

Planning & Development • 22500 Salamo Rd #1000 • West Linn, Oregon 97068

Telephone 503.656-3535 • westlinnoregon.gov

DEVELOPMENT REVIEW APPLICATION

| STAFF CONTACT Aaron Gudelj PROJECT NO(s). MISC-25-0 | | MISC-25-04 | PRE-APPLICATION NO. |
|---|---|--|---|
| Non-Refundable Fee(s) \$330 + \$3,500 | REFUNDABLE DEPOSIT(| s) | TOTAL \$3,830 |
| Type of Review (Please check all that app | ly): | | |
| Appeal (AP) CDC Amendment (CDC) Code Interpretation (MISC) Conditional Use (CUP) Design Review (DR Tree Easement Vacation (MISC) Expediated Land Division (ELD) | Final Plat (FP) Related File# Flood Management Area (FM, Flistoric Review (HDR) Ot Line Adjustment (LLA) Flinor Partition (MIP) Floodification of Approval (MO) Floon-Conforming Lots, Uses & Flanned Unit Development (Planned Vacation Floodification | A) X Ter Tim Rig Var D) Wa Structures Wa UD) Wil Zor | odivision (SUB) mporary Uses (MISC) ne Extension (EXT) ht of Way Vacation (VAC) riance (VAR) ter Resource Area Protection/Single Lot (WAP) ter Resource Area Protection/Wetland (WAP) llamette & Tualatin River Greenway (WRG) ne Change (ZC) |
| Site Location/Address: 17324 Hillside Drive, West Linn/C | | Assesso Tax Lot(| r's Map No.: (s): 21E14CA00200 and Area: 4,994 sf |
| Brief Description of Proposal: Build a temporary sales office ins | ide the garage of lot 2 | 20 (model home) | |
| Applicant Name*: Razvan Mosu Address: 3535 Factoria Blvd SE, Su City State Zip: Bellevue, WA, 98006 | te 600 | | one: 425-216-3407 nail: rmosu@pulte.com |
| Owner Name (required): Pulte Homes of Address: 3535 Factoria Blvd SE, Sui City State Zip: Bellevue, WA, 98006 | | | one: 425-216-3407 nail: rmosu@pulte.com |
| Consultant Name: Address: City State Zip: | N/A | | one: nail: |

- 1. Application fees are non-refundable (excluding deposit). Applications with deposits will be billed monthly for time and materials above the initial deposit. *The applicant is financially responsible for all application costs.
- 2. All information provided with the application is considered a public record and subject to disclosure.
- 3. The owner/applicant or their representative should attend all public hearings related to the application.
- 4. A decision may be reversed on appeal. The decision will become effective once the appeal period has expired.
- 5. Submit this form, application narrative, and all supporting documents as a single PDF through the web page: https://westlinnoregon.gov/planning/submit-land-use-application

The undersigned property owner authorizes the application and grants city staff the **right of entry** onto the property to review the application. The applicant and owner affirm that the information provided in this application is true and correct. Applications with deposits will be billed monthly for time and materials incurred above the initial deposit. The applicant agrees to pay additional billable charges.

Applicant's signature

Date

Owner's signature (required)

Date

Chene Blanc

Lot 20, 17324 Hillside Dr, Permit No: 935-25-000479-DWL

Building permit request for a temporary sales center

Hello,

We wish to apply for a building permit for a temporary sales center inside the garage of Lot 20 (17324 Hillside Dr, Permit No: 935-25-000479-DWL). The sales center will consist of (1) display space at the front and (2) sales office at the back of the garage. These spaces will be achieved by erecting temporary partition walls. There will be no structural changes to the approved plans for lot 20.

The sales center will be active throughout the construction and sales period of the community. Once the community is sold out the partition walls will be removed and the space will become a 2-car garage.

Please let us know if we need to provide any additional information. Thank you.

Respectfully,

Razvan S. Mosu

Division Project Manager Architectural Services - PNW Division **Office:** 425 / 216-3407

rmosu@pulte.com www.pultegroup.com

Chene Blanc

Lot 20, 17324 Hillside Dr, Permit No: 935-25-000479-DWL

Temporary sales center approval criteria

Based on Chapter 35 of the CDC, we believe that our application should be considered for review and approval for the following reasons:

- The sales center will have a temporary parking lot next to it, on lot 19. The parking lot will have 3 parking stalls plus one ADA stall
- Circulation space between the parking lot and the model home/sales center will be facilitated over the newly built sidewalk in front of the two lots (19 and 20)
- The parking lot will be paved with asphalt, while the sidewalk will be concrete.
- Because it is located inside the garage of lot 20, the sales office already complies with all erosion control measures as approved in the permit no: 935-25-000479-DWL and 935-25-000479-SD-01
- We, Pulte Homes of Oregon INC, authorize the construction of the sales office

Please let us know if we need to provide any additional information. Thank you.

Respectfully,

Razvan S. Mosu

Division Project Manager Architectural Services - PNW Division **Office:** 425 / 216-3407

