



## PLAN MAP AMENDMENT INSTRUCTIONS AND REQUIRED INFORMATION FOR APPLICATIONS

**WHO MAY APPLY?** Section 1.030 of the [Tualatin Development Code](#) allows amendments to be initiated by the City Council, City staff, or by a property owner or person authorized in writing by the property owner. TDC 1.032 contains the eight approval criteria.

**WHEN ARE PLAN MAP AMENDMENTS CONSIDERED?** They are considered by the City Council at regular or special meetings. Public hearings may be continued to a date certain if the Council finds that it needs additional evidence to take action on a proposed amendment.

**APPLICATION INSTRUCTIONS.** The following information or material is required with all plan map amendment applications. If any of the required information or material is missing or incomplete, the application will not be considered complete and will not be scheduled for public hearing until the necessary material is submitted.

The procedure for applying for a plan map amendment is as follows:

1. Obtain [application](#) form and instruction sheet from the Community Development Department - Planning Division. 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](mailto: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. The purpose is to answer all questions about the process and provide information about City requirements.
2. Hold a [Neighborhood / Developer meeting](#) pursuant to TDC 31.063.
3. Turn in 9 copies of the application form, 5 copies of the traffic study (if applicable), 9 copies of the supporting materials and an **Electronic Digital CD** (Adobe Reader (pdf), or Microsoft Word and Excel are the preferable file types) of the entire PMA packet and supporting documentation, including drawings to the City of Tualatin Community Development Department - Planning Division. Include a non-refundable [filing fee \(please refer to the current fee schedule\)](#). Include a [legal description](#) as it appears on the deed (one copy is sufficient).
4. Include the correct names and addresses of all [owners](#) of property within 1,000 feet of the subject property pursuant to Tualatin Development Code ([TDC](#)) [31.064\(1\)](#). 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. Also include the applicant(s), if different from the owners of the subject property. The Tax Lot number and Assessors Map number must be included with each name and 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). Please include the map and tax lot number above each address so the list can be compared to the assessor's map obtained in #3 above, to ensure an owner is listed for each property. Pre-gummed labels are available for purchase at Washington and Clackamas counties.

5. Include a traffic study if required by the City, Washington County, Clackamas County, or Oregon Department of Transportation, and provide 5 copies.
6. The applicant carries the burden of proof that the requested change meets the four approval criteria (set forth in Section 1.032 of the Tualatin Development Code) which are listed below. Answer the questions and include facts and a written analysis of the conclusions that support the answer to each question.
  - A. Is granting the plan map amendment in the public interest?
  - B. Is the public interest protected by granting the plan map amendment at this time?
  - C. Is the proposed plan map amendment in conformity with the applicable objectives of the Tualatin Community Plan?
  - D. Explain how each of the factors listed below was consciously considered. If a particular factor is not applicable, state the reasons why it is not applicable.
    1. The various characteristics of the area.
    2. The suitability of the area for the particular land use and improvements.
    3. Trends in land improvement and development.
    4. Property values.
    5. The needs of economic enterprises and the future development of the area.
    6. Needed right-of-way and access for and to particular sites in the area.
    7. Natural resources of the City and the protection and conservation of said resources.
    8. Prospective requirements for the development of natural resources in the City.
    9. The public need for healthful, safe, aesthetic surroundings and conditions.
    10. Proof of change in a neighborhood or area.
    11. A mistake in the Community Plan or plan text for the property under consideration.
8. Complete the Measure 37 Waiver of Rights and Remedies form and notarize signature(s).
9. Include a signed completed copy of the affidavit of sign posting. The form is included in this packet.

In addition to the above criteria as listed in the Tualatin Development Code, the 14 Statewide Planning Goals must be addressed. If a particular goal is not applicable, state such and explain why it is not applicable. If a goal is applicable, indicate whether or not the request meets the goal and why.

The above items are the minimum requirements for plan map amendment applications. Sections 1.030-1.032 of the Tualatin Community Plan are attached to these instructions. All application forms and written material should be typewritten or printed in ink.

To avoid possible legal conflict, the applicant should not discuss the request with any member of the City Council outside the public hearing.

If you have any questions or wish to schedule a pre-application conference, please contact the Community Development Department - Planning Division at 503-691-3026.



# City of Tualatin

www.tualatinoregon.gov

## APPLICATION FOR PLAN MAP AMENDMENT

### Amendment

Nature of Amendment requested:

### Applicant

Name:

Company Name:

Address:

City:

State:

ZIP Code:

Phone:

Fax:

Email:

Applicant is: Owner \_\_\_\_\_ Contract Purchases \_\_\_\_\_ Developer \_\_\_\_\_ Agent \_\_\_\_\_ Other \_\_\_\_\_

Applicant's Signature:

Date:

### Property to be amended

County

Map #

Tax Lot # (s):

Owner's Name:

Owner's Address:

City:

State:

ZIP Code:

Phone:

Fax:

Email:

Property Owner's Signature:

Date

**(Note: Letter of authorization is required if not signed by owner)**

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:

### Office Use

Case No:

Date Received:

Received by:

Fee: Complete Review:

Receipt No:

# PLAN MAP AMENDMENT 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 blue** composed of the **RGB color values Red 0, Green 112, and Blue 192**. 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 < [www.tualatinoregon.gov/planning/land-use-application-sign-templates](http://www.tualatinoregon.gov/planning/land-use-application-sign-templates)>.

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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: \_\_\_\_\_

	LABEL TEMPLATE / EXAMPLE	
	2S123BC02000 PROPERTY OWNER ADDRESS CITY STATE ZIP	