

How To Apply for a Land Use Case on eTRAKiT?

- Go to [eTRAKiT](#) and log in to your account.
- Select **Apply for New Project** option on the left side of the screen.
- Please read and agree to the disclaimer. Click **Continue** to proceed to the online application.

STEP 1: PROJECT INFORMATION

Project Application



Project Type Information

Thank you for submitting a project. Your project application will be routed for processing.

*You can log onto this portal 24/7 for real time updates and progress on your project, pay fees, and search for information.

PROJECT Type

Project Name:

Location

*Enter all or part of the address and press search

Search By

Your Relation to this Project

Property Owner
Check this box if you are the Property Owner

Attachments

Filename

Description

Select the applicable Project Type.

Enter a Project Name

Enter the number portion only of the site location into the Location search box, then click **SEARCH**

Select the correct parcel from the search results.

Attachments must be uploaded.

Click the Select button to browse your computer for the attachment.

Click on the upload button to save the attachment(s).

Click **NEXT STEP**

If you sign out during the application process, the responses will be saved. Return later to the Dashboard to continue the application. Do not use the Backspace key, as entries will not be saved.

STEP 2: CONTACT INFORMATION

Project Application



Application for a MINOR ARCHITECTURAL REVIEW Project

Applicant Information

*Name	<input type="text" value="ABC Building Construction"/>	*Phone	<input type="text" value="(503) 691-3044"/>
*Address	<input type="text" value="18880 SW MArtinazzi Ave"/>	*Email Address	<input type="text" value="ndowd@tualatin.gov"/>
*City	<input type="text" value="Tualatin"/>		
*State	<input type="text" value="OR"/>	*Zip	<input type="text" value="9706"/> - <input type="text"/>

Owner Information

*Name	<input type="text" value="ABC Building Construction"/>	*Phone	<input type="text" value="(503) 691-3044"/>
*Address	<input type="text" value="18880 SW MArtinazzi Ave"/>	Email Address	<input type="text" value="ndowd@tualatin.gov"/>
*City	<input type="text" value="Tualatin"/>		
*State	<input type="text" value="OR"/>	*Zip	<input type="text" value="9706"/> - <input type="text"/>

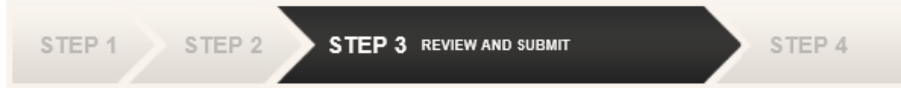
Enter all applicable Contact Information and click **NEXT STEP**

*Asterisks denote a required field

CANCEL **PREVIOUS STEP** **NEXT STEP**

STEP 3: REVIEW AND SUBMIT

Project Application



Application for a MINOR ARCHITECTURAL REVIEW Project

Review the information below prior to submitting the application

Project Information

EDIT

Type MINOR ARCHITECTURAL REVIEW
 Subtype
 Description

Location

EDIT

18880 SW MARTINAZZI AVE
 TUALATIN, OR 97082-7092

Contacts

EDIT

Applicant Information

ABC Building Construction (503) 891-3044
 18880 SW Martinazzi Ave ndowd@tualatin.gov
 Tualatin, OR 97062

Owner Information

ABC Building Construction (503) 891-3044
 18880 SW Martinazzi Ave ndowd@tualatin.gov
 Tualatin, OR 97062

Fee Information

Type	Amount
ARCHITECTURAL REVIEW FEES	\$105.00
MINOR ARCHITECTURAL REVIEW...	105.00
Total Fees	\$105.00

Attachments

To upload additional attachments click **Here**

CANCEL PREVIOUS STEP SUBMIT

Review the information entered.
 If a correction is required, use the EDIT button next to that area to make the corrections.
 Select **SUBMIT** after review.



STEP 4: CHECKOUT/CONFIRMATION

Project Application



Confirmation

Thank you for submitting a project. Your project application will be routed for processing.

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