



City of Tualatin

COMMUNITY DEVELOPMENT PLANNING DIVISION

Pre-Application Meeting Request

The purpose of the Scoping and Pre-Application meetings is to offer early assistance in the land use and permitting process. This includes thoughtful feedback on preliminary design direction and visioning, outlining expectations, and to assist the applicant in attaining a complete application at first submittal.

PROJECT DESCRIPTION

Project name/title: _____

What is the primary purpose of this pre-application meeting (What would you like to accomplish)? (Attach additional sheets if needed.)

PROPERTY INFORMATION

Property address/location(s): _____

Tax map and tax lot no.(s): _____

Zoning: _____

PROPERTY OWNER/HOLDER INFORMATION

Name(s): _____

Address: _____ Phone: _____

City/state: _____ Zip: _____

APPLICANT INFORMATION

Name: _____

Address: _____ Phone: _____

City/state: _____ Zip: _____

Contact person: _____

Phone: _____ Email: _____

Pre-application Conference Information

All of the information identified on this form is required and must be submitted to the Planning Division with this application. Conferences are scheduled subject to availability and a minimum of two weeks after receiving this application and all materials. Pre-application conferences are one (1) hour long and are typically held on Mondays between the hours of 3-4 p.m. or Wednesdays between 2-4 p.m.

If more than four (4) people are expected to attend the pre-application conference in your group, please inform the City in advance so that alternate room arrangements can be made to accommodate the group.

REQUIRED SUBMITTAL ELEMENTS

(Note: Requests will not be accepted without the required submittal elements)

- A complete application form and accompanying fee.
- 1 hard copy and an electronic set of the following:**
 - Preliminary site and building plans, drawn to scale, showing existing and proposed features. (Plans do not need to be professionally prepared; just accurate and reliable.)
 - A detailed narrative description of the proposal that clearly identifies the location, existing and proposed uses, and any proposed construction.
 - A list of all questions or issues the applicant would like the City to address.

FOR STAFF USE ONLY

Case No.: _____

Related Case No.(s): _____

Application fee: _____

Application accepted:

By: _____ Date: _____

Date of pre-app: _____

Time of pre-app: _____

Planner assigned to pre-app: _____

What type of development are you proposing? (Check all that apply)

Industrial Commercial Residential Institutional Mixed-use

Please provide a brief description of your project: (Attach additional sheets if needed.) Please include description of existing uses and structures in addition to what is proposed.

Are you familiar with the development process in Washington or Clackamas County or Tualatin?

Yes No

If yes, please identify an example project:

Are you familiar with the sections of the Tualatin Development Code (TDC) that pertain to your proposed development?

Yes No

Is the property under enforcement action? If yes, please attached a notice of the violation.

Please provide the names of City, TVF&R, CWS, and County staff with whom you have already discussed this proposal:
