

ARCHITECTURAL REVIEW

New development, or substantial redevelopment, of multi-family (“common wall”) residential, commercial, and industrial use properties are generally subject to Architectural Review (AR). The Architectural Review decision by the Planning Department considers all site design elements, including: building height and appearance, lighting, landscaping, tree preservation, pedestrian circulation, parking, and loading facilities.

Architectural Review also encompasses a Public Facilities Review led by the Engineering Department, to evaluate transportation and access management; sewer, water, and stormwater; water quality and erosion control; and protection of environmentally sensitive areas.

Both departments coordinate with other City departments and outside agencies, such as Tualatin Valley Fire and Rescue and Clean Water Services, to ensure compliance with all applicable development standards.

MINOR ARCHITECTURAL REVIEW (TYPE I): Minor Architectural Review (MAR) is used for small exterior modifications to an existing site or building as described in TDC 33.020(7). See the separate MAR packet for details.

ARCHITECTURAL REVIEW SINGLE FAMILY (TYPE I): Architectural Review Single Family (ARSF) is used for the construction of new single dwelling residences, as well as, substantial exterior changes and additions. See the separate ARSF packet for details.

TYPE II: This land use procedure is used when the standards and criteria require limited discretion and interpretation. Type II decisions are decided by staff and require public notice with an opportunity for appeal to the City Council.

TYPE III: This land use procedure requires discretion made by the Architectural Review Board to implement established policy. Type III decisions require public notice and are decided at a public hearing, with an opportunity for appeal to the City Council.

General thresholds for Type III Review are as follows:

- Commercial Buildings: 50,000 square feet and larger
- Industrial Buildings: 150,000 square feet and larger
- Multifamily Housing: 100 units and above, or abutting a single family zone

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 an Architectural 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 III).

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, 33.020(4), and 33.110(4).

GENERAL:

- ☐ Land Use Application Form
- ☐ Applicant Team Contact Information: Architect, Landscape Architect, and Engineer
- ☐ Narrative addressing all applicable approval criteria and standards (*TDC sections provided in blue box*)
- ☐ Phasing Plan (*if proposed*)
- ☐ Summary of Contact with Citizen Involvement Organization
- ☐ Preliminary Title Report, including current deed and legal description
- ☐ Hydraulic Modeling Worksheet (*if required by Engineering Division*)
- ☐ Clean Water Services (CWS) Service Provider Letter, obtained directly with CWS at <https://www.cleanwaterservices.org/documents-forms/pre-screen-form/>
- ☐ Service Provider Letter/Agreement from Republic Services
- ☐ Service Provider Letter from Tualatin Valley Fire & Rescue (TVF&R), obtained directly with TVF&R at <https://www.tvfr.com/FormCenter/Public-Records-7/Service-provider-permit-for-Tualatin-73>
- ☐ Fee

PLANS:

- ☐ Existing Conditions
- ☐ Site Plan
- ☐ Tree Preservation Plan
- ☐ Grading Plan
- ☐ Utility Plan
- ☐ Landscape Plan
- ☐ Lighting Plan
- ☐ Color Elevations
- ☐ Architectural Materials Schedule

PUBLIC NOTICE:

- ☐ 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

TYPICAL REPORTS:

- ☐ Tree Assessment Report
- ☐ Transportation Impact Study
- ☐ Preliminary Stormwater Management Report

APPROVAL CRITERIA

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

Other criteria, such as zoning and overlay standards, or standards applicable to a specific use, also apply.

Tualatin Development Code:

- Chapter 33.110 Tree Removal
- Chapter 73A: Site Design
- Chapter 73B: Landscaping
- Chapter 73C: Parking Standards
- Chapter 73D: Waste Management Standards
- Chapter 74: Public Improvement
- Chapter 75: Access Management