rmosu@pulte.com
www.pultegroup.com

Fire & Rescué

FIRE CODE / LAND USE / BUILDING REVIEW **APPLICATION**

North Operating Center 11945 SW 70th Avenue Tigard, OR 97223

Phone: 503-649-8577

South Operating Center 8445 SW Elligsen Rd Wilsonville, OR 97070

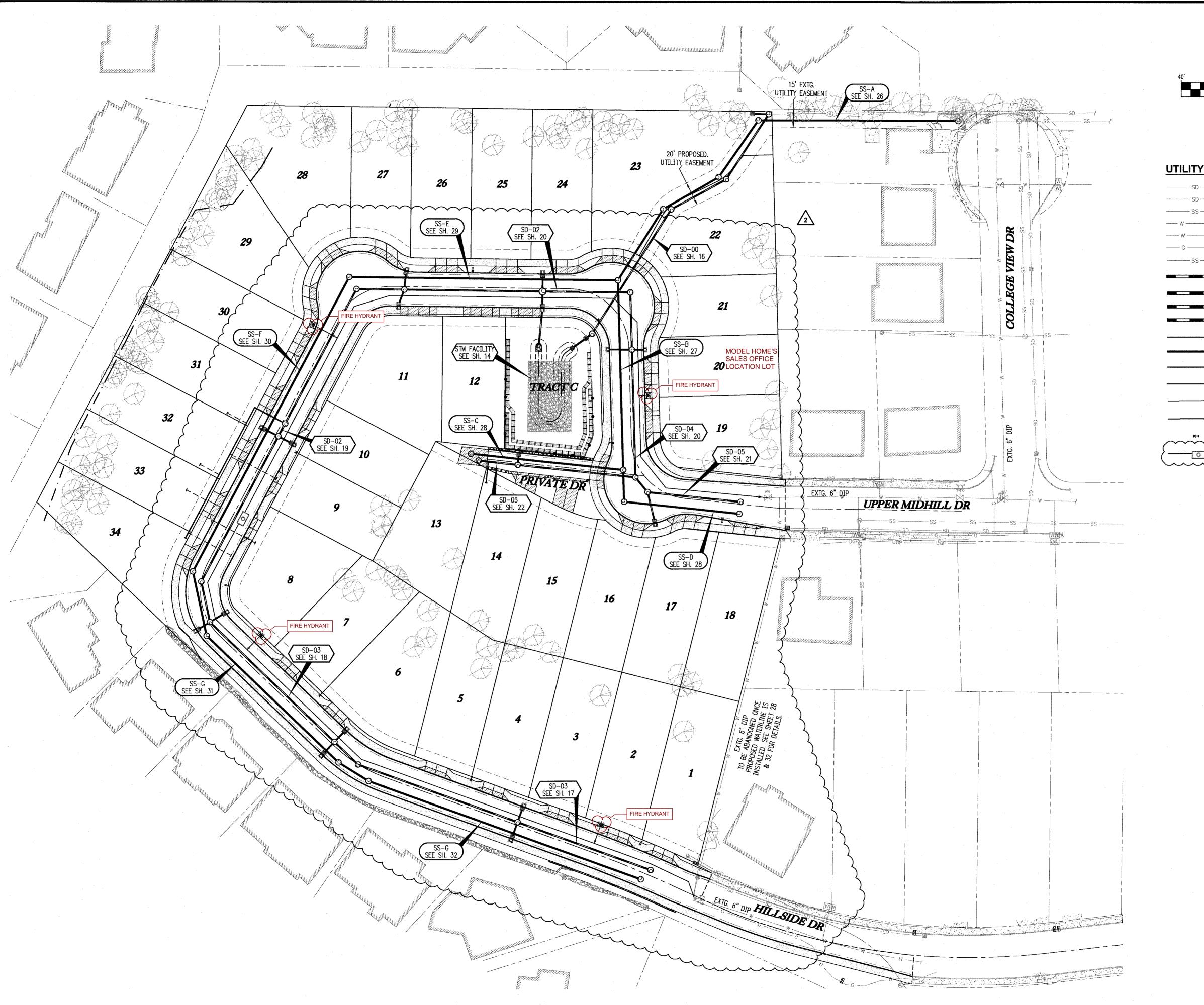
Phone: 503-649-8577

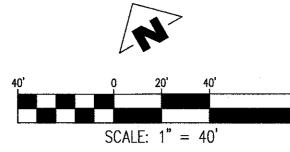
REV 6-30-20

| Project Information | Permit/Review Type (check one): | | |
|---|--|--|--|
| Applicant Name: Razvan Mosu Address: 3535 Factoria Blvd SE, Bellevue, WA, 98006 Phone: 425-216-3407 Email: rmosu@pulte.com Site Address: 17324 Hillside Dr City: West Linn, OR, 97068 Map & Tax Lot #: 21E14CA00200 | ☑Land Use / Building Review - Service Provider Permit □Emergency Radio Responder Coverage Install/Test □LPG Tank (Greater than 2,000 gallons) □Flammable or Combustible Liquid Tank Installation (Greater than 1,000 gallons) * Exception: Underground Storage Tanks (UST) are deferred to DEQ for regulation. □Explosives Blasting (Blasting plan is required) | | |
| Business Name: Pulte Homes of Oregon, Inc Land Use/Building Jurisdiction: West Linn | □Exterior Toxic, Pyrophoric or Corrosive Gas Installation (in excess of 810 cu.ft.) | | |
| Land Use/ Building Permit # 935-25-000479-DWL | ☐Tents or Temporary Membrane Structures (in excess of 10,000 square feet) | | |
| Choose from: Beaverton, Tigard, Newberg, Tualatin, North Plains, West Linn, Wilsonville, Sherwood, Rivergrove, Durham, King City, Washington County, Clackamas County, Multnomah County, Yamhill County | □Temporary Haunted House or similar □OLCC Cannabis Extraction License Review □Ceremonial Fire or Bonfire (For gathering, ceremony or other assembly) | | |
| Project Description | For Fire Marshal's Office Use Only | | |
| Build a temporary sales office inside the garage of the model home of the Chene Blanc single family homes development in the City of West Linn | TVFR Permit # 2025-0165 Permit Type: 5PP- West Chin Submittal Date: 9-5-25 Assigned To: 0FM Avn Due Date: WA Fees Due: 0 Fees Paid: 0 | | |
| Approval/Inspection Conditions (For Fire Marshal's Office Use Only) | | | |

| (1 of 1 lie Mais |
|---|
| This section is for application approval only |
| Fire Marshal or Designee Date |
| Conditions: See approved fire service |
| plan. |
| |
| See Attached Conditions: ☐ Yes No |
| Site Inspection Required: ☐ Yes No |
| |

| This section used when site inspection is rec | quired |
|---|--------|
| Inspection Comments: | |
| | |
| | |
| | |
| | |
| | |
| Final TVFR Approval Signature & Emp ID | Date |





UTILITY PLAN LEGEND

EXISTING STORM SEWER & MANHOLE EXISTING STORM SEWER & INLET EXISTING SANITARY SEWER & MANHOLE EXISTING WATERLINE & SERVICE EXISTING WATER VALVE & BOX EXISTING GAS LINE EXISTING SANITARY CLEAN OUT PROPOSED STORM DRAIN MANHOLE PROPOSED STORM DRAIN DITCH INLET PROPOSED STORM COMBINATION CURB INLET PROPOSED STORM CURB INLET PROPOSED STORM LATERAL PROPOSED SANITARY SEWER & MANHOLE PROPOSED SANITARY LATERAL PROPOSED WATER LINE WATER SERVICE & METER PROPOSED FIRE HYDRANT PROPOSED STREET LIGHT PROPOSED PRESSURE
REDUCING VALVE AND VAULT



FD Notes: Sales business office approval.

West Approved Linn Date 3/8/21 By JR

THIS PLAN REVIEW APPROVAL DOES NOT PREVENT THE FIELD INSPECTOR FROM REQUIRING FURTHER CODE CORRECTIONS.

CHENE BLANC SUBD 34 LOT SUBDIVIS TAX MAP 2S1E14 TAX LOT 200

COMPOSITE UTILITY PLA

2018 2ND SUBMITTAL
2019 WE FACILITY REVISION
2020 RA ROAD SECTION/GRADING REVISION 1ST SUB.
2021 ROAD SECTION/GRADING REVISION 2ND SUB.

EDEMERING - SURVEYING - DESIGN
45 SW FALLBROOK PLACE, SUITE 100
BEAVERTON, OREGON 97008
TEL. (503) 746-8812
FAX. (503) 639-9592

