

Date: April 8, 2011

To: Interested Person

From: Sean Williams, Land Use Services 503-823-7612 / Sean.Williams@portlandoregon.gov

NOTICE OF A TYPE I DECISION ON A PROPOSAL IN YOUR NEIGHBORHOOD

The Bureau of Development Services has approved a proposal in your neighborhood. The reasons for the decision are included in this notice. If you disagree with the decision, you can appeal it to the Oregon Land Use Board of Appeals (LUBA) at 550 Capitol St. NE, Suite 235, Salem, OR 97301. The phone number for LUBA is 1-503-373-1265. Information on how to appeal this decision is listed at the end of this notice.

CASE FILE NUMBER: LU 11-104161 LDP

GENERAL INFORMATION

Applicant:	Ivan & Karolina Skoro Po Box 2885 Clackamas, OR 97015-2885
Representative:	Ante Skoro Po Box 2885 Clackamas, OR 97015-2885
Site Address:	6142 SE Ramona Street
Legal Description:	BLOCK 15 LOT 16&17 EXC S 58 1/2' E 10' OF LOT 18 EXC S 58 1/2', TREMONT PL
Tax Account No.:	R842404290
State ID No.: Quarter Section:	1S2E18DA 07000 3636
Neighborhood:	Mt. Scott-Arleta, contact Marla Turner at 503-887-9075.
Business District:	Woodstock Community Business Association, contact Lori Boisen at 503-760-7968.
District Coalition:	Southeast Uplift, contact Leah Hyman at 503-232-0010.
Plan District:	None Desidential 0.500 (D0.5) (Alternative Design Density Overlage (a)
Zoning: Case Type:	Residential 2,500 (R2.5) w/ Alternative Design Density Overlay (a) Land Division Partition (LDP)
Procedure:	Type I, an administrative decision with appeal to the Oregon Land Use Board of Appeals (LUBA).

Proposal:

The applicant is requesting to partition the subject property into two parcels of equal size at approximately 2,767 square feet. Mitigation is proposed for the removal of one non-exempt tree on site. The existing single family dwelling will be demolished.

This partition is reviewed through a Type I land use review because: (1) the site is in a residential zone; (2) fewer than four lots are proposed; (3) none of the lots, utilities, or services are proposed within a Potential Landslide Hazard or Flood Hazard Area, and; (4) no other concurrent land use reviews (such as an Adjustment, Design Review, or Environmental Review) are requested or required (see 33.660.110).

For purposes of State Law, this land division is considered a partition. To partition land is to divide an area or tract of land into two or three parcels within a calendar year (See ORS 92.010). ORS 92.010 defines "parcel" as a single unit of land created by a partition of land. The applicant's proposal is to create 2 units of land (2 parcels). Therefore this land division is considered a partition.

Relevant Approval Criteria:

In order to be approved, this proposal must comply with the approval criteria of *Title 33*. The relevant criteria are found in **Section 33.660.120**, **Approval Criteria for Land Divisions in Open Space and Residential Zones**.

FACTS

Site and Vicinity: The site is located on the southwest corner of the intersection of SE Ramona Street and SE 62nd Avenue. Existing improvements consist of a single family dwelling that will be removed as a part of this review. A sanitary sewer lateral serving 5823 SE 62nd Avenue from the main in SE Ramona Street is located in a 10-foot wide easement along the westernmost portion of the site. The site is relatively flat and contains two trees subject to preservation standards. The vicinity is primarily development with detached single family homes with comparable zoning.

Infrastructure:

• **Streets** – The site has approximately 90 feet of frontage on SE Ramona Street and 61.5 feet of frontage on SE 62nd Avenue. There is one driveway entering the site from SE Ramona Street that serves the existing house. At this location, both SE Ramona Street and SE 62nd Avenue are classified as local service street for all modes in the TSP. Tri-Met provides transit service approximately 770 feet from the site on SE Harold Street via Bus #10. Parking is allowed on both sides of SE Ramona Street and SE 62nd Avenue.

At this location, SE Ramona Street is improved with a 30 foot paved roadway surface and pedestrian corridor that consists of an 8 foot planter, 5 foot sidewalk and 2 foot setback to private property (8-5-2) within a 60 foot right-of-way. SE 62nd Avenue is improved with a 24 foot paved roadway surface and pedestrian corridor that consists of a 12 foot planter, 4 foot sidewalk and 2 foot setback to private property (12-4-2) within a 60 foot right-of-way.

