



NEIGHBORHOOD / DEVELOPER MEETINGS

This meeting provides an opportunity for the developer (applicant) to discuss the development proposal with surrounding property owners, in order to identify topics of interest/consideration prior to the land use application submittal. A Neighborhood/Developer Meeting is required for all Type II, II, and IV-A applications

MEETING REQUIREMENTS

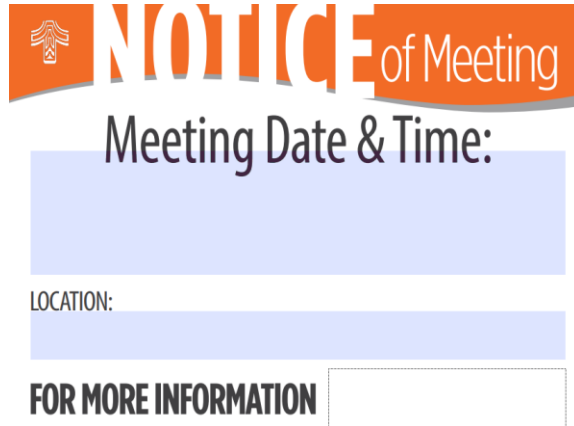
The full requirements are codified in the Tualatin Development Code (TDC) Chapter 32.120.

1. **Meeting Sequence.** The Neighborhood/Developer Meeting must be held after a pre-application meeting with City staff, but before submittal of a land use application.
2. **Meeting Time and Location.** The Neighborhood/Developer Meeting must be held at a location within the City of Tualatin. Weekday meetings are encouraged and shall begin no earlier than 6:00 pm.
3. **Notice Requirements.** The applicant must provide notice to neighboring property owners (within 1,000 feet), designated Citizen Involvement Organization (CIO) representatives, and the Tualatin Community Development Department. The City is able to provide the applicant with a complete Mailing Area List for a fee. Requests for Mailing Area Lists can be made by contacting planning@tualatin.gov

Notices must be sent first class, no less than 14 and no more than 28 calendar days before the meeting date and shall include the date, time, and location of the meeting, as well as a brief description of the development proposal and property location— Refer to the attached example.

4. **Sign Posting.** A sign must be posted along each public street frontage of the subject property at least 14 calendar days prior to the meeting and must be removed 14 days after the meeting. The sign must display the meeting date, time, and address as well as a contact phone number. An affidavit of sign posting must be included with the application submittal. Sign templates are available on the City website.
5. **Meeting Requirements.** The developer must provide a sign-in sheet for attendees to provide their name, address, telephone number, and email address. The sign-in sheet is to be provided with the land use application, along with meeting notes that identify the major points discussed during the meeting.

CERTIFICATION OF SIGN POSTING



The image shows a template for a sign. At the top, there is an orange banner with a white icon of a person and the text "NOTICE of Meeting". Below the banner, the text "Meeting Date & Time:" is followed by a light blue rectangular box. Underneath that, the text "LOCATION:" is followed by another light blue rectangular box. At the bottom, the text "FOR MORE INFORMATION" is followed by a white rectangular box with a dashed border.

In addition to the requirements of TDC32.150, the 18" x 24" sign must display the meeting date, time, and address as well as a contact phone number. A template of this sign is available at:
<https://www.tualatinoregon.gov/planning/neighborhooddeveloper-meeting-information-packet>

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: _____

NOTICE TEMPLATE

Letterhead *(if available)*

(Date)

(Name)

(Address)

(City, State Zip Code)

RE: *(Project name at location)*

Dear Property Owner:

You are cordially invited to attend a meeting on *(date)* at *(time)* and at *(location)*. This meeting shall be held to discuss a proposed project located at *(address of property, cross streets)*. The proposal is to *(describe proposal here)*.

This is an informational meeting to share the development proposal with interested neighbors. You will have the opportunity to review preliminary plans and identify topics of interest or consideration. Feel free to contact me with any questions or commentary.

Regards,

(Your name)

(Company name)

(Contact phone number and email)

cc: planning@tualatin.gov; Tualatin Community Development Department

AFFIDAVIT OF MAILING NOTICE

STATE OF OREGON)
) SS
COUNTY OF WASHINGTON)

I, _____ being first duly sworn, depose and say:

That on the _____ day of _____, 20_____, I will serve upon the persons shown on Exhibit "A" (Mailing Area List), attached hereto and by this reference incorporated herein, a copy of the Notice of Neighborhood/Developer Meeting marked Exhibit "B," attached hereto and by this reference incorporated herein, by mailing to them a true and correct copy of the original hereof. I further certify that the addresses shown on said Exhibit "A" are their regular addresses as determined from the books and records of the Washington County and/or Clackamas County Departments of Assessment and Taxation Tax Rolls, and that said envelopes were placed in the United States Mail with postage fully prepared thereon.

Signature

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20_____.

Notary Public for Oregon
My commission expires:

RE: _____