

HISTORIC LANDMARK REVIEWS

Tualatin's historic landmark designations are intended to preserve, protect, maintain, and enhance those landmark resources which represent or reflect elements of the City's history, cultural, social, economic, political, and architectural history. When a property owner desires to change a resource designation, modify an existing resource, or demolish or relocate a resource, land use review is required. The land use review requirements are further described in Tualatin Development Code (TDC) Chapter 68 Historic Preservation. Table 32-1 lists the required review process for Type II, Type IV-A and IV-B applications. A designated landmark list is located in TDC 68.040(4).

TYPE II: Landmark Alteration Permits, Landmark Demolition Permits, and Landmark Relocation Permits are subject to a Type II land use review, except where the resource is also a National Register Resource which would require a Type IV-A review. Type II decisions are decided by staff and require public notice, with an opportunity for appeal to City Council.

TYPE IV: Applying or removing a historic landmark designation, or the demolition or relocation of a resource listed as a National Register Resource, is subject to a Type IV review. Type IV-A decisions are quasi-judicial decisions made by Tualatin City Council after a public hearing.

PRIOR TO APPLICATION SUBMITTAL

- Attend a Pre-Application Meeting (TDC 32.110)
- Notice and host a Neighborhood/Developer Meeting (TDC 32.120)

Following submittal of the Historic Landmark Review application, the applicant must post a sign on the subject property (TDC 32.150) to provide notice of the pending land use application. The applicant will be required to provide an affidavit of posting demonstrating the sign was posted prior to issuance of the decision (Type II), or prior to the date of the first evidentiary hearing (Type IV-A).

Note: Notice of land use application sign to be posted once the application has been deemed complete.

SUBMITTAL REQUIREMENTS

Please submit all materials electronically through the following link:

<https://permits.ci.tualatin.or.us/eTrakit/>

Details regarding submittal requirements are listed in TDC 32.140. Additional submittal requirements for each application type are listed in the blue box.

GENERAL:

- ☐ Land Use Application Form
- ☐ Narrative addressing all criteria
- ☐ Title Report
- ☐ Fee

PLANS:

- ☐ Site Plan
- ☐ Elevations

APPROVAL CRITERIA

The applicant's plans and narrative must work together to demonstrate that all applicable criteria are met.

- **Landmark Designation:** TDC 68.100
- **Demolition:** TDC 68.110
- **Designation Removal:** TDC 68.125
- **Relocation:** TDC 68.130
- **Alteration/New Construction:** TDC 68.140

- ☐ Photographs of the existing resource for all elevations
- ☐ Additional supporting documentation as applicable to demonstrating the historic status of the property

PUBLICNOTICE:

- ☐ Documentation for Neighborhood Developer Meeting, including notice and mailing list, affidavit of mailing notice, certification of sign posting, participant sign-in sheet, and meeting notes