- **Water Service** There is an existing 8-inch CI water main in SE Ramona Street and a 12-inch CI water main SE 62nd Avenue. The existing house is served by a 5/8-inch metered service from the main in SE Ramona Street.
- **Sanitary Service** There is an existing 8-inch CSP public combination sewer line in SE Ramona Street. There is no sewer main in SE 62nd Avenue along the sites frontage.

Zoning: The R2.5 designation is one of the City's single-dwelling zones which is intended to preserve land for housing and to promote housing opportunities for individual households. The zone implements the comprehensive plan policies and designations for single-dwelling housing.

The "a" overlay is intended to allow increased density that meets design compatibility requirements. It focuses development on vacant sites, preserves existing housing stock, and encourages new development that is compatible with the surrounding residential neighborhood. This land division proposal is <u>not</u> using any of the provisions of the "a" overlay.

Land Use History: City records indicate there are no prior land use reviews for this site.

Agency Review: Several Bureaus have responded to this proposal and relevant comments are addressed under the applicable approval criteria. Please see Exhibits "E" for details.

Neighborhood Review: A Notice of Proposal in Your Neighborhood was mailed on **February 17, 2010**. No written responses have been received from the Neighborhood Association or notified property owners in response to the proposal.

ZONING CODE APPROVAL CRITERIA

APPROVAL CRITERIA FOR LAND DIVISIONS IN OPEN SPACE AND RESIDENTIAL ZONES

33.660.120 The Preliminary Plan for a land division will be approved if the review body finds that the applicant has shown that all of the following approval criteria have been met.

Due to the specific location of this site, and the nature of the proposal, some of the criteria are not applicable. <u>The following table summarizes the criteria that are not applicable</u>. Applicable criteria are addressed below the table.

Criterion	Code Chapter/Section and Topic	Findings: Not applicable because:
С	33.631 - Flood Hazard Area	The site is not within the flood hazard area.
D	33.632 - Potential	The site is not within the potential landslide
	Landslide Hazard Area	hazard area.
E	33.633 - Phased Land	A phased land division or staged final plat has not
	Division or Staged Final	been proposed.
	Plat	
F	33.634 - Recreation Area	The proposed density is less than 40 units.
Н	33.636 - Tracts and	No tracts or easements have been proposed or will
	Easements	be required.
Ι	33.639 - Solar Access	The Solar Access Approval Criteria are superseded
		by other conflicting requirements in the 600's
		chapters of the Zoning Code, per 33.639.020.
J	33.640 - Streams, Springs,	No streams, springs, or seeps are evident on the
	and Seeps	site outside of environmental zones.
L	33.654.110.B.2 - Dead end	No dead end streets are proposed.
	streets	
	33.654.110.B.3 -	The site is not located within an I zone.
	Pedestrian connections in	
	the I zones	
	33.654.110.B.4 - Alleys in	No alleys are proposed or required
	all zones	
	33.654.120.C.3.c -	No turnarounds are proposed or required
	Turnarounds	NT 1 ' 1
	33.654.120.D - Common	No common greens are proposed or required
	Greens 33.654.120.E - Pedestrian	There are no nodestrice compactions are
	Connections	There are no pedestrian connections proposed or required
		*
	33.654.120.F - Alleys 33.654.120.G - Shared	No alleys are proposed or required
		No shared courts are proposed or required
	Courts 33.654.130.D - Partial	No nontial mublic streats and managed on an end
		No partial public streets are proposed or required
	rights-of-way	

Applicable Approval Criteria are:

A. Lots. The standards and approval criteria of Chapters 33.605 through 33.612 must be met.

Findings: Chapter 33. 611 contains the density and lot dimension requirements applicable in the R2.5 zone. The applicant is proposing 2 single family parcels. The density for this site is as follows:

Minimum = (5,534 square feet * .80) ÷ 5,000 square feet = 0.88 (which rounds up to a minimum of 1 parcel, per 33.930.020.A)

Maximum = 5,534 square feet ÷ 2,500 square feet = 2.21 (which rounds down to a maximum of 2 parcels, per 33.930.020.B)

The applicant is proposing 2 parcels. The density standards are therefore met.