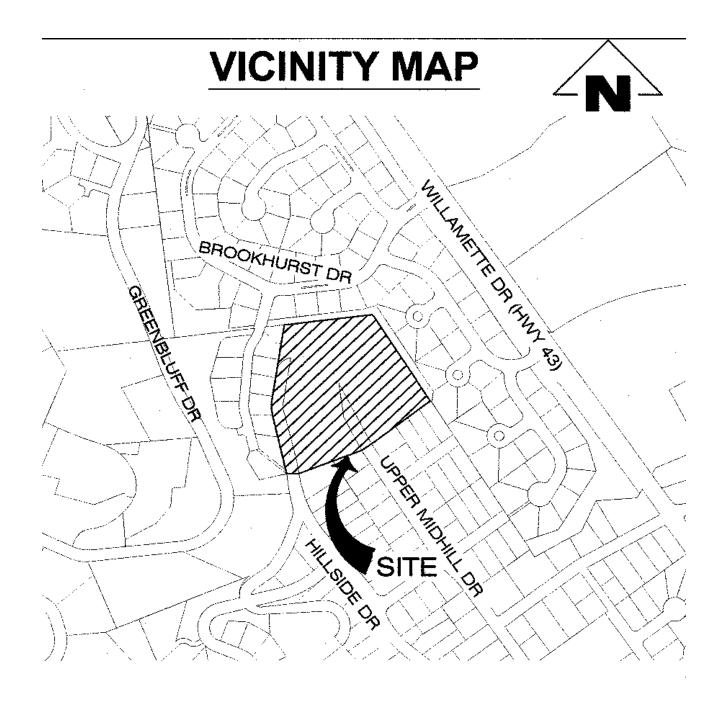
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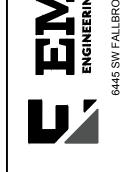
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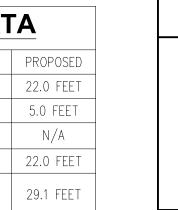
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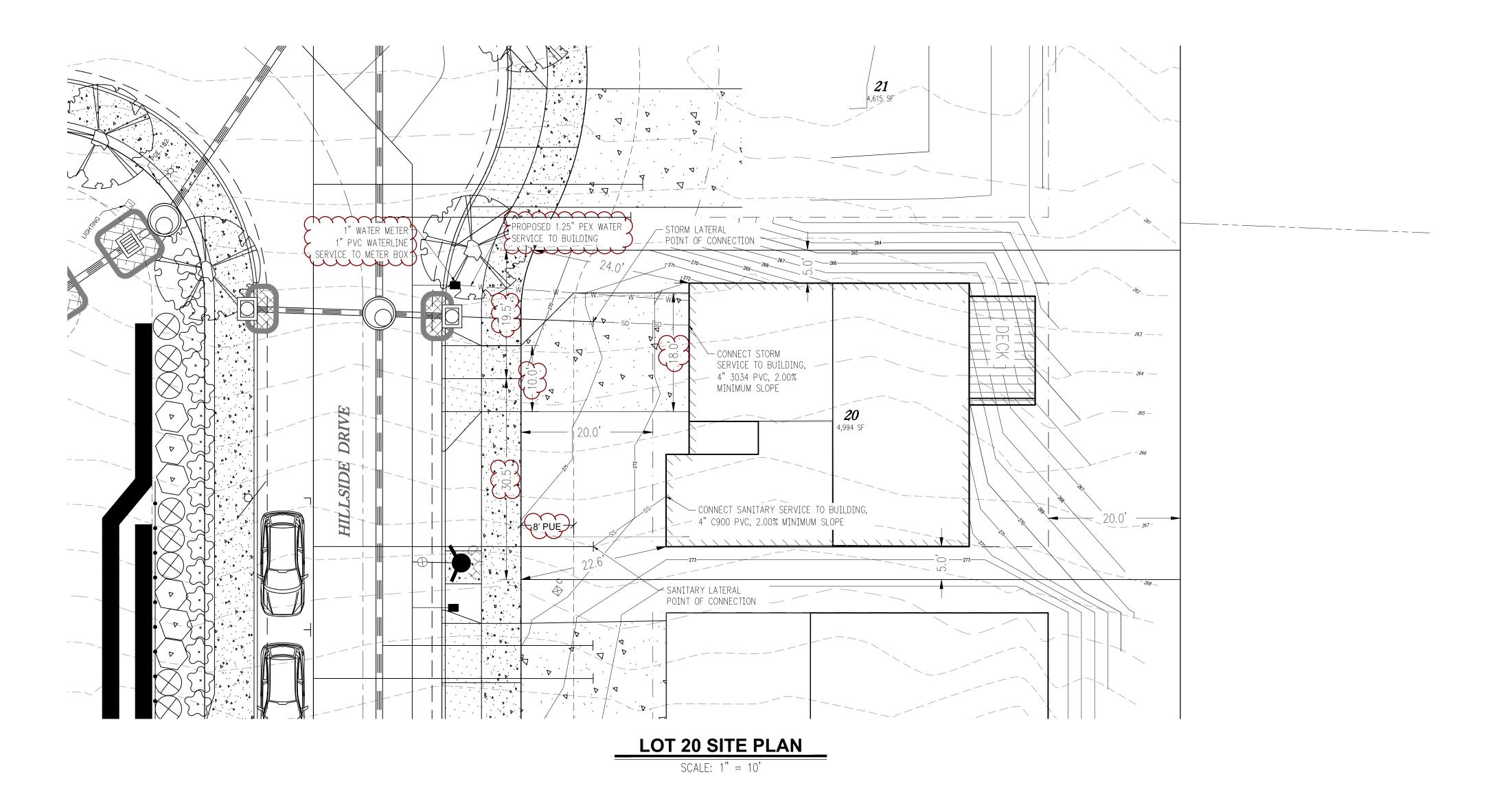
38







SHEET 01



| | LOT 20 IMPERVIOUS | Α | REA SU | MMARY |
|---|---------------------------|---|----------|-----------|
| • | TOTAL EXISTING | = | 0,000 SF | (0.00 AC) |
| • | PROPOSED PRIVATE PROPERTY | = | 2,533 SF | (0.06 AC) |
| | REMOVED PRIVATE PROPERTY | = | 0,000 SF | (0.00 AC) |
| | TOTAL PROPOSED | = | 2.533 SE | (0.06 AC) |

| RY |)} | LOT 20 SITE AREAS | | |
|-----|----|--------------------------------|----------|--|
| | | PR. DRIVEWAY | 427 SF | |
| AC) | } | PR. ROOF | 2,075 SF | |
| AC) | | PR. ONSITE SIDEWALK | 31 SF | |
| AC) | 3 | PR. OPEN SPACE/ LANDSCAPING | 2,622 SF | |
| | 13 | | | |

| FRONT YARD 20 FEET | | 22.0 FEET |
|---------------------------------|--|---|
| INTERIOR SIDE YARD | 5 FEET | 5.0 FEET |
| STREET SIDE YARD | 15 FEET | N/A |
| REAR YARD | 20 FEET | 22.0 FEET |
| X. BUILDING HEIGHT (CDC 41.020) | 35 FEET | 29.1 FEET |
| MAX. LOT COVERAGE | 40% | 38% |
| F.A.R. | 45% | 41% |
| | INTERIOR SIDE YARD STREET SIDE YARD REAR YARD X. BUILDING HEIGHT (CDC 41.020) MAX. LOT COVERAGE | INTERIOR SIDE YARD 5 FEET STREET SIDE YARD 15 FEET REAR YARD 20 FEET XX. BUILDING HEIGHT (CDC 41.020) MAX. LOT COVERAGE 40% |

LOT 20 SITE DATA

CODE

AND SEDIMENT CONTROLS AND DISCHARGE OUTFALLS. CONSTRUCTION ACTIVITIES MUST AVOID OR MINIMIZE EXCAVATION AND CREATION OF BARE

GROUND FROM OCTOBER 1 THROUGH MAY 31ST EACH YEAR. 3. DURING WET WEATHER PERIOD, TEMPORARY STABILIZATION OF THE SITE MUST OCCUR AT THE

4. SEDIMENT CONTROLS MUST BE INSTALLED AND MAINTAINED ON ALL DOWN GRADIENT SIDES OF THE CONSTRUCTION SITE AT ALL TIMES DURING CONSTRUCTION. THEY MUST REMAIN IN PLACE UNTIL PERMANENT VEGETATION OR OTHER PERMANENT COVERING OF EXPOSED SOIL IS

5. ALL ACTIVE INLETS MUST HAVE SEDIMENT CONTROLS INSTALLED AND MAINTAINED AT ALL TIMES

SIGNIFICANT AMOUNTS OF SEDIMENT THAT LEAVES THE SITE MUST BE CLEANED UP WITHIN 24 HOURS AND PLACED BACK ON THE SITE AND STABILIZED OR PROPERLY DISPOSED. THE CAUSE OF THE SEDIMENT RELEASE MUST BE FOUND AND PREVENTED FROM CAUSING A RECURRENCE OF THE DISCHARGE WITHIN THE SAME 24 HOURS. ANY IN-STREAM CLEAN UP OF SEDIMENT SHALL

SEDIMENT MUST NOT BE INTENTIONALLY WASHED INTO STORM SEWERS, DRAINAGE WAYS, OR

BE PREFORMED ACCORDING TO THE OREGON DEPARTMENT OF STATE LANDS REQUIRED TIME

SEDIMENT MUST BE REMOVED FROM BEHIND ALL SEDIMENT CONTROL MEASURES WHEN IT HAS REACHED A HEIGHT OF 1/3-RD THE BARRIER HEIGHT AND PRIOR TO THE CONTROL MEASURES REMOVAL.

