City of Tualatin
www.tualatinoregon.gov

# ARCHITECTURAL REVIEW IN TUALATIN

The City of Tualatin welcomes new development. In December of 1984 the City Council adopted a goal to "Become one of the premier activity centers of the metropolitan area, achieving commercial and industrial growth within the framework of high environmental standards and excellence in urban design." The purpose of Architectural Review is to promote excellence in urban design.

**What is Architectural Review**

The Architectural Review (AR) process has two components consisting of Architectural Features and Public Facilities. Architectural features are reviewed by the Community Development Department - Planning Division and include all on site improvements such as building design and height, lighting, landscaping, parking, bicycle parking, loading facilities, pedestrian circulation, lot size and screening of service areas. The Public Facilities portion of the AR is reviewed by the Engineering Department and includes fire and life safety, transportation, sewer, water, storm drainage, water quality, erosion control, greenway and riverbank protection, floodplain, wetland protection and access management. These two departments coordinate with other City departments to ensure compliance with all applicable development standards.

**When Architectural Review is Required**

Architectural Review is required for all new buildings (except single family homes), major exterior remodeling, mobile home parks, condominiums, awnings, small lot subdivisions, and for site improvements such as paving and landscaping. AR may also be required for a change in use, for example one commercial activity to another or from one industrial activity to another industrial activity.

**Who Reviews Plans**

Most projects receive staff review and a staff decision, which is final unless it is appealed to the Architectural Review Board (ARB) for Architectural Features or to the City Council for Public Facilities.

The following sizes of projects go directly to the ARB for a review and decision for Architectural Features:

| | |
|---|---|
| Commercial Buildings | 50,000 square feet and larger |
| Industrial Buildings | 150,000 square feet and larger |
| Multifamily Housing | 100 units and above (or any number of units abutting a single family district) |
| Other Projects | as requested by the Community Development Director |

**Review Process**

When an application is submitted, the Community Development and Engineering staff will review it for completeness. Once it is deemed complete within 30 days, notice will be sent to surrounding property owners, potentially affected government agencies and neighborhood associations. These entities have 14 calendar days to review the application and submit comments on it. A land use decision could be issued about two months after being deemed complete. A staff decision shall be mailed to the applicant, property owner, design team and all persons who commented. There is a fourteen-day period in which someone may file a Request for Review of the decision.

Projects that go directly to the ARB have a public hearing scheduled within 30 days of deeming the application complete. ARB hearings are publicly noticed and held on Wednesday evenings at 6:30 p.m. If a Staff Decision is appealed and goes before either the ARB or City Council, more review time will be added. Always let our staff know your anticipated construction schedule, and we will do our best to accommodate your needs.

## Who Receives AR Decisions

Staff Decisions are mailed to the applicant and project team, property owners and those persons who commented on the application during the review stage. Only those persons who commented with sufficient detail and clarity and are adversely affected by the decision may request a review of the decision. If a project is appealed, it will either go to the ARB for Architectural Features or to the City Council for Public Facilities. An ARB decision can also be appealed to the City Council.

## Getting Started

An optional Scoping Meeting is highly recommended prior to the required Pre-Application Meeting. To schedule a Scoping or a Pre-Application Meeting with the Community Development Department - Planning Division, you may contact Lynette Sanford, Office Coordinator at 503-691-3026 or lsanford@ci.tualatin.or.us. The Scoping/Pre-Application Meeting should occur as the earliest step of your project. The application to request a meeting is available on the city website along with the updated fee schedule. Our staff will discuss the AR process, code standards which apply to the site, and development expectations. Once the Pre-Application Meeting is held, the applicant shall hold a Neighborhood/Developer meeting pursuant to TDC 31.063.

## Plan Submittal

After the Pre-Application Conference, submit the required sets of plans and other required application information to the Community Development Department - Planning Division for Architectural Review. We recommend you call ahead when you are submitting your application to ensure a staff person is available. The application packet has a checklist describing in detail what is to be shown on each plan and what needs to be submitted. It is very important the checklist be followed carefully, because the Community Development Department will not accept an incomplete application. Plan on staying in close contact with the Community Development Department - Planning Division throughout the review process. If there are substantial changes made by the applicant after submittal of the application, the changes may be significant enough to warrant starting a new application and review.

## Posting AR Sign

On the same day plans are submitted for AR, you must post a sign on the subject property announcing your development plans. The application packet describes sign posting criteria. You supply the sign.

## Review Criteria

The objectives and standards of the Tualatin Development Code (TDC) and other applicable City ordinances are applied during Architectural Review. The Architectural Features portion of the review utilizes Chapter 73, Community Design Standards. This chapter contains design standards, which include site planning and structure design, landscaping, parking lot landscaping, and off-street parking and loading. Each of these sections has objectives (guidelines), which are to be considered when developing a project and specific standards (requirements) which implement the objectives. The Public Facilities review utilizes access provisions in Chapter 75 and sections of the TDC concerning transportation, water, sewer, storm drainage, and ordinances for water quality and erosion control. Each of these elements is discussed in detail in the

Architectural Review Findings and Decision. The Staff Decision based on the review criteria and analysis will be one of the following:

(a) approval;
(b) approval with conditions; or
(c) denial.