	Min. Lot Area (square feet)	Max. Lot Area (square feet)	Min. Lot Width* (feet)	Min. Depth (feet)	Min. Front Lot Line (feet)
R5	3,000	8,500	36	50	30
Zone					
Parcel 1	2,767 sq. ft.		45 ft.	61.5 ft.	45 ft.
Parcel 2	2,767 sq. ft.		45 ft.	61.5 ft.	45 ft.

The lot dimensions required and proposed are shown in the following table:

* Width is measured by placing a rectangle along the minimum front building setback line specified for the zone. The rectangle must have a minimum depth of 40 feet, or extend to the rear of the property line, whichever is less.

The findings above show that the applicable density and lot dimension standards are met. Therefore this criterion is met.

B. Trees. The standards and approval criteria of Chapter 33.630, Tree Preservation, must be met.

Findings: The regulations of Chapter 33.630 preserve trees and mitigate for the loss of trees. Certain trees are exempt from the requirements of this chapter.

The applicant has submitted an arborist report that inventories the trees within the land division site, evaluates their condition and specifies root protection zones (Exhibit A.2). Two trees have been identified within the land division site subject to preservation standards. Of these two trees, one is exempt as it is classified as a nuisance species (European holly). The sole non-exempt tree is an 18-inch Silver birch. The proposal does not meet any of the tree preservation options in 66.630.100. The applicant proposes instead to use the mitigation options of 33.630.300.

The site is less than 15,000 square feet in area. The applicant wishes to divide the site for detached housing, which is an allowed housing type in the R2.5 zone. The location of the existing tree on the site would prevent a land division that would result in a practicable arrangement of lots that could each contain a reasonable building area and still be able to meet the development standards of the R2.5 zone.

The applicant has submitted a tree mitigation plan that proposes to plant 6-inches of trees on the site. This amount provides for approximately the same caliper inches as Option 1 of the Tree Preservation Chapter. Option 1 would require that 35% or 6 inches of the existing tree diameter on site be preserved. However, Section 33.248.020.H, known as the T1 tree planting standard, requires trees to be planted on new lots as part of the approval of future building permits. The T1 tree standard requires the planting of at least 3 inches on lots that are 3,000 square feet or smaller, which would result in a minimum of two new trees planted for each of the proposed parcels. Because of the small size of the parcels, it is not practical for additional trees beyond the T1 standard to be planted without jeopardizing the overall health of all of the trees on the site. Therefore, the applicant must pay into the City Tree Fund the amount equivalent to 6 inches of trees. Payment into the Tree Fund will contribute to the general beauty and natural heritage of the City, if not directly on the site.

Therefore, with the conditions noted above for mitigation, the criteria can be met.

G. Clearing, Grading and Land Suitability. The approval criteria of Chapter 33.635, Clearing, Grading and Land Suitability must be met.

Findings:

Clearing and Grading

The regulations of Chapter 33.635 ensure that the proposed clearing and grading is reasonable given the infrastructure needs, site conditions, tree preservation requirements, and limit the impacts of erosion and sedimentation to help protect water quality and aquatic habitat.

In this case the site is primarily flat, and is not located within the Potential Landslide Hazard Area. Therefore, no significant clearing or grading will be required on the site to make the new lots developable. In addition, there are no trees required to be preserved. This criterion is met.

Land Suitability

The site is currently in residential use, and there is no record of any other use in the past. The applicant has proposed to remove the existing house and garage and redevelop the site. In order to ensure that the new lots are suitable for development, a permit must be obtained and finalized for demolition of all structures on the site and sewer capping prior to final plat approval. The Site Development Section of the Bureau of Development Services has indicated that although the site is currently connected to the public sanitary sewer, there may be an old septic system on the site. Therefore, if the cesspool is encountered during building construction, it must be properly decommissioned. With this condition, the new lots can be considered suitable for development, and this criterion is met.

K. Transportation impacts. The approval criteria of Chapter 33.641, Transportation Impacts, must be met; and,

L. Services and utilities. The regulations and criteria of Chapters 33.651 through 33.654, which address services and utilities, must be met.

Findings: The regulations of Chapter 33.641 allow the traffic impacts caused by dividing and then developing land to be identified, evaluated, and mitigated for if necessary. Chapters 33.651 through 33.654 address water service standards, sanitary sewer disposal standards, stormwater management, utilities and rights of way. The criteria and standards are met as shown in the following table:

33.651 Water Service standard - See Exhibit E.3 for detailed bureau comments.

The water standards of 33.651 have been verified. There is an existing 8-inch CI water main in SE Ramona Street and a 12-inch CI water main SE 62nd Avenue. The existing house is served by a 5/8-inch metered service from the main in SE Ramona Street that may continue to serve future development on Parcel 2. Water is available to serve the proposed development from the water main in both SE Ramona Street and SE 62nd Avenue.

33.652 Sanitary Sewer Disposal Service standards - See Exhibit E.1 for detailed comments.

The sanitary sewer standards of 33.652 have been verified. There is an existing 8-inch CSP public combination sewer line in SE Ramona Street that can serve the sanitary needs of the proposed lots. Parcel 1 has an existing sewer service from that main.

33.653.020 & .030 Stormwater Management criteria and standards- See Exhibits E.1 & E.5

BES has verified that the stormwater management system can be designed that will provide adequate capacity for the expected amount of stormwater. No stormwater tract is proposed or required. Therefore, criterion A is not applicable. The applicant has proposed the following stormwater management methods:

• **Parcels 1 & 2:** Stormwater from these lots will be directed to individual drywells that will treat the water and slowly infiltrate it into the ground. Each of these lots has sufficient area for a stormwater facility that can be adequately sized and located to meet setback standards, and accommodate water from a reasonably-sized home. The Bureau of Environmental Services has indicated conceptual approval of the drywells.

33.654.110.B.1 -Through streets and pedestrian connections

33.654.130.B - Extension of existing public dead-end streets & pedestrian connections **33.654.130.C** - Future extension of proposed dead-end streets & pedestrian connections Generally, through streets should be provided no more than 530 feet apart and at least 200 feet apart. The site has approximately 90 feet of frontage on SE Ramona Street and 61.5 feet of frontage on SE 62nd Avenue. This is a corner lot location which meets the above criteria for adequate connectivity. Therefore, additional connectivity is not required at this location. In addition, the site is not within an area that has an adopted Master Street Plan, so criterion d. does not apply.

For the reasons described above, this criterion is met.

33.641 – Transportation Impacts – 33.641.020 and 33.641.030 33.654.120.B & C Width and elements of the street right-of-way 33.654.130.D Partial Rights of way

Based on the available information, the estimated increase in daily trips is less than 10 total trips per day (based on the eventual addition of one new SFR) with the majority of trips occurring during non-peak hours as provided by the Institute of Transportation Engineers – Trip Generation Manual (8th Edition). Additionally, consideration is given to the likely division of the anticipated increase of <10 total trips per day being factored by four possible route directions to and from this location. Other considerations in determining potential impacts include overall area being substantially improved with sidewalks in all directions, as well as the availability of alternative modes of transportation (Tri-Met) located <1000-feet from the subject property. In consideration of the limited increase in traffic which is anticipated to result from this proposal, as well as the availability of alternative routes and alternative modes of access to and from the subject site; it is reasonably anticipated by PDOT staff (including registered traffic engineers), that the minimal increase to the existing transportation system facilities and capacity from this proposed minor partition will not create a significant impact. A Transportation Study is not required at this time.

At this location, SE Ramona Street is improved with a 30 foot paved roadway surface and pedestrian corridor that consists of an 8 foot planter, 5 foot sidewalk and 2 foot setback to private property (8-5-2) within a 60 foot right-of-way. SE 62nd Avenue is improved with a 24 foot paved roadway surface and pedestrian corridor that consists of a 12 foot planter, 4 foot sidewalk and 2 foot setback to private property (12-4-2) within a 60 foot right-of-way. In reviewing this land division, Portland Transportation relies on accepted civil and traffic engineering standards and specifications to determine if existing street improvements for motor vehicles, pedestrians and bicyclists can safely and efficiently serve the proposed new development. The Pedestrian Design Guide standard for streets of this classification recommends a 6 foot wide sidewalk. In this case, Portland Transportation has determined

that the sidewalks along the sites SE Ramona Street and SE 62nd Avenue frontages must be reconstructed to a width of 6 feet at the time of development. With those improvements, one additional dwelling can be safely served by this existing street without having any significant impact on the level of service provided.

This criterion is met, with the condition that sidewalk improvements are made at the time of development.

33.654.130.A - Utilities (defined as telephone, cable, natural gas, electric, etc.)

