



Beaverton Land Use Processes

Frequently Asked Questions

Last updated: 4/29/2022

General questions and how to find information

Are City buildings open to the public?

The Community Development Department is currently open to the public, Monday through Thursday from 8:30 a.m. to 4:30 p.m. Please note that the Community Development Department is not open to the public on Fridays at this time. Staff recommends visiting <https://beavertonoregon.gov/183/Community-Development> for the most up-to-date information about in-person and virtual services, including [online sign-ups](#) for a virtual appointment to talk with a planner. Services continue to be available by phone 503-526-2420, email MailboxCEDDPlanning@beavertonoregon.gov or online www.beavertonoregon.gov/bib.

I have a general planning question.

For general planning and zoning questions, call 503-526-2420 or email MailboxCEDDPlanning@beavertonoregon.gov. Please note that response times may vary based on workload that day. We appreciate your patience. You can also sign up online for a virtual appointment to talk with a planner at: [Planning | Beaverton, OR - Official Website \(beavertonoregon.gov\)](#).

How can I get detailed information about a proposed project?

Information about proposed development projects can be found online at: <https://apps2.beavertonoregon.gov/DevelopmentProjects> or by contacting 503-526-2420 or emailing MailboxCEDDPlanning@beavertonoregon.gov. Each application has an assigned project planner that can help answer your questions by email or phone (listed on the notice).

Questions about Planning Commission meetings

Are Planning Commission meetings still being held?

Yes. In order to continue this essential city service, Planning Commission meetings are held virtually. Meetings may be viewed online during and after the meeting at <https://www.beavertonoregon.gov/291/Agendas-Minutes>.

The City urges participants to submit written comments in advance and view the meeting online at the link above or on ZoomGov.

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- Webinar ID: 160-783-1826
- Passcode: 999999
- Call In: 669-254-5252

Planning Commission, Staff, Applicants and Appellants will join the meeting remotely and will receive the same amount of time for presentations and rebuttal as usual. The public can view the meeting online and provide testimony remotely. Public testimony will be taken three ways: email, USPS mail and remotely during the hearing the day of the hearing. For more information on public testimony, see below: *How I can provide public testimony?*

How can I provide public testimony?

You can provide testimony in the following ways:

- Email to the project planner (recommended). If you do not know the project planner contact 503-526-2420 or MailboxCEDDPlanning@beavertonoregon.gov for this information.
- Mail (must be received by the hearing date): Community Development Department, PO Box 4755, Beaverton, OR, 97076-4755, Attn: name of project planner.
- Remote via Zoom webinar at Visitor Section or Public Testimony section the night of the meeting.
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Public Testimony is strongly encouraged to be submitted via email a week in advance of the hearing. However, written testimony received by 5 p.m. on the day of the hearing will be provided to the Planning Commission.

For applicants: Questions about the land use application process

How can I submit an application?

Paper applications are not being accepted at this time. To submit applications electronically, visit <https://www.beavertonoregon.gov/189/Planning>.

How do I make payments for applications?

Payment is accepted through credit card payment over the phone (recommended) and checks by mail to: PO Box 4755, Beaverton, OR, 97076-4755, Attn: Planning Division.

Payment envelopes may also be submitted at the utility payment drop box at the Beaverton Building at 12725 SW Millikan Way or at the 4th floor Community Development Permit Counter, Monday-Thursday, 8:30 a.m. -4:30 p.m. Please write clearly on the envelope PLANNING PAYMENT and include in the envelope information on the project the payment is for.

How are Pre-Application Conferences being held?

Pre-Application Conferences are being held via Zoom or call-in option. Once an application is electronically submitted, City staff will be contacting the applicant with the date and time of the meeting.

Are Facilities Review meetings still being held?

Yes, Facilities Review meetings are being held remotely via Zoom. The project planner will be coordinating the meeting.

Where can I pick up notice boards?

Noticing remains a requirement by ORS and in the Beaverton Development Code. Applicants can drop by City Hall to pick up notice boards at the 4th Floor Community Development Permit Counter, Monday-Thursday, 8:30 a.m. to 4:30 p.m. Please work with the project planner or contact mailboxceddplanning@beavertonoregon.gov to ensure the notice boards are ready for your pickup.

How can I get mailing labels for required notice to property owners for a Neighborhood Meeting?

Noticing remains a requirement by ORS and in the Beaverton Development Code. Neighborhood Meeting labels can be picked up at City Hall, Monday through Thursday, 8:30 a.m. to 4:30 a.m. Please work with the project planner or send your request to mailboxplanningplansubmit@beavertonoregon.gov.

How can applicants hold required neighborhood meetings?

The applicant can fulfill the neighborhood meeting requirement by using alternative means of communication such as by phone, email and online meeting platforms (applicant provides). The applicant may work with City staff to provide a physical place for members of the public without technology to participate in the meeting as needed on an appointment basis. Notice of Neighborhood Meetings must be provided according to BDC requirements as sample notification letter can be provided. You can also find the neighborhood meeting packet information [here](#). Contact the project planner or 503-526-2420 for details.