



**CITY OF TUALATIN**  
18880 SW Martinazzi Ave  
Tualatin, OR 97062-7092  
Phone: (503) 692-2000  
Fax: (503) 692-0147

**DEVELOPMENT APPLICATION:**  
**SUBDIVISION/PARTITION/  
PROPERTY LINE ADJUSTMENT**

Application for: ☐ Subdivision ☐ Partition ☐ Property Line Adjustment

Project Address: \_\_\_\_\_ Planning District: \_\_\_\_\_

Project Tax Map Number: \_\_\_\_\_ Tax Lot Number(s): \_\_\_\_\_

**Property Owner(s):** \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Consultant's Name:** \_\_\_\_\_

Consultant's Company: \_\_\_\_\_

Consultant's Address: \_\_\_\_\_

Consultant's Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Consultant's Email Address: \_\_\_\_\_

**Direct Communication to:** ☐ Owner ☐ Applicant ☐ Consultant

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ No. of Lots/Parcels: \_\_\_\_\_

Average Lot/Parcel Width: \_\_\_\_\_ Average Lot/Parcel Area: \_\_\_\_\_

Subdivision Name (if applicable): \_\_\_\_\_

Receipt Number: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Job Number: \_\_\_\_\_  
By: \_\_\_\_\_ Date: \_\_\_\_\_



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**ADDITIONAL OWNERS**

Project Address: \_\_\_\_\_

Project Tax Map Number: \_\_\_\_\_ Tax Lot Number(s): \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Tax Map Number: \_\_\_\_\_ Tax Lot Number(s): \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Tax Map Number: \_\_\_\_\_ Tax Lot Number(s): \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**DEVELOPMENT APPLICATION:  
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SUB	PAR	PLA	FEES & REQUIRED APPLICATION FORMS
			Completed Development Application
\$2,900	\$440	\$ 75 \$325	Paid Application Fee (Residential PLA \$75; Commercial & Industrial PLA \$325)
			Completed Minor Variance Application & Criteria, <i>if applicable</i>
\$145 \$220	\$145 \$220	\$145 \$145	Paid Minor Variance Fee: - Primary use is a single family residence - Primary use is not a single family residence
			Completed Variance Application & Criteria, <i>if applicable</i>
\$290 \$365	N/A	N/A	Paid Variance Fee - Primary use is a single family residence - Primary use is not a single family residence)
# OF SETS REQUIRED			REQUIRED INFORMATION (Provide pdf copies of all submittals)
1	1	N/A	Mailing list and Avery 5160 labels per TDC 31.064(1) plus email to CIOs
1	1	N/A	Water quality calculations (and detention if applicable)
1	1	1	Clean Water Services' service provider letter
1	1	N/A	Neighborhood Meeting information
1	1	N/A	Arborist Report (if removing trees)
1	1	1	8½" x 11", black & white copy of plan/sketch map
1	1	N/A	11" x 17" set, of preliminary plan/sketch map
8	8	8	24" x 36" sets of preliminary plan/sketch map (folded to 8½" x 11")
			All Sets to include items noted below:
✓	✓	N/A	name, address & phone number of owner, applicant, & engineer
✓	N/A	N/A	date the plan/sketch was prepared
✓	✓	✓	vicinity map with north arrow and scale of plan/sketch
✓	✓	✓	current County Assessor's tax map(s) and tax lot number(s)
✓	✓	✓	location by Quarter Section, Township and Range
✓	✓	✓	existing and proposed streets and access ways
✓	✓	N/A	outline plan of possible future adjacent development
✓	✓	N/A	preliminary utilities (exist./prop. water, sewer, storm, w. quality)
✓	✓	✓	existing and proposed easements, on-site and off-site
✓	✓	N/A	flood areas, wetlands, water courses, etc.
✓	✓	N/A	natural features—rock outcroppings, wooded areas, etc.
✓	✓	N/A	trees over 8" diameter, labeled to be removed or retained
✓	✓	✓	approximate lot/parcel dimensions and areas
✓	✓	✓	existing structures, wells and septic tanks
✓	✓	N/A	all lots/parcels and tracts to be reserved for public use
✓✓	✓	N/A	contour lines (2' intervals up to 5%; 5' intervals over 5%)

## SUBDIVISION 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 **red** composed of the **RGB color values Red 192, Green 0, and Blue 0**. 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 <http://www.ci.tualatin.or.us/departments/communitydevelopment/planning/docs/LUApplicationSignsPlanning.pptx>.

NOTE: For larger projects, the Engineering Division may require the posting of additional signs in conspicuous locations.

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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  
Engineering & Building Department – Engineering Division.

Applicant's Name: \_\_\_\_\_  
(PLEASE PRINT)

Applicant's Signature: \_\_\_\_\_

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

# PARTITION 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 **red** composed of the **RGB color values Red 192, Green 0, and Blue 0**. 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 <http://www.ci.tualatin.or.us/departments/communitydevelopment/planning/docs/LUApplicationSignsPlanning.pptx>.

NOTE: For larger projects, the Engineering Division may require the posting of additional signs in conspicuous locations.

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  
Engineering & Building Department – Engineering Division.

Applicant's Name: \_\_\_\_\_  
(PLEASE PRINT)

Applicant's Signature: \_\_\_\_\_

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