



City of Tualatin
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SIGN INTERPRETATIONS IN TUALATIN

Welcome to the City of Tualatin's Sign Interpretation Application Review. The overall purpose of Sign Interpretation Review is to provide a public process to answer questions about unclear Sign Code language or about issues the Code does not address. This handout provides general information about the Sign Interpretation process. The Sign Code (Section 8) should be consulted for specific information. If you have questions, please call the Community Development Department - Planning Division at 503-691-3026.

What is Sign Interpretation Review?

Sign Interpretation Review is a public process. There is no hearing and the application materials are reviewed by staff and the Interpretation Decision is by staff. The decision can be appealed to the City Council.

When is a Sign Interpretation Application Appropriate?

Interpretation Applications are appropriate when the Sign Code language is unclear or is silent on an issue and telephone conversations or meetings with staff have not resolved the issue.

Who Reviews Sign Interpretation Applications?

Interpretation Applications are reviewed and decided by Community Development Department - Planning Division staff. A 10-City business day appeal period follows the decision date. The decision may be appealed to the City Council who would hold a public hearing and made a decision. The Council's decision may be appealed to the State Land Use Board of Appeals.

Review Time

Staff's decisions are usually issued in 4 to 6 weeks. When an Interpretation Application is deemed complete, staff circulates copies of the Application to other city departments for comment. After receiving comments staff prepares and issues a decision. If staff's decision is appealed to the Council, about 6-8 weeks are added.

Who Receives Interpretation Decisions?

Interpretation decisions are mailed to the applicant, property owner and owners of properties within 1,000 feet of the subject property.

Getting Started

The first step is to call Lynette Sanford, Office Coordinator, at 503-691-3026 to schedule a pre-application conference. The application for a pre-application conference can be found on the City's website and the fee is \$205.00. We will discuss the process, requirements and other issues of interest to you.

Sign Interpretation Application Submittal

We recommend you call to set an appointment to submit the application. The Application Checklist in this packet describes the Interpretation Application contents. It is important the Application Checklist be followed, because we cannot accept incomplete applications.

After the Interpretation Decision

Once the Interpretation decision is issued and the 10 city business day appeal period passes with no appeals, a Sign Permit Application may be submitted and staff can issue a Sign Permit in accordance with the Sign Ordinance standards and the Interpretation decision.

SIGN INTERPRETATION CHECKLIST

The following information shall be submitted with each Sign Interpretation Application. Incomplete applications will not be received.

- A. COMPLETED APPLICATION FORM (Please submit 2 copies)
- B. SIGN INTERPRETATION APPLICATION FEE (\$410.00)
- C. SIGN INTERPRETATION DISCUSSION (Please submit 2 copies)

The Sign Interpretation request must identify the language that is unclear and its Code Section number or the issue the Code does not address.

Depending on the Interpretation requested, the discussion may need to include a site plan, sign plans, building elevations and other information explaining the issue.

If a site plan is used to explain the Interpretation request, use the Sign Permit Application's checklist for site plans as a guide (see attached checklist). If one or more items in the Sign Permit Application checklist do not apply to your interpretation, you need not include it. If sign plans or building elevations are used, please use the checklist (attached) for Sign Permit Applications as a guide.

- D. ADDITIONAL INFORMATION Please submit an **Electronic Digital CD** (Adobe Acrobat Reader (pdf), or Microsoft Word and Excel are the preferable file types) of the entire Annexation packet and supporting documentation, including drawings to the City of Tualatin Community Development Department - Planning Division.
- E. ASSESSOR'S MAPS AND LIST OF PROPERTY OWNERS (Please submit 1 set.)

Submit the Washington and/or Clackamas County Assessor's Maps showing the subject property and properties within 1,000 feet of the subject property. Draw a line on the maps showing the 1,000 feet distance from the subject property.

Submit an Address List, using the attached address matrix to properly space the addresses, listing the correct names and addresses of all owners of the subject property and owners of real property within 300 feet of the subject property. If the 1,000-foot area (Ordinance No. 1304-10 page 59 of 61) includes lots within a platted residential subdivision the notice area shall extend to include the entire subdivision of which the lots are part and the applicant shall identify these subdivisions for staff as part of the mailing notification list. If the residential subdivision is one of two or more individually platted phases sharing a single subdivision name the notice area need not include the additional phases. The current computer tax roll shall be used. The Assessor's Map Number and Tax Lot Number must be included with each name and address. If there are more than 25 properties, you may provide pre-gummed address labels, which are available for purchase at Washington and/or Clackamas Counties. Preparation of the list is the applicant's responsibility and shall be prepared by one of the following: a land title company, a land use planning consultant authorized by the State of Oregon to conduct business in the State, a registered architect, landscape architect, engineer, surveyor, or attorney. The list of property owners shall be updated not less than every 90 days by the applicant. All parties listed on the application form shall also be included on the mailing list. See the attached example matrix sheet for the correct spacing of the addresses and the requested information.



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APPLICATION FOR SIGN INTERPRETATION

BUSINESS NAME _____ PHONE _____

CONTACT PERSON AT THE BUSINESS _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

APPLICANT'S NAME _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

AS THE PERSON RESPONSIBLE FOR THIS APPLICATION, I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

APPLICANT'S SIGNATURE _____ DATE _____

PROPERTY OWNER'S NAME _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PROPERTY OWNER'S SIGNATURE _____ DATE _____
(Power of attorney or letter of authorization required if not signed by owner.)

BUILDING OWNER'S NAME _____ PHONE _____
(If different than property owner)

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BUILDING OWNER'S SIGNATURE _____ DATE _____
(Power of attorney or letter of authorization required if not signed by owner.)

INTERPRETATION REQUEST:

A BRIEF STATEMENT OF THE INTERPRETATION REQUESTED AND THE SIGN ORDINANCE SECTION NO. _____

SUBMIT SEPARATE SHEETS AND SUPPORTING MATERIAL EXPLAINING WHAT SIGN ORDINANCE SECTION IS NOT CLEAR AND WHY THE INTERPRETATION IS REQUESTED.

PROJECT INFORMATION

PLANNING DISTRICT _____ PROPOSED/EXITING USE _____

TAX MAP NO. _____ TAX LOT NO. _____ PARCEL SIZE _____

Staff Use Only:

Date Application Received _____ Date Application Complete _____ Received by _____
Receipt No. _____ Sign Permit Fee _____ Cash Check Credit Card (circle one)
Sign Interpretation Case No. _____ Issued by _____ Date Issued _____

