



**Beaverton**  
O R E G O N

**CITY OF BEAVERTON**

Community Development  
**Planning Division**  
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**OFFICE USE ONLY**

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**FOOD CART POD - DEVELOPMENT APPLICATION**

Revised 08/2018

PLEASE SELECT THE SPECIFIC TYPE OF FOOD CART POD PROPOSAL FROM THE FOLLOWING LIST:

- NEW FOOD CART POD  MODIFICATIONS TO EXISTING POD

**APPLICANT:** ] Use mailing address for meeting notification. ] Check box if Primary Contact

**COMPANY:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_  
(Original Signature Required)

**APPLICANT'S REPRESENTATIVE:** ] Check box if Primary Contact

**COMPANY:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_  
(Original Signature Required)

**PROPERTY OWNER(S):** ] Attach separate sheet if needed. ] Check box if Primary Contact

**COMPANY:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_  
(Original Signature Required)

**PROPERTY INFORMATION (REQUIRED)**

<b>SITE ADDRESS:</b> _____	<b>AREA TO BE DEVELOPED (s.f.):</b> _____
<b>ASSESSOR'S MAP &amp; TAX LOT #</b> _____	<b>EXISTING USE OF SITE:</b> _____
<b>LOT SIZE</b> _____	<b>NUMBER OF PROPOSED CARTS:</b> _____
<b>ZONING DISTRICT</b> _____	_____
_____	_____
_____	_____
_____	_____



**FOOD CART POD – SUBMITTAL CHECKLIST**

**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 five (5) page checklist.

**C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use.

In the written statement, please include the following:

- Address all applicable provisions of Chapter 20 (Land Uses)
- Address all applicable provisions of Chapter 60 (Special Regulations)
- Provide individual findings specifically addressing how and why the proposal satisfies each of the criterion within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.
- Provide the hours of operation, amenities provided, and total number of food carts.

**D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.

**E. SITE ANALYSIS INFORMATION.**

- Proposed number of parking spaces: \_\_\_\_\_  
Parking requirement: \_\_\_\_\_
- Existing structure height \_\_\_\_\_ ft.  
Proposed structure height: \_\_\_\_\_ ft.  
Existing structure area: \_\_\_\_\_ sq. ft.  
Proposed structure area: \_\_\_\_\_ sq. ft.

**F. 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 Amber Wierck, Environmental Plan Review Project Manager, at (503) 681-3653 or [WierckA@CleanWaterServices.org](mailto:WierckA@CleanWaterServices.org)

**G. PRE-APPLICATION CONFERENCE NOTES.** 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.

- I. **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. All plans shall be folded to fit a legal size file jacket.**

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 entire lot(s), including area and property lines dimensioned.
  - 4. Points of existing access, interior streets, driveways, and parking areas.
  - 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
  - 6. Existing right-of-way and improvements.
  - 7. Dimension from centerline to edge of existing right-of-way.
  - 8. Existing topographical information, showing 2 ft. contours.
  - 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
  - 10. Location of existing public and private utilities, easements, and 100-year floodplain.
  - 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
  - 12. Sensitive areas, as defined by Clean Water Services (CWS) standards.
  - 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
  - 14. Existing trees. Indicate genus, species and size. Dbh is measured at 54" above grade.
- B. **DIMENSIONED SITE PLAN:**
- 1. North arrow, scale and date of plan.
  - 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
  - 3. Points of access, interior streets, driveways, and parking areas.
  - 4. Location of food cart spaces and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
  - 5. Proposed right-of-way, dedications and improvements.
  - 6. Dimension from centerline to edge of proposed right-of-way.
  - 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
  - 8. Location of storm water quality/detention facilities.
  - 9. Boundaries of development phases, if applicable.

