto adjacent property; and _____ Yes _____ No
 3. One or more sidelights, glass doors, or windows. _____ Yes _____ No
-

Architectural Standards:

Please complete checklist on next page. Two elements must be provided on each facade of the ADU.

Is any glazing provided on an elevation that is facing and within 20 feet of a neighboring residential property?

_____ No _____ Yes

If yes, is a minimum 6 foot screen provided either through a fence or landscaping? _____ Yes _____ No

(The screen or fencing shall extend the entire distance of the ADU building elevation, plus an additional 3 lineal feet. Newly planted shrubs shall be no less than 5 feet in height at time of planting)

ADU Architectural Compliance

Please select two total elements provided on each facade of the ADU. Elements can be from either of the lists but cannot be repeated (i.e. cannot use element D on articulation and element A on detailed design as two elements on the same facade).

ARTICULATION

	Front	Left Side	Right Side	Rear
a. A covered porch with a minimum depth of five feet and minimum width of six feet				
b. A balcony with a minimum depth of four feet and minimum width of eight feet				
c. A bay window six feet wide (minimum), bumped out by at least two feet, extending from top of foundation to top of the main façade wall				
d. A recessed building entry with a minimum depth of two feet and minimum width of five feet				
e. A section of the facade, (six feet wide min) that is either recessed or bumped out by at least two feet deep from the front of the wall plane				
f. An offset on the building face of at least 16-inches from one exterior wall to the other				
g. A gabled dormer (four feet wide minimum)				

DETAILED DESIGN ELEMENTS

	Front	Left Side	Right Side	Rear
a. A recessed building entry with a minimum depth of two feet and minimum width of five feet				
b. Roof eaves on all elevations that project at least 12 inches from the intersection of the roof and the exterior walls				
c. A minimum of three gable end brackets spaced a maximum of 15 feet on center				
d. Roof line offset of at least two feet from the top surface of one roof to the top surface of the other				
e. Hip or gambrel roof design with a minimum pitch of 6/12				
f. Siding in gables which differs from the primary siding type				
g. Tile roof				
h. Fiber-cement horizontal lap siding between three and seven inches wide (the visible portion once installed)				
i. Exterior finish materials covering at least 40% of the street-facing facade from one or more of the following: brick, fiber-cement shingles, stone, or stucco				
j. Window trim around all windows at least three inches wide and 5/8 inches thick				
k. On any façade not facing a street or open space, minimum 15% of the area in glazing or entry doors, consistent with Subsection 12.50.710.C.2.a through e (windows)				
l. Window recesses in all street frontage windows, of at least three inches as measured horizontally from the face of the façade				
m. Mullions or window grids in all windows on a facade				
n. Garage door width 35% or less of the width of the street-facing façade				
o. Horizontal band or barge boards				
p. Color palette including four colors. Colors may be paint or intrinsic to the material (e.g., wood, brick, or stone). One main color shall cover at least 40% of the street-facing facade and each of the other colors shall be used on a minimum of four square feet				

APPROVAL CRITERIA AND REVIEW STANDARDS

(ZONING REVIEW)

The approval criteria and requirements for a **Zoning Review** application are listed in Section 12.80.170 of the Community Development Code (CDC) as follows:

12.80.170 Zoning Review.

- A. Purpose. Zoning Review is intended to ensure that the clear and objective standards of the CDC are met for housing described in subsection B. below.
- B. Applicability. Approval of a Zoning Review application is required for development of new single detached dwellings, ADUs, and middle housing units on existing lots, except when the development meets the thresholds for Type II Development Review.
- C. Procedure. Zoning Review applications are subject to the Alternative Review Procedures as described in Section 12.70.025 and is completed using the clear and objective Zoning Review application and checklist.
- D. Submittal Requirements. Applications for Zoning Review shall, at a minimum, include the following:
 - a. An application form, signed by the applicant or applicant's representative and the property owner or owner's representative;
 - b. Payment in full of the appropriate application fee, based on the fee schedule in effect on the date of the submittal; and
 - c. Completed checklist and preliminary plans and elevations confirming compliance with design requirements.
- E. Approval Criteria. Zoning Reviews shall be approved when the follow criteria are met:
 1. The proposal complies with all of the development standards of the base zone;
 2. The proposal complies with any applicable provisions of Subchapter 12.27. Proposals which require a Floodplain Activity approval, Significant Natural Resource Permit, or Cultural Resources Alteration approval must obtain those approvals prior to submitting an application for a Zoning Review;
 4. The proposal complies with the following development standards in Subchapter 12.50:
 - a. 12.50.130 Setbacks;
 - b. 12.50.140 Building Height;
 - c. 12.50.260 Sight Distance / Vision Clearance;
 - d. 12.50.270 Waste and Recycling Facilities (if applicable for projects with five or more dwelling units);
 - e. 12.50.300 Vehicle Parking;
 - f. 12.50.630 Site Grading;
 - g. 12.50.640 Storm Water Facilities Site Integration;
 - h. 12.50.710 Design Standards for All Residential Development;
 - i. 12.50.715 Additional Middle Housing Design Standards (if applicable);
 5. The proposal complies with any applicable plan district standards in Subchapter 12.60;
 6. For triplexes, quadplexes, townhouses and cottage cluster developments, the applicant must provide plans or service provider letters demonstrating that sufficient infrastructure as defined in Subchapter 12.01 is available or can be made available prior to occupancy.