If the Architectural Features decision is appealed to the ARB, a hearing must be scheduled no sooner than seven calendar days and no more than 21 calendar days from the end of the appeal period.

If the Public Facilities decision is appealed to the City Council, a hearing will be held at the next available regular Council meeting, generally within 6 - 8 weeks from the end of the appeal period.

## After Architectural Review

Architectural Review (Architectural Features and Public Facilities), public works permit review and Building Permit Plan Check Review must occur before issuance of a Building Permit for a project. Any required changes to the AR plans to meet conditions of approval should be turned in to the Community Development Department - Planning Division as soon as possible after the Architectural Review Decision is final. You may submit plans to the Building Division after you review the draft decision letter. The Architectural Review Decision is valid for one year with the possibility of one six-month extension.

## Obtaining a Building Permit and Occupancy

After the Building Division completes Plan Check Review, they will circulate a sign-off form to all applicable departments. Each department must sign off before a Building Permit is issued. Before the Community Development and Engineering Departments sign the form, all conditions of approval of the Architectural Features and Public Facilities Decisions must be met. Prior to issuing a Certificate of Occupancy, the Building Division circulates a second sign-off sheet. Before the Planning Division signs off, a site inspection is conducted to determine the project complies with approved plans for the building exterior, parking, landscaping, etc. It is **very important** to clear any Architectural Features changes to the development plans during construction with the Community Development Department - Planning Division. All construction **must** occur in accordance with the approved AR Decision.

## A Special Word About Trees

The City Council has adopted tree protection and landscape standards which require mature trees be retained in developments whenever possible. If there are mature trees on your property, they cannot be cut nor can site grading begin before permission has been given by the Community Development Department. To do so may result in expensive fines. We value trees in Tualatin and include retained trees as meeting part of the landscape requirements.

# Fee Schedule

Fees are based on the value of the project to be reviewed. You may find the current fee schedule on our web site.

Our staff is eager to assist you through the AR process. Please call the Community Development Department - Planning Division at 503-691-3026 if you have any questions on the Architectural Features review or the Engineering Department at 503-692-3031 for questions on Public Facilities review.

**WE WELCOME YOUR BUSINESS IN TUALATIN.**

# Architectural Review (AR) Intake Check List

## Project Name:_____

**AR-___-____ Date Received:_____ Submittal # _____**

- ❑ Project name or title that matches CRW scoping/pre-application meeting name. (Names should be somewhat descriptive of the project i.e. ABC Company New Building).
- ❑ Include page numbers, a Table of Contents, and staple documents or put documents in a binder. Do not use binder clips or paper clips.
- ❑ Plans should have page numbers and an Index to Sheets that matches page numbers. All symbols, line types, and textures must have a legend. Please direct to page of legend on each sheet. Plans should be stapled down the length of the left side.
- ❑ Application shall contain the names, addresses, e-mails, and telephone numbers of:

  ___ Property Owner(s) ___ Applicant ___Project Planner

  ___ Architect ___ Engineer ___ Landscape Architect
- ❑ Signatures from Property Owner(s) and the Applicant– along with printed name and date.
- ❑ Street Address(s), Tax Lot Number(s), and current tax map(s).
- ❑ Clean Water Services (CWS) Service Provider Letter (SPL) indicating a "Stormwater Connection Permit Authorization Letter" will likely be issued or Pre-Screen signed by CWS with appropriate box checked to indicate that it serves as an SPL.
- ❑ Wetland delineations and floodplain, if applicable
- ❑ Fill/Removal Permit Issued by the Oregon Division of State Lands (DSL) and the U.S. Army Corps of Engineers, if applicable
- ❑ Application Fee (must be paid at time of first submittal).
- ❑ Hydraulic Modeling worksheet and fee (must be paid at time of first submittal).
- ❑ 3 plan sets of the following plans:
  - o Existing Conditions Plan
  - o Site Plan
  - o Grading Plan
  - o Landscape Plan
  - o Elevations including specifications as to type, color, and texture of exterior surfaces of proposed structures (scale of 1/16":1', 1/8":1', ¼":1', ½":1', ¾":1')
  - o Tree Preservation Plan

# Architectural Review (AR) Intake Check List

## Project Name:_____

**AR-___-____ Date Received:_____ Submittal # _____**

- All plan sets shall be collated, stapled and folded and shall include a north arrow, scale and legend corresponding to symbols on the plans.
- Scale for Existing Conditions, Site Plan, Grading, Landscape and Tree Preservation shall be 1”:10', 1”:20', 1”:30', for larger developments 1":40' or 1”:50’. Adjust the scale accordingly on ledger (11x17) and letter (8.5x11) size copies.
- 