



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 TDC Chapter 68 Historic Preservation, and Table 32-1.

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. 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 application, the applicant must post a sign on the subject property to provide notice of the pending land use application.

SUBMITTAL REQUIREMENTS

Please submit all materials in electronic format (USB preferred), plus two paper copies of your site plans.

Details regarding submittal requirements are listed in TDC 32.140 and 33.040(4).

GENERAL:

- Land Use Application form
- Narrative addressing all criteria
- Title Report

PLANS:

- Site Plan
- Elevations
- Photographs of the existing resource for all elevations

PUBLIC NOTICE:

- Documentation of Neighborhood Developer Meeting
- Certification of Sign Posting

ADDITIONAL

- Additional supporting documentation as applicable to demonstrating the historic status of the property

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

CERTIFICATION OF SIGN POSTING



The applicant must provide and post a sign pursuant to Tualatin Development Code (TDC 32.150). The block around the word "NOTICE" must remain **purple** composed of the **RGB color values Red 112, Green 48, and Blue 160**. A template is available at:

<https://www.tualatinoregon.gov/planning/land-use-application-sign-templates>

NOTE: For larger projects, the Community Development Department 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 Community Development Division.

Applicant's Name: _____
(Please Print)

Applicant's Signature: _____

Date: _____

Land Use Application

Project Information		
Project Title:		
Brief Description:		
Property Information		
Address:		
Assessor's Map Number and Tax Lots:		
Applicant/Primary Contact		
Name:	Company Name:	
Address:		
City:	State:	ZIP:
Phone:	Email:	
Property Owner		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
Property Owner's Signature:		Date:
<i>(Note: Letter of authorization is required if not signed by owner)</i>		
AS THE PERSON RESPONSIBLE FOR THIS APPLICATION, I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE INFORMATION IN AND INCLUDED WITH THIS APPLICATION IN ITS ENTIRETY IS CORRECT. I AGREE TO COMPLY WITH ALL APPLICABLE CITY AND COUNTY ORDINANCES AND STATE LAWS REGARDING BUILDING CONSTRUCTION AND LAND USE.		
Applicant's Signature:		Date:

Land Use Application Type:

- | | | |
|--|---|---|
| <input type="checkbox"/> Annexation (ANN) | <input type="checkbox"/> Historic Landmark (HIST) | <input type="checkbox"/> Minor Architectural Review (MAR) |
| <input type="checkbox"/> Architectural Review (AR) | <input type="checkbox"/> Industrial Master Plan (IMP) | <input type="checkbox"/> Minor Variance (MVAR) |
| <input type="checkbox"/> Architectural Review—Single Family (ARSF) | <input type="checkbox"/> Plan Map Amendment (PMA) | <input type="checkbox"/> Sign Variance (SVAR) |
| <input type="checkbox"/> Architectural Review—ADU (ARADU) | <input type="checkbox"/> Plan Text Amendment (PTA) | <input type="checkbox"/> Variance (VAR) |
| <input type="checkbox"/> Conditional Use (CUP) | <input type="checkbox"/> Tree Removal/Review (TCP) | |

Office Use		
Case No:	Date Received:	Received by:
Fee:	Receipt No:	