9. CLEANING OF ALL STRUCTURES WITH SUMPS MUST OCCUR WHEN THE SEDIMENT RETENTION CAPACITY HAS BEEN REDUCED BY 50% AND AT COMPLETION OF PROJECT.

10. ANY USE OF TOXIC OR OTHER HAZARDOUS MATERIALS MUST INCLUDE PROPER STORAGE, APPLICATION, AND DISPOSAL.

11. THE PERMITTEE MUST PROPERLY MANAGE HAZARDOUS WASTES, USED OILS, CONTAMINATED SOILS, CONCRETE WASTE, SANITARY WASTE, LIQUID WASTE, OR OTHER TOXIC SUBSTANCES DISCOVERED OR GENERATED DURING CONSTRUCTION.

12. THE APPLICATION RATE OF FERTILIZERS USED TO REESTABLISH VEGETATION MUST FOLLOW MANUFACTURER'S RECOMMENDATIONS. NUTRIENT RELEASES FROM FERTILIZERS TO SURFACE WATERS MUST BE MINIMIZED. TIME RELEASE FERTILIZERS SHOULD BE USED AND CARE SHOULD BE MADE IN APPLICATION OF FERTILIZERS WITHIN ANY WATER WAY RIPARIAN ZONE.

13. OWNER OR DESIGNATED PERSON SHALL BE RESPONSIBLE FOR PROPER INSTALLATION AND MAINTENANCE OF ALL EROSION AND SEDIMENT CONTROL MEASURES, IN ACCORDANCE WITH CURRENT CLEAN WATER SERVICES STANDARDS AND STATE, AND FEDERAL REGULATIONS.

14. PRIOR TO ANY LAND DISTURBING ACTIVITIES, THE BOUNDARIES OF THE CLEARING LIMITS VEGETATED BUFFERS, AND ANY SENSITIVE AREAS SHOWN ON THIS PLAN SHALL BE CLEARLY DELINEATED IN THE FIELD. UNLESS OTHERWISE APPROVED, NO DISTURBANCE IS PERMITTED BEYOND THE CLEARING LIMITS. THE OWNER/PERMITTEE MUST MAINTAIN THE DELINEATION FOR THE DURATION OF THE PROJECT. NOTE: VEGETATED CORRIDORS TO BE DELINEATED WITH ORANGE CONSTRUCTION FENCE OR APPROVED EQUAL

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17. WATERTIGHT TRUCKS MUST BE USED TO TRANSPORT SATURATED SOILS FROM THE CONSTRUCTION SITE. AN APPROVED EQUIVALENT IS TO DRAIN THE SOIL ON SITE AT A DESIGNATED LOCATION USING APPROPRIATE BMPS; SOIL MUST BE DRAINED SUFFICIENTLY FOR MINIMAL SPILLAGE. 18. ALL PUMPING OF SEDIMENT LADEN WATER MUST BE DISCHARGED OVER AN UNDISTURBED,

PREFERABLY VEGETATED AREA, AND THROUGH A SEDIMENT CONTROL BMP (I.E. FILTER BAG) 19. THE ESC PLAN MUST BE KEPT ONSITE. ALL MEASURES SHOWN ON THE PLAN MUST BE INSTALLED PROPERLY TO ENSURE THAT SEDIMENT LADEN WATER DOES NOT ENTER A SURFACE WATER SYSTEM, ROADWAY, OR OTHER PROPERTIES

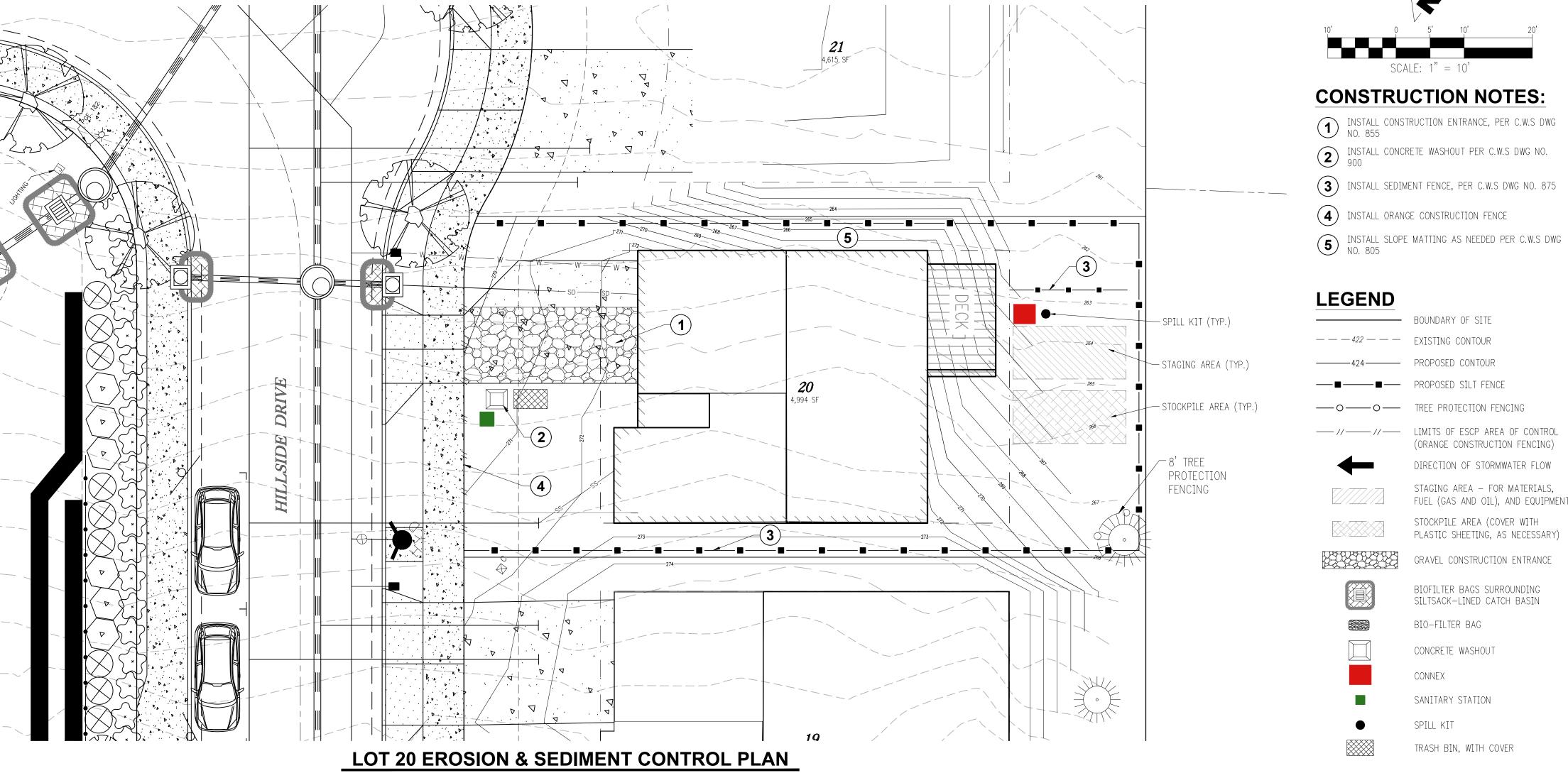
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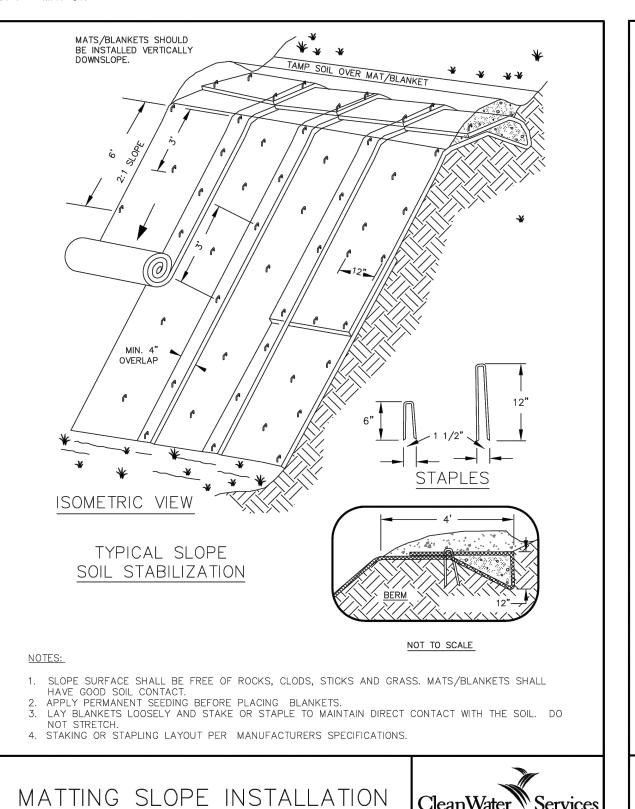
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23. ALL EXPOSED SOILS MUST BE COVERED, AT END OF BUSINESS DAY, DURING WET WEATHER

