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**From:** Planning Commission Washington County <[Planning.WashingtonCountyor@usa.com](mailto:Planning.WashingtonCountyor@usa.com)>

**Sent:** Monday, April 27, 2026 5:49 AM

**Subject:** Action Required: Settlement of Application Review and Approval Fee

**WASHINGTON COUNTY- PLANNING COMMISSION**  
**155 N First Avenue, Hillsboro**  
**OR 97124**

**Dear** [REDACTED]

We write in reference to your submitted application concerning the project described as:

**"[REDACTED] LEBRON JAMES – Extend (2) Circuits for Wall Monitors, Level 3, Grid Line Z15."**

Following a comprehensive internal review process, we are pleased to inform you that staff have **recommended approval** of your application. This recommendation reflects that your submission meets the required technical, safety, and administrative criteria.

However, to **finalize and formally issue approval**, it is necessary that you settle the **attached invoice**, which covers the **Application Review and Approval Fee** associated with your submission. Prompt payment will ensure there are no delays in moving your project into the final approval and implementation phase.

This fee is essential to support the full lifecycle of application processing and oversight. Specifically, it contributes to:

- **Application Management:** Coordination, documentation handling, and administrative processing from submission through approval.
- **Technical Review:** Detailed evaluation by qualified personnel to ensure compliance with applicable codes, standards, and project requirements.
- **Approval Processing:** Preparation and issuance of official approvals, permits, and associated documentation.
- **Site Visits:** Scheduling and execution of field inspections where necessary to verify existing conditions and proposed work.
- **Public Hearings (if applicable):** Facilitation and documentation of any required stakeholder or regulatory review sessions.
- **Technological Maintenance:** Upkeep of digital systems used for submission tracking, compliance verification, and record management.
- **Infrastructural Compensation:** Allocation of resources required to support

the broader operational framework that enables efficient application handling.

To streamline the approval process and avoid unnecessary delays, we kindly request that this invoice be settled at your earliest convenience.

**Next Steps:**

1. **Reply to this email** to request the official wire transfer instructions for payment.
2. **Complete the payment** using the wire instructions that will be provided.
3. **Return a copy of the payment receipt** via email to this address for confirmation and processing.

Please note that **all correspondence associated with this case must be conducted via email**. This ensures proper documentation, supports audit requirements, and facilitates inclusion in formal agendas where applicable.

Once your payment is confirmed, we will proceed with issuing the final approval and any related documentation without delay.

If you have any questions or require clarification, do not hesitate to respond directly to this email.

We appreciate your prompt attention to this matter and look forward to completing the approval process for your project.

Sincerely,

**Director:**

**Erin wardell**

**WASHINGTON COUNTY- PLANNING COMMISSION**

**155 N First Avenue, Hillsboro**

**OR 97124**



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