



City of Tualatin

www.tualatinoregon.gov

CONDITIONAL USE APPLICATION INSTRUCTIONS

Chapter 32 of the Tualatin Development Code ([TDC](#)) regulates the conditional use process. City Council approval is required for a specific use on a specific site if that use is listed as a conditional use in the Planning District where the site is located. The Council may approve, approve with conditions, or deny an application for a conditional use permit. In approving a conditional use permit, 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 conditional use request, additional conditions may be imposed during Architectural Review of the proposed project.

The following information is required with all conditional use 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 application form from the Community Development Department (CDD) - 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.
3. Hold a Neighborhood/Developer meeting pursuant to [TDC 31.063](#).
4. Submit 5 copies of the written supporting materials, 5 - 8½ x 11 copies of the site plan, 5 copies of the application form, and 5 copies of a traffic study (if required by the City, Washington County, Clackamas County, or Oregon Department of Transportation) and a **Electronic Digital CD** (Adobe Acrobat Reader (pdf), or Microsoft Word and Excel are the 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.
5. Include a non-refundable filing fee (please see current fee schedule).
6. Include 5 color 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\(1\)](#).
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. 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).

8. Include a legal description of the subject property as it appears on the deed (one copy is sufficient).
9. Include a site plan, drawn to scale, showing the dimensions and arrangement of the proposed development. The site plan should adequately show the correct lot line dimensions, building location, building dimensions, fronting streets, driveways, parking and loading areas.
10. Include a traffic study if required by the City, Washington County, Clackamas County, or the Oregon Department of Transportation.
11. The applicant carries the burden of proof that the requested change meets the five approval criteria ([TDC 32.030](#)). Answer the questions listed below and include a written statement explaining the facts that support your answer to each question.
 - a. Is your proposed use listed as a conditional use in the Planning District where your site is located?
 - b. Are the characteristics of the site suitable for the proposed use, considering size, shape, location, topography, existence of improvements and natural features?
 - c. Is the proposed development timely, considering the adequacy of transportation systems, public facilities and services existing or planned for the area affected by the use?
 - d. Will the proposed use alter the character of the surrounding area in any manner, which substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying Planning District?
 - e. Does your proposal satisfy those objectives and policies of the Tualatin Community Plan, which apply to the proposed use?
12. Include a signed completed copy of the affidavit of sign posting. The form is included in this packet.

The above materials represent the minimum requirements for conditional use applications. All application forms and written material should be typewritten or printed in ink.

To avoid a 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 about the conditional use application procedures, or if you wish to arrange for a pre-application conference, please contact the Community Development Department – Planning Division at 503-691-3026.



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APPLICATION FOR CONDITIONAL USE PERMIT

Code Information:			
Code Section:		Condition Use to Allow:	
Assessor's Map Number:	Tax Lot #:	Lot area in acres:	
Address of Property:			
City:	State:	ZIP Code:	
Existing Buildings (# and type):		Current use:	
Applicant			
Name:		Company Name:	
Address:			
City:	State:	ZIP Code:	
Phone:	Fax:	Email:	
Applicant's Signature:		Date:	
Property Owner			
Name:			
Address:			
City:	State:	ZIP Code:	
Phone:	Fax:	Email:	
Property Owner's Signature:		Date:	
(Note: Letter of authorization is required if not signed by owner)			
Contact			
Name:			
Address:			
City:	State:	ZIP Code:	
Phone:	Fax:	Email:	

As the person responsible for this application, I, the undersigned, hereby acknowledge that I have read the above application and its attachments, understand the requirements described herein, and state that the information supplied is as complete and detailed as is currently possible, to the best of my knowledge.

Applicant's Signature:

Date:

Office Use

Case No:

Date Received:

Received by:

Fee: Complete Review:

Receipt No:

[illegible]



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CONDITIONAL USE PERMIT 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 **lime green** composed of the **RGB color values Red 146, Green 208, and Blue 80**. 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>.

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: _____