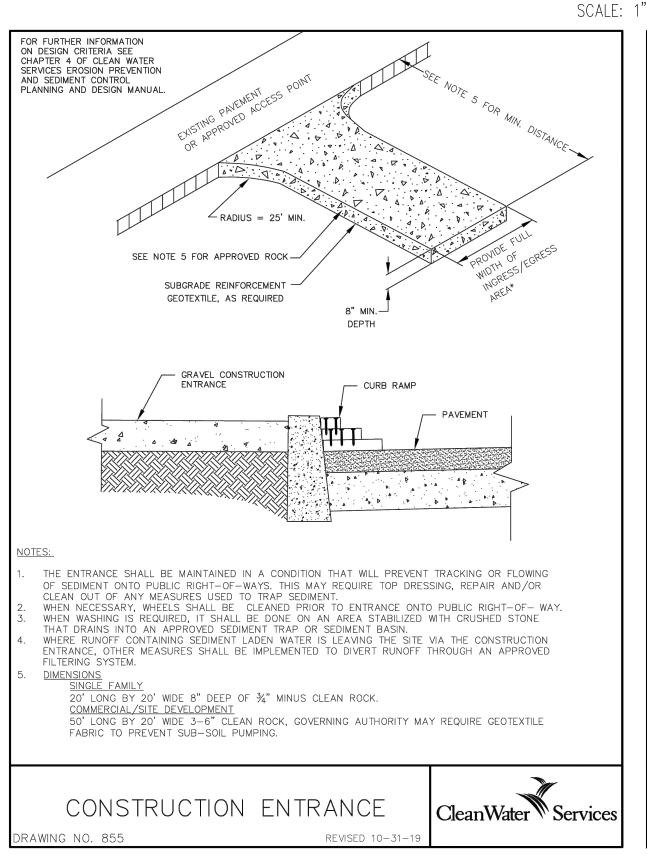
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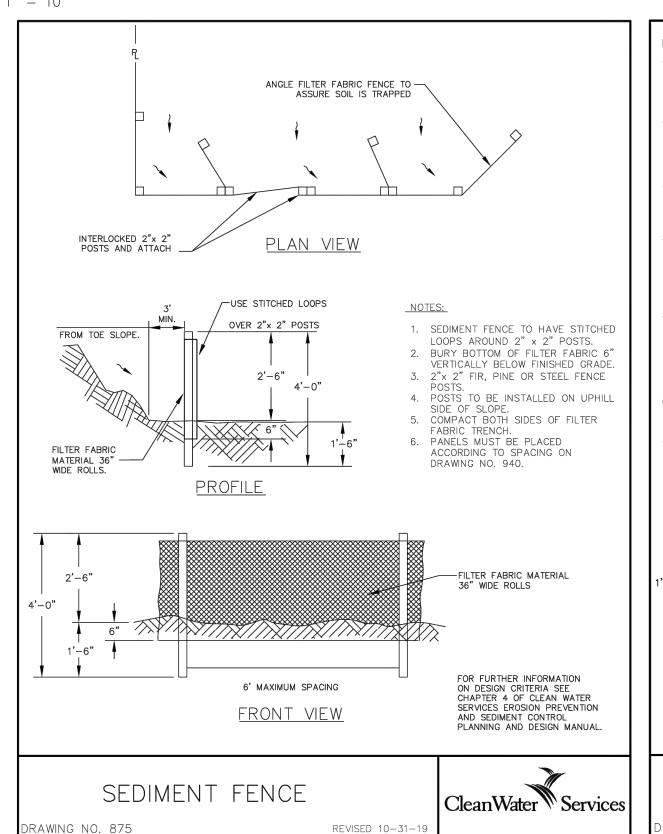


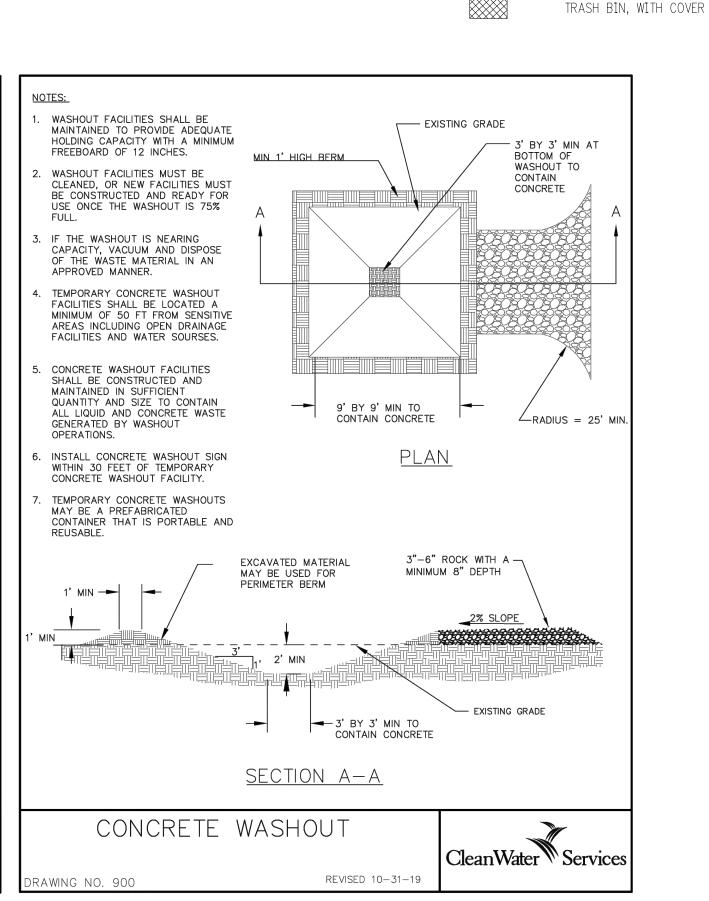


REVISED 10-31-

CleanWater \ Services









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(ORANGE CONSTRUCTION FENCING)