APPROVAL CRITERIA AND REVIEW STANDARDS

(CONTINUED)

- F. Conditions of Approval. Zoning Reviews are subject to conditions of approval.
- G. Appeal of a Decision. Refer to Section 12.70.025.E.7.
- H. Expiration of a Decision. Refer to Section 12.70.140.
- I. Extension of a Decision. Zoning Reviews are not subject to extension.

SUBMITTAL REQUIREMENTS

Application submittal requirements are set forth in Section 12.70.025.E of the Community Development Code (CDC). The following is a summary of the minimum application submittal requirements that must be received by the City. File order and details of each submittal item are shown on the following pages. Application materials must follow the specified order and the appropriate electronic file naming standards shown on the following pages to ensure a complete application.

ProjectDox Submittal: Application materials must be provided in the following order and uploaded electronically to the ProjectDox web site within three days of application submittal.

- 1) **Application Form:** The completed, signed application which must include a signature from the property owner or owner's authorized agent. The applicant, applicant's representative, and primary contact person responsible for uploading application materials to ProjectDox must be identified on the application form.
- 2) **Plan(s)/Drawing(s):** Drawings that provide the general information, existing conditions, and proposed conditions as identified on the following page.

Plan(s)/Drawing(s) Specifications: The following information should be included with each plan set. If multiple sheets are needed/desired, please provide an index of the plans/drawings with page references.

GENERAL INFORMATION

- Project information including project title, date, address(es), and tax lot number(s).
- Vicinity map showing the general location of the property in relation to the nearest major street or highway with north arrow(s) and scale(s). Please see following section for required scaling.
- Contact information for property owner(s), applicants, and applicant's representative. Include names, organizational affiliations, addresses, telephone numbers, and e-mail addresses.

SUBMITTAL REQUIREMENTS

(CONTINUED)

EXISTING CONDITIONS

- Location, name, and present width of all street and alley rights-of-way and improvements (including bike facilities and sidewalks) on and abutting the site.
- Location, purpose, and present width of all existing easements of record on and abutting the site. A note shall be added to each existing easement on whether it is to remain or be abandoned.
- Location and size of all existing utilities on and abutting the site including, but not limited to, natural gas lines, underground and overhead power and communications lines, fire hydrants, water, sewer, and/or stormwater utilities. If utilities are not on or abutting the site, the plans shall indicate the direction and distance to the nearest ones and how the proposal will connect to those utilities. Also, if any septic tanks and/or wells are on site, the locations of those shall be indicated.
- Ground elevations shown by contour lines at 2-foot intervals.
- Natural features including, but not limited to, watercourses, wetlands, Clean Water Services' Vegetated Corridors, mature trees, forested areas, Significant Natural Resources and Impact Areas, and 100-year Floodplains.
- Scaled location and present use of all existing structures and impervious surfaces on the site. Identify which existing structures and impervious surfaces (e.g., asphalt, concrete, brick pavers, etc.) will remain and which will be removed.

PROPOSED IMPROVEMENTS

- Scaled site plan illustrating the proposed building envelope(s), on-site circulation, on-site parking and, for Cottage Clusters, shared courtyards. The site plan should show distance between the structure(s) and property line(s). Include an identification of the intended housing type (single detached, duplex, triplex, quadplex, townhouse, cottage cluster, multiple-dwelling structure, and/or manufactured dwelling).
- Location, name, and proposed widths of all street and alley rights-of-way and improvements (including bike facilities and sidewalks) on and abutting the site.
- Location, width, and purpose of existing easements and proposed easements.
- Location and size of proposed utilities on and abutting the site including connections to existing utilities.
- Ground elevations shown by contour lines at no more than 2-foot intervals including any modifications to existing contours.
- Impact or preservation of existing Natural features listed above.
- Designations for any phases associated with project construction or implementation
- Scaled elevations of all new structures; these shall note materials, color notations, and design and articulation elements.

Plans Saved to Scale

All plans must be saved to a legible and reasonable scale. Examples of preferred plan scales include:

- Site plans: 1" = 20' (24" x 36"); 1" = 40' (11" x 17")

Applicable Application Fees: The appropriate filing fee PAYABLE TO CITY OF HILLSBORO shall be paid. Please consult the fee schedule for current fees.

Development Services & Permitting Center

Email Permits@Hillsboro-Oregon.gov Phone 503-681-6153 Fax 503-681-5250 Web Hillsboro-Oregon.gov/Permits