



City of Tualatin

www.tualatinoregon.gov

INSTRUCTIONS AND REQUIREMENTS FOR INDUSTRIAL MASTER PLAN (IMP) APPLICATIONS

Chapter 37 of the Tualatin Development Code regulates the Industrial Master Plan process. City Council approval is required for Industrial Master Plans in the Manufacturing Park (MP) Planning District. The Council may approve, approve with conditions, or deny an application for an Industrial Master Plan. In approving an Industrial Master Plan, the Council may impose conditions it finds necessary to protect the best interests of the surrounding property or neighborhood or the City as a whole.

In addition to the conditions imposed as part of the Industrial Master Plan request, additional conditions may be imposed during Architectural Review of the proposed project.

The following information is required with all Industrial Master Plan applications. If any information is missing or incomplete, the application will not be accepted. Once a complete application is submitted, a public hearing will be scheduled.

1. Obtain an application form from the Community Development Department Planning Division.
2. An optional Scoping Meeting is highly recommended prior to the required Pre-Application meeting. To schedule a Scoping or a Pre-Application meeting with the Community Development Department - Planning Division, you may contact (Lynette Sanford, Office Coordinator at 503-691-3026 or lsanford@ci.tualatin.or.us). The pre-application meeting should occur as the earliest step of your project. The application to request a Pre-Application meeting is available on the city website along with the current fee schedule.
3. Hold Neighborhood / Developer meeting pursuant to TDC 31.063.
4. Submit 9 copies of the written supporting materials (narrative) in accordance with the application requirements in TDC 37.020, 9 copies of the application form, and three (3) copies of a traffic study (if required by the City, Washington County or the Oregon Department of Transportation) and an **Electronic Digital CD** (pdf, Microsoft Excel or Word as preferable file types) of the entire Conditional Use Application packet and supporting documentation, including drawings to the City of Tualatin Community Development Department - Planning Division to the Planning Division.

Site Plan – Submit nine (9) full-size folded copies, nine (9) 11 x 17 copies, and nine (9) 8-1/2 x 11 copies. The site plan or development plan should be drawn to scale and show the dimensions and arrangement of the proposed development. The site plan should adequately show the existing or proposed lot lines and lot dimensions, setbacks, building locations, building dimensions, fronting streets and access points, driveways, interior circulation for vehicles as well as pedestrian walkways and access ways, landscape areas, and parking and

loading areas. A complete list of required information is listed under 37.020 (3)(b) and (4)(c) which are attached.

5. Include a non-refundable filing fee (please see current fee schedule on our web page).
6. Include nine (9) copies of the Washington and/or Clackamas County Assessor's Map(s) showing the subject property and properties within 1,000 feet of the subject property pursuant to Tualatin Development Code ([TDC](#) [31.064\(1\)](#)). If the 1,000-foot area 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. (Provide nine [9] sets of maps.)
7. Include the correct names and addresses of all owners of property within 1,000 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. This information must be taken from the most recent information available from the Assessor's office. The Tax Lot number and Assessors Map number must be included with each name and address, as the first line of the address. The Assessors numbers, names, addresses must be placed on the blank matrix or exact facsimile provided with the application materials. The spacing of the address on the matrix is critical because the addresses are reproduced onto pre-gummed address labels for mailing (one list of property owners is sufficient). All parties listed on the application form shall also be included on the mailing list.
8. Include a legal description of the subject property as it appears on the deed (one copy is sufficient).
9. Include a vicinity map indicating frontage street(s) and cross street(s) (8-1/2 x 11). The vicinity map should include a one-half mile radius.
10. Three (3) copies of the Wetland Delineation Report (if applicable).
 - a. The applicant carries the burden of proof that the proposed plan meets the three criteria for review and approval (Section [37.030](#) of the TDC) which are listed below:
 - b. Public facilities and services, including transportation (existing and planned) for the area affected by the use are capable of supporting the proposed development or will be made capable by the time development is completed.
 - c. The location, design, size, color and materials of the exterior of all structures for the proposed development and use is compatible with the character of other developments within the same general vicinity.
 - d. The internal circulation, building location and orientation, street frontage, parking, setbacks, building height, lot size and access are in accordance with TDC Chapter [62](#) unless otherwise approved through the Industrial Master Plan process.
11. Include a signed completed copy of the affidavit of sign posting. The form is included in this packet.

TDC Chapters 37 and 62 as well as other chapters can be found online at < <http://www.tualatinoregon.gov/legal/tualatin-development-code>>. The above materials represent the minimum requirement for Industrial Master Plan applications. All application forms and written material should be typewritten or printed in ink.

To avoid a possible legal conflict, the applicant should avoid *ex parte* contact, i.e. not discuss the request with any member of the City Council outside the public hearing.

If you are applying for a land partition in conjunction with the Industrial Master Plan, please contact the Engineering Department for additional application forms.

If you have any questions about the Industrial Master Plan application procedures, or if you wish to arrange for a pre-application conference, please contact the City of Tualatin Community Development Department – Planning Division at 503-691-3026.



City of Tualatin

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APPLICATION FOR INDUSTRIAL MASTER PLAN

Applicant			
Name:		Company Name:	
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
Applicant is: Owner _____ Contract Purchaser _____ Developer _____ Agent _____ Other _____			
Applicant's Signature:			Date:
Contact			
Name:			
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
Property Owner			
Code Section:		Planning District:	
Name			
Current Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
Signature:			
Property Information			
Assessor's Map #		Tax Lot #	
Address of Property:		Lot area (acres):	
Existing Buildings (number and type):			
Current Use:			

AS THE PERSON RESPONSIBLE FOR THIS APPLICATION, I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE INFORMATION ABOVE, ON THE FACT SHEET, AND THE SURROUNDING PROPERTY OWNER MAILING LIST IS CORRECT. I AGREE TO COMPLY WITH ALL APPLICABLE CITY AND COUNTY ORDINANCES AND STATE LAWS REGARDING BUILDING CONSTRUCTION AND LAND USE.

Applicant's Signature:	Date:
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Office Use		
Case No:	Date Received:	Received by:
Fee: Complete Review:	Receipt No:	

INDUSTRIAL MASTER PLAN CERTIFICATION OF SIGN POSTING



The applicant shall provide and post a sign pursuant to Tualatin Development Code (TDC) 31.064(2). Additionally, the 18" x 24" sign must contain the application number, and the block around the word "NOTICE" must remain **medium purple** composed of the **RGB color values Red 112, Green 48, and Blue 160**. Additionally, the potential applicant must provide a flier (or flyer) box on or near the sign and fill the box with brochures reiterating the meeting info and summarizing info about the potential project, including mention of anticipated land use application(s). Staff has a Microsoft PowerPoint 2007 template of this sign design available through the Planning Division homepage at <http://www.ci.tualatin.or.us/departments/communitydevelopment/planning>.

As the applicant for the _____

_____ project, I hereby certify that on this day, _____ sign(s) was/were posted on the subject property in accordance with the requirements of the Tualatin Development Code and the Community Development Department - Planning Division.

Applicant's Name: _____
(PLEASE PRINT)

Applicant's Signature: _____

Date: _____