



# City of Tualatin

COMMUNITY DEVELOPMENT PLANNING DIVISION

## Scoping 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 scoping 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: \_\_\_\_\_

### Scoping Meeting 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. Scoping meetings 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 scoping meeting 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.

**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 accepted:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Scoping: \_\_\_\_\_

Time of Scoping: \_\_\_\_\_

Planner assigned to Scoping: \_\_\_\_\_

**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:**

---

---

---