Any easements that may be needed for private utilities that cannot be accommodated within the adjacent right-of-ways can be provided on the final plat. At this time no specific utility easements adjacent to the right-of-way have been identified as being necessary. Therefore, this criterion is met.

DEVELOPMENT STANDARDS

Development standards that are not relevant to the land division review, have not been addressed in the review, but will have to be met at the time that each of the proposed lots is developed.

Existing development that will remain after the land division. The applicant is proposing to remove all of the existing structures on the site, so the division of the property will not cause the structures to move out of conformance or further out of conformance with any development standard applicable in the R2.5 zone. Therefore, this land division proposal can meet the requirements of 33.700.015.

OTHER TECHNICAL REQUIREMENTS

Technical decisions have been made as part of this review process. These decisions have been made based on other City Titles, adopted technical manuals, and the technical expertise of appropriate service agencies. These related technical decisions are not considered land use actions. If future technical decisions result in changes that bring the project out of conformance with this land use decision, a new land use review may be required. The following is a summary of technical service standards applicable to this preliminary partition proposal.

Bureau	Code Authority and Topic	Contact Information
Water Bureau	Title 21 - Water availability	503-823-7404 www.portlandonline.com/water
Environmental Services	Title 17; 2008 Stormwater Manual Sewer availability & Stormwater Management	503-823-7740 www.portlandonline.com/bes
Fire Bureau	Title 31 Policy B-1 - Emergency Access	503-823-3700 www.portlandonline.com/fire
Transportation	Title 17, Transportation System PlanDesign of public street	503-823-5185 www.portlandonline.com/transportation
Development Services	Titles 24 –27, Admin Rules for Private Rights of Way Building Code, Erosion Control, Flood plain, Site Development & Private Streets	503-823-7300 www.portlandonline.com/bds

As authorized in Section 33.800.070 of the Zoning Code conditions of approval related to these technical standards have been included in the Administrative Decision on this proposal.

• The applicant must meet the requirements of the Fire Bureau in regards to ensuring adequate hydrant flow from the nearest fire hydrant or obtaining an approved Fire

Bureau appeal and aerial Fire Department access roads. These requirements are based on the technical standards of Title 31 and Oregon Fire Code. See Exhibit E-4 for further details.

CONCLUSIONS

The applicant has proposed a 2-parcel partition, as shown on the attached preliminary plan (Exhibit C-1). As discussed in this report, the relevant standards and approval criteria have been met, or can be met with conditions. The primary issues identified with this proposal are: tree preservation.

With conditions of approval that address these requirements this proposal can be approved.

ADMINISTRATIVE DECISION

Approval of a Preliminary Plan for a 2-parcel partition, that will result in two standard lots as illustrated with Exhibit C-1, subject to the following conditions:

A. The following must occur prior to Final Plat approval:

Utilities

1. The applicant shall meet the requirements of the Fire Bureau for ensuring adequate hydrant flow from the nearest hydrant. The applicant must provide verification to the Fire Bureau that Appendix B of the Fire Code is met, the exception is used, or provide an approved Fire Code Appeal prior final plat approval.

Existing Development

2. A finalized permit must be obtained for demolition of the existing residence on the site and capping the existing sanitary sewer connection. Note that Title 24 requires a 35-day demolition delay period for most residential structures.

Other requirements

- 3. The applicant must pay into the City Tree Fund the amount equivalent to 6 inches of trees. Payment must be made to the Bureau of Development Services, who administer the fund for the Parks Bureau.
- B. The following conditions are applicable to site preparation and the development of individual lots:
- 1. If required, the applicant will be required to meet any requirements identified through a Fire Code Appeal and/or install residential sprinklers in the new dwelling units on Parcels 1 and 2. Please refer to the final plat approval report for details on whether or not this requirement applies.
- 2. The applicant must provide a fire access way that meets the Fire Bureau requirements related to aerial fire department access. Aerial access applies to buildings that exceed 30 feet in height as measure to the bottom of the eave of the structure or the top of the parapet for a flat roof.
- 3. The applicant shall meet the requirements of the City Engineer for right of way improvements along the site's SE Ramona Street and SE 62nd Avenue frontages. Reconstruction of sidewalks to provide a 6-foot width along both frontages will be required at the time of development on each lot as per the City Engineer's discretion.