DIRECTION OF STORMWATER FLOW

STAGING AREA - FOR MATERIALS,

STOCKPILE AREA (COVER WITH

PLASTIC SHEETING, AS NECESSARY)

GRAVEL CONSTRUCTION ENTRANCE

BIOFILTER BAGS SURROUNDING

SILTSACK-LINED CATCH BASIN

BIO-FILTER BAG

CONNEX

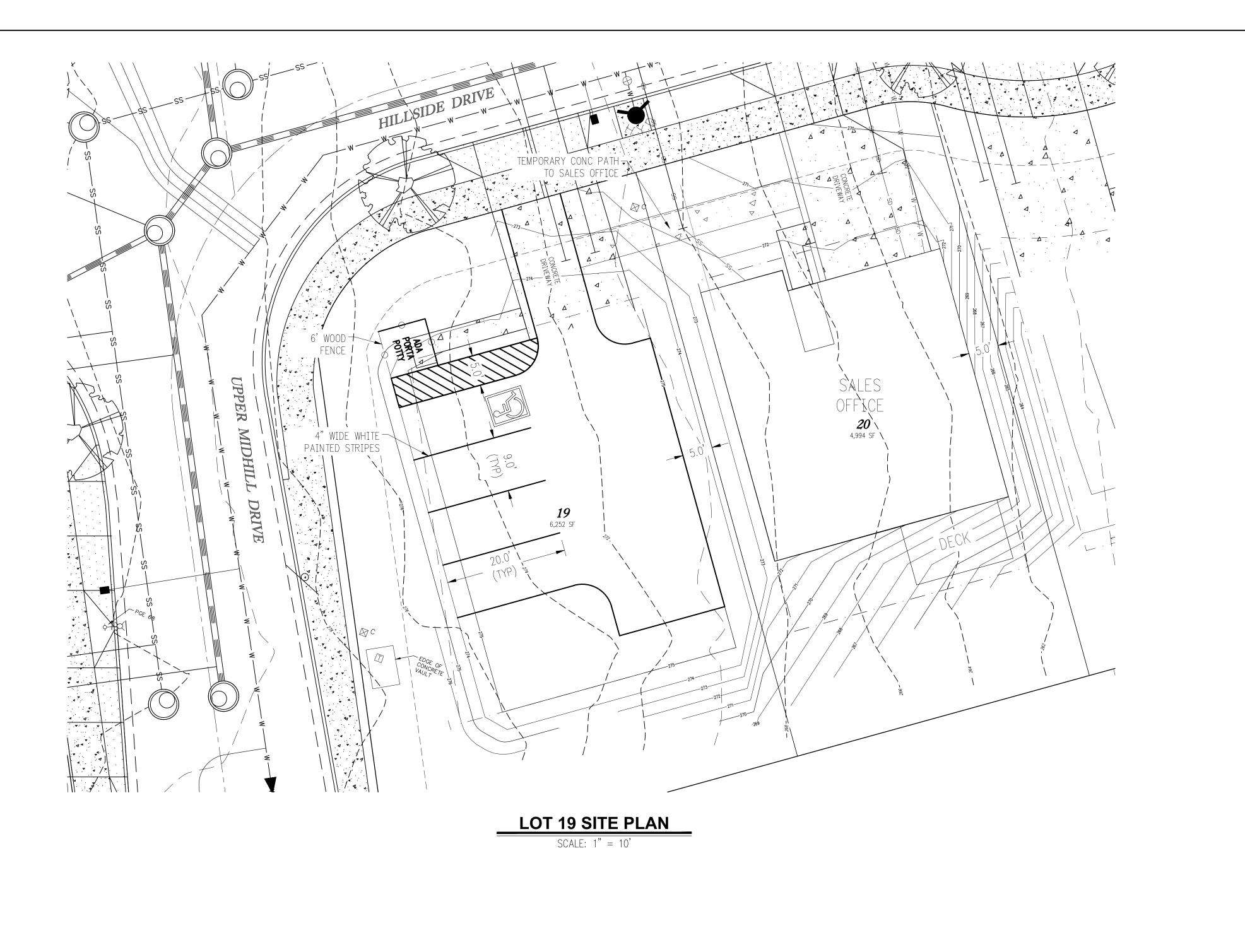
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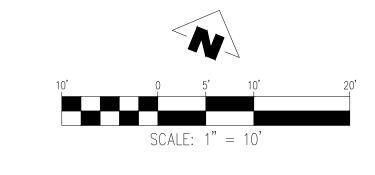
CONCRETE WASHOUT

SANITARY STATION

FUEL (GAS AND OIL), AND EQUIPMENT

MERI





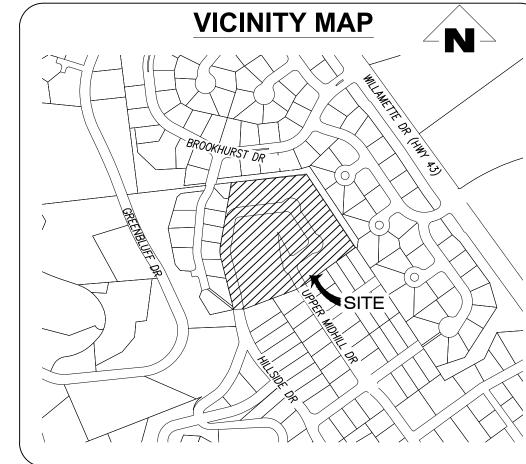


EXHIBIT 19 LOT

CHENE BLANC SUBDIVISION 17312 HILLSIDE DRIVE WEST LINN, OR 97068

EMERING - SURVEYING - DESIGN

02

STANDARD NOTES:

- 1. WHEN RAINFALL AND RUNOFF OCCURS, A KNOWLEDGEABLE AND EXPERIENCED PERSON IN THE PRINCIPLES, PRACTICES, INSTALLATION, AND MAINTENANCE OF EROSION AND SEDIMENT CONTROLS WHO WORKS FOR THE PERMITTEE MUST PROVIDE DAILY INSPECTIONS OF THE EROSION AND SEDIMENT CONTROLS AND DISCHARGE OUTFALLS.
- CONSTRUCTION ACTIVITIES MUST AVOID OR MINIMIZE EXCAVATION AND CREATION OF BARE
- GROUND FROM OCTOBER 1 THROUGH MAY 31ST EACH YEAR. 3. DURING WET WEATHER PERIOD, TEMPORARY STABILIZATION OF THE SITE MUST OCCUR AT THE
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- 23. ALL EXPOSED SOILS MUST BE COVERED, AT END OF BUSINESS DAY, DURING WET WEATHER

MATS/BLANKETS SHOULD

BE INSTALLED VERTICALLY DOWNSLOPE.