- 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 11. Sensitive areas, as defined by CWS standards.
- 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

**C. GRADING PLAN:**

- 1. North arrow, scale and date of plan.
- 2. The entire lot(s).
- 3. Points of access, interior streets, driveways, and parking areas.
- 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
- 5. Proposed rights-of-way, dedications and improvements.
- 6. Dimension from centerline to edge of proposed right-of-way.
- 7. Existing and proposed topographical information, showing 2 ft. contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas.
- 8. Location of 100 year flood plain.
- 9. Location of storm water quality/detention facilities.
- 10. Boundaries of development phases, if applicable.
- 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 12. Sensitive areas, as defined by the CWS standards.
- 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- 14. Existing trees 6" dbh or larger. Indicate which trees are proposed to be saved and which are proposed to be removed.

**D. UTILITY PLAN:**

- 1. North arrow, scale and date of plan.
- 2. The entire lot(s).
- 3. Points of access, interior streets, driveways, and parking areas.
- 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
- 5. Proposed right-of-way, dedications and improvements.
- 6. Proposed topographical information, showing 2 ft. contours.
- 7. Location of 100 year flood plain.
- 8. Location of existing and proposed public and private utilities, easements, surface water drainage patterns, and storm water quality/detention facility.
- 9. Boundaries of development phases, if applicable.
- 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 11. Sensitive areas, as defined by the CWS standards.
- 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

**E. LANDSCAPE PLAN:**

- 1. North arrow, scale and date of plan.
- 2. The entire lot(s).
- 3. Points of access, interior streets, driveways, and parking areas.
- 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
- 5. Proposed right-of-way, dedications and improvements.

- 6. Boundaries of development phases, if applicable.
- 7. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 8. Sensitive areas, as defined by the CWS standards.
- 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out- croppings, and streams. *Wetlands must be professionally delineated.*
- 10. Existing trees 6" dbh or larger proposed to be saved. Include genus, species, and size.
- 11. The location and design of proposed landscaped areas, indicating all plant materials, including genus, species, common name, plant sizes, and spacing.
- 12. List of plant materials, including genus, species, common name, size, quantity, spacing and method of planting.
- 13. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
- 14. Proposed location of light poles, bollards and other exterior illumination.
- 15. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials.

**F. LIGHTING PLAN:**

- 1. Location of all existing and proposed exterior lighting, including those mounted on poles, walls, bollards and the ground.
- 2. Type, style, height, and the number of fixtures per light.
- 3. Wattage per fixture and lamp type, such as sodium, mercury, and halide.
- 4. 8 ½" x 11" manufacturer's illustrations and specifications (cut sheets) of all proposed lighting poles and fixtures.
- 5. For all exterior lighting, indicate the area and pattern of illumination, via the use of an isogrid or isoline system, depicting the emitted ½ foot candlepower measurement.

**G. ARCHITECTURAL ELEVATIONS:** Provide drawings that depict the character of the proposed structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences and the like). These drawing should include dimensions of the building(s) and structure(s) and indicate the materials, colors, and textures proposed for the structures.

**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 five (5) 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**

## NEW FOOD CART POD - 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 New Food Cart Pod Application shall address compliance with all of the following Approval Criteria as specified in 40.32.15.2.C.1-9 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Food Cart Pod application.
- 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 the applicable standards specified in Chapter 20 of the Development Code.
- 5. The proposal meets the standards specified in Section 60.11 of the Development Code.
- 6. There are safe and efficient pedestrian circulation patterns within the boundaries of the development.
- 7. The development's on-site vehicular and pedestrian circulation systems connect to the surrounding circulation system in a safe, efficient, and direct manner.
- 8. Grading and contouring of the development site is designed to accommodate the proposed use and to mitigate adverse effect(s) on neighboring properties, public right-of-way, surface drainage, water storage facilities, and the public storm drainage system.
- 9. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.



## MODIFICATIONS TO EXISTING POD - 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 Food Cart Pod shall address compliance with all of the following Approval Criteria as specified in 40.32.15.1.C.1-8 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Food Cart Pod Modification application.
- 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 the applicable standards specified in Chapter 20 of the Development Code.
- 5. The proposal meets the standards specified in Section 60.11 of the Development Code.
- 6. There are safe and efficient pedestrian circulation patterns within the boundaries of the development.
- 7. No change to the existing grade is proposed.
- 8. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.