Staff Planner: Sean Williams

on April 6, 2011

Decision rendered by: _______ on A By authority of the Director of the Bureau of Development Services

Decision mailed: April 8, 2011

About this Decision. This land use decision is **not a permit** for development. A Final Plat must be completed and recorded before the proposed lots can be sold or developed. Permits may be required prior to any work. Contact the Development Services Center at 503-823-7310 for information about permits.

Procedural Information. The application for this land use review was submitted on January 18, 2011, and was determined to be complete on **February 14, 2011**.

Zoning Code Section 33.700.080 states that Land Use Review applications are reviewed under the regulations in effect at the time the application was submitted, provided that the application is complete at the time of submittal, or complete within 180 days. Therefore this application was reviewed against the Zoning Code in effect on January 18, 2011.

ORS 227.178 states the City must issue a final decision on Land Use Review applications within 120-days of the application being deemed complete. The 120-day review period may be waived or extended at the request of the applicant. In this case, the applicant did not waive or extend the 120-day review period. Unless further extended by the applicant, **the 120 days will expire on: June 14, 2011.**

Some of the information contained in this report was provided by the applicant.

As required by Section 33.800.060 of the Portland Zoning Code, the burden of proof is on the applicant to show that the approval criteria are met. The Bureau of Development Services has independently reviewed the information submitted by the applicant and has included this information only where the Bureau of Development Services has determined the information satisfactorily demonstrates compliance with the applicable approval criteria. This report is the decision of the Bureau of Development Services with input from other City and public agencies.

Conditions of Approval. If approved, this project may be subject to a number of specific conditions, listed above. Compliance with the applicable conditions of approval must be documented in all related permit applications. Plans and drawings submitted during the permitting process must illustrate how applicable conditions of approval are met. Any project elements that are specifically required by conditions of approval must be shown on the plans, and labeled as such.

These conditions of approval run with the land, unless modified by future land use reviews. As used in the conditions, the term "applicant" includes the applicant for this land use review, any person undertaking development pursuant to this land use review, the proprietor of the use or development approved by this land use review, and the current owner and future owners of the property subject to this land use review.

This decision, and any conditions associated with it, is final. It may be appealed to the Oregon Land Use Board of Appeals (LUBA), within 21 days of the date the decision is mailed, as specified in the Oregon Revised Statute (ORS) 197.830. Among other things, ORS 197.830 requires that a petitioner at LUBA must have submitted written testimony during the comment period for this land use review. You may call LUBA at 1-503-373-1265 for further information on filing an appeal.

The file and all evidence on this case are available for your review by appointment only. Please call the Request Line at our office, 1900 SW Fourth Avenue, Suite 5000, phone 503-823-7617, to schedule an appointment. I can provide some information over the phone. Copies of all information in the file can be obtained for a fee equal to the cost of services. Additional information about the City of Portland, city bureaus, and a digital copy of the Portland Zoning Code is available on the internet at <u>www.portlandonline.com</u>.

Recording the land division. The final land division plat **must** be submitted to the City **within three years** of the date of the City's final approval of the preliminary plan. This final plat must be recorded with the County Recorder and Assessors Office after it is signed by the Planning Director or delegate, the City Engineer, and the City Land Use Hearings Officer, and approved by the County Surveyor. **The approved preliminary plan will expire unless a final plat is submitted within three years of the date of the City's approval of the preliminary plan.**

EXHIBITS

NOT ATTACHED UNLESS INDICATED

- A. Applicant's Statement
 - 1. Land Division Approval Criteria
 - 2. Arborist Report
 - 3. Infiltration testing
- B. Zoning Map (attached)
- C. Plans/Drawings:
 - 1. Site Plan (attached)
- D. Notification information:
 - 1. Mailing list
 - 2. Mailed notice
- E. Agency Responses:
 - 1. Bureau of Environmental Services
 - 2. Bureau of Transportation Engineering and Development Review
 - 3. Water Bureau
 - 4. Fire Bureau
 - 5. Site Development Review Section of BDS
 - 6. Life Safety Plans Examiner
 - 7. Urban Forestry
- G. Other:
 - 1. Site History Research
 - 2. Original LU Application
 - 3. Incomplete Letter

The Bureau of Development Services is committed to providing equal access to information and hearings. Please notify us no less than five business days prior to the event if you need special accommodations. Call 503-823-7300 (TTY 503-823-6868).