OVERLAP

ISOMETRIC VIEW

NOTES:

TYPICAL SLOPE

SOIL STABILIZATION

* * *

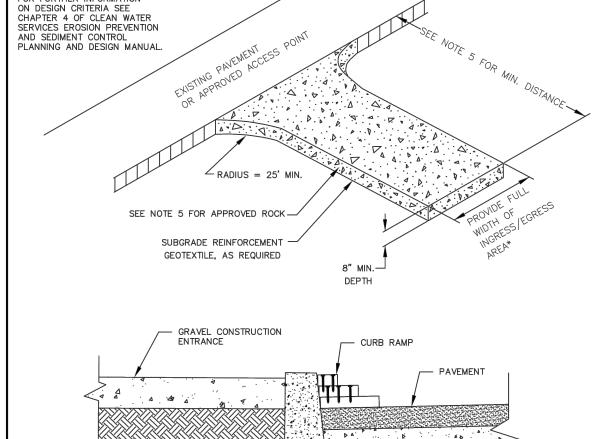
TAMP SOIL OVER MAT/BLANKET

* * **

STAPLES

NOT TO SCALE

21 UPPE. 4,615 SF **LEGEND** BOUNDARY OF SITE MIDHIL STOCKPILE AREA (TYP.) 6,252 SF **LOT 19 EROSION & SEDIMENT CONTROL PLAN**



A D D D D D D D

THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAYS. THIS MAY REQUIRE TOP DRESSING, REPAIR AND/OR CLEAN OUT OF ANY MEASURES USED TO TRAP SEDIMENT.
WHEN NECESSARY, WHEELS SHALL BE CLEANED PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF- WAY. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE THAT DRAINS INTO AN APPROVED SEDIMENT TRAP OR SEDIMENT BASIN.
WHERE RUNOFF CONTAINING SEDIMENT LADEN WATER IS LEAVING THE SITE VIA THE CONSTRUCTION ENTRANCE, OTHER MEASURES SHALL BE IMPLEMENTED TO DIVERT RUNOFF THROUGH AN APPROVED

REVISED 10-31-

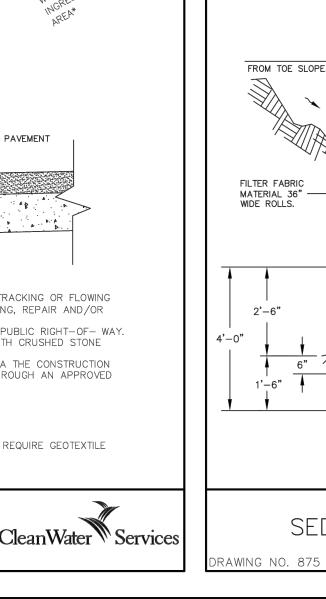
1. SLOPE SURFACE SHALL BE FREE OF ROCKS, CLODS, STICKS AND GRASS. MATS/BLANKETS SHALL 20' LONG BY 20' WIDE 8" DEEP OF 34" MINUS CLEAN ROCK. 2. APPLY PERMANENT SEEDING BEFORE PLACING BLANKETS.
3. LAY BLANKETS LOOSELY AND STAKE OR STAPLE TO MAINTAIN DIRECT CONTACT WITH THE SOIL. DO COMMERCIAL/SITE DEVELOPMENT 50' LONG BY 20' WIDE 3-6" CLEAN ROCK, GOVERNING AUTHORITY MAY REQUIRE GEOTEXTILE FABRIC TO PREVENT SUB-SOIL PUMPING. 4. STAKING OR STAPLING LAYOUT PER MANUFACTURERS SPECIFICATIONS.

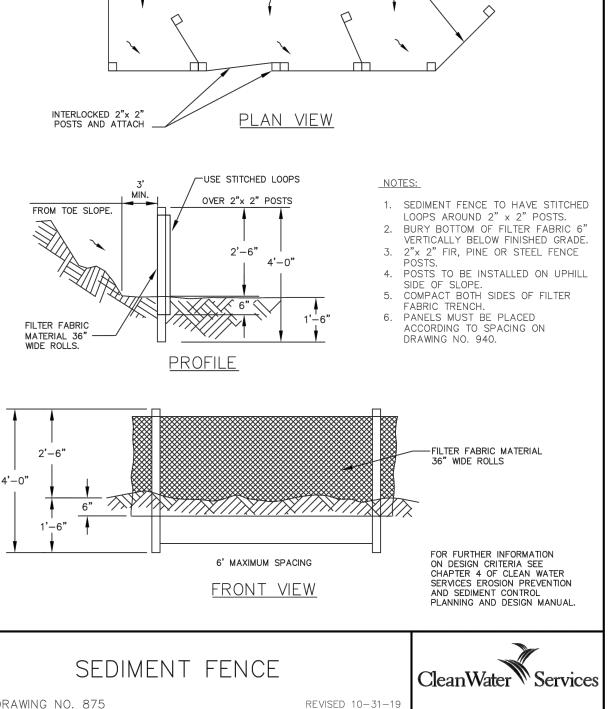
DIMENSIONS SINGLE FAMILY

OR FURTHER INFORMATION

MATTING SLOPE INSTALLATION RAWING NO. 805 REVISED 10-31-

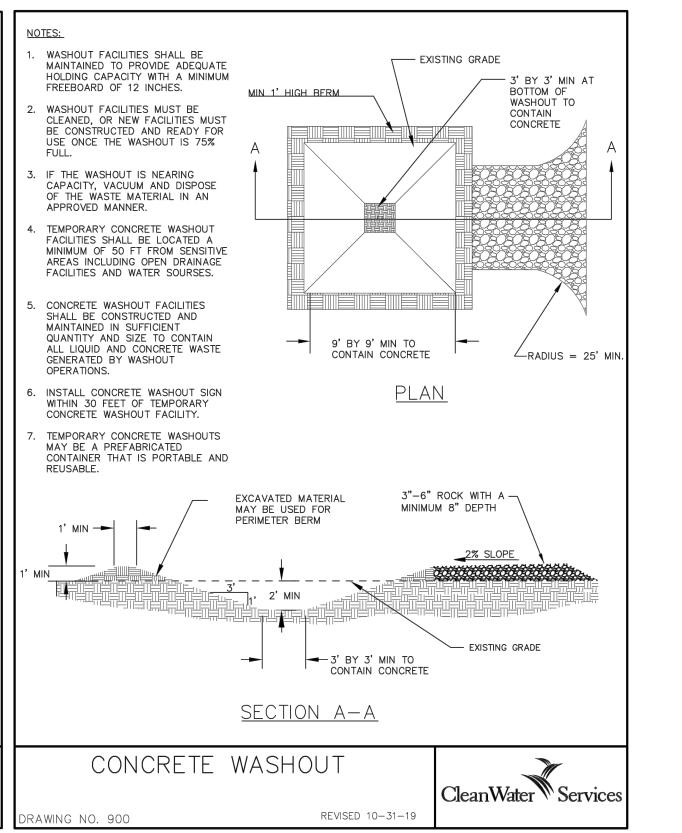


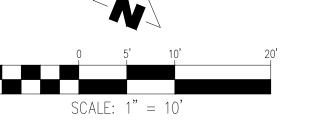




ANGLE FILTER FABRIC FENCE TO

ASSURE SOIL IS TRAPPED





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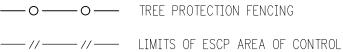
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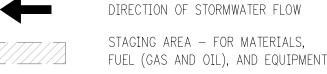
C

CONSTRUCTION NOTES:

- INSTALL CONSTRUCTION ENTRANCE, PER C.W.S DWG
- 2) INSTALL CONCRETE WASHOUT PER C.W.S DWG NO.
- (3) INSTALL SEDIMENT FENCE, PER C.W.S DWG NO. 875
- (4) INSTALL ORANGE CONSTRUCTION FENCE
- INSTALL SLOPE MATTING AS NEEDED PER C.W.S DWG NO. 805







GRAVEL CONSTRUCTION ENTRANCE

(ORANGE CONSTRUCTION FENCING)

STOCKPILE AREA (COVER WITH

BIOFILTER BAGS SURROUNDING

PLASTIC SHEETING, AS NECESSARY)



CONNEX

CONCRETE WASHOUT

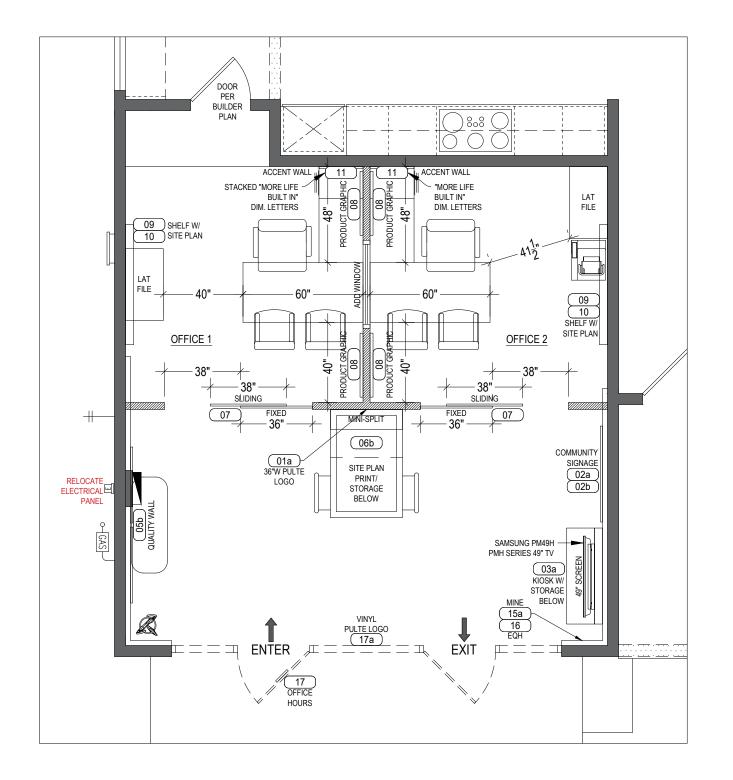
SANITARY STATION SPILL KIT

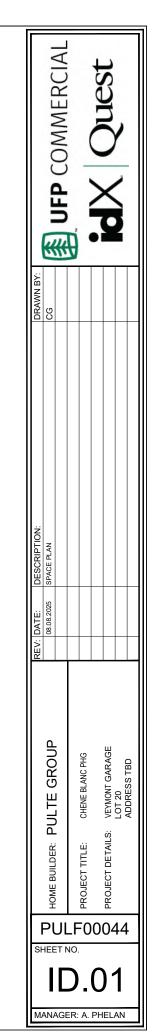
TRASH BIN, WITH COVER

MERI

SHEET

| PART # / ITEMS FABRICATED BY QUEST | QTY |
|---|-----|
| [PULF-00119] 01a 36"W Pulte Logo | 01 |
| [PULF-00126] 02a 48"x23" Community Graphic | 01 |
| [PULF-00512] 02b 23"x23" Community Graphic | 04 |
| [PULF-00138] 03a TV Loop Kiosk | 01 |
| [PULF-00150] 05b 38"x30" Quality Graphic | 04 |
| [PULF-00161] 06b Site Plan Table w/ Cabinet | 01 |
| [PULF-01099] 07 74"x96" Black Sliding Doors | 02 |
| [PULF-00012-GFX] 08 32"x26" Product Graphic | 04 |
| [PULF-00177] 09 60"W Shelf | 02 |
| [PULF-00181-GFX] 10 30"x26" Dry Erase Site Plan | 02 |
| [PULF-00184] 11 5"T White Dim. Letters "More Life Built In" | 02 |
| [PULF-00190-GFX] 15 Model Messaging | TBD |
| [PULF-00191-GFX] 15a 9"x12" Mine Display | 01 |
| [PULF-00193-GFX] 16 11"x25" Equal Housing | 01 |
| [PULF-00018-GFX] 17 Vinyl Office Hours | 01 |
| [PULF-00019-GFX] 17a White Vinyl Pulte Logo | 01 |
| | |
| PULTE INTERIORS | QTY |
| Desks | 02 |
| Lateral Files | 02 |
| Guest Chairs - OPT. 2 | 04 |
| Executive Chairs | 02 |
| Bench | 01 |
| Barstools - OPT, 2 | 02 |
| Umbrella Holder | 01 |
| | • |
| DIVISION TEAM RESPONSIBLE FOR BIDDING OUT, PROCURING, & INSTALLING THE FOLLOWING ITEMS: | |
| -Samsung PM49H PMH Series 49" TV -Flooring (Wood / Tile / Vinyl / Carpet) -Electrical & Low Voltage -Exterior Signage | |
| -Exterior Mats & Flags -Large Trash Can per Office -Computer Monitors - 2 per Office | |
| -Dual Monitor Articulating Arm - 1 per Office -Copier | 01 |
| · | |





SPACE PLAN

DEVELOPMENT REVIEW CHECKLIST

The application form and supporting materials should be submitted electronically through https://westlinnoregon.gov/planning/submit-land-use-application as one (1) .pdf file. To create a single PDF file, go to Adobe Acrobat Free Merge PDF online tool. Other free Acrobat PDF tools like converting a file to PDF or reducing the file size are available on the Adobe website.

Supporting reports may be uploaded separately through this web form *if* the file size is too large. The separate submissions should be numbered (i.e., Submittal 1 of 2) and noted under transmittal contents. All plan set files MUST be flattened and reduced.

Submission requirement to upload through the web form:

- .pdf format.
- Individual file size no larger than 128 MB.
- Do not attach 'zip' files. Our server will reject all 'zip' files.
- Reduce and flatten all plan sets BEFORE uploading plan sets. The raster/vector settings should be
 optimized for printing.

A complete application must include the following:

- ✓ Development Review Application. Original signatures from all owners must be on the application form. Do NOT use DocuSign.
- A **project narrative** outlining the project's scope in detail, including the changes to the site, structure, landscaping, parking, land use, and lot consolidations.
- ☑ Complete written responses to identified approval criteria in the Community Development Code (CDC).
- A Service Provider Letter from Tualatin Valley Fire and Rescue https://www.tvfr.com/399/Service-Provider-Permit Please contact Jason Arn at jason.arn@tvfr.com with any questions about TVF&R requirements.
- ☑ Vicinity Map showing the site within the City.
- Site Plan drawn to scale showing the:
 - Taxlot and address of the project,
 - Area of the site (acres or square feet),
 - Zoning and Neighborhood Association,
 - Location and dimensions of existing and proposed buildings, structures,
 - Location of existing and proposed on-site driveways and off-street parking,
 - Configuration and dimensions of all existing and proposed lots and tracts, including a proposed park, open space, and or drainage tracts or easements,
 - > Location and width of existing and proposed easement for access, drainage, etc., and
 - Location of existing and proposed trees and other proposed landscaping.
 - Location of existing public and private utilities, easements, and 100-year floodplain,
 - Sensitive areas, including the location of on-site wetlands and riparian areas,
 - Location of existing off-site driveways across the street,
 - ➤ If applicable, internal circulation system, name, and location of existing and proposed roadways and roadway easements (private and public), and
 - > Location and width of existing and proposed on-site pedestrian and bicycle facilities on-site.
- If applicable, a Utility Plan and Landscape plan, drawn to scale.
 If applicable, Building elevation drawings with exterior elevations for every side of each structure, height including building materials and floor levels, drawn to scale.
 If required, documentation of any required meeting with the respective City-recognized neighborhood association per CDC 99.038.
 Any other materials identified by city staff at the pre-application meeting.

For applications that the Planning Commission decides, the applicant or applicant's representative should present their proposal to the PC at the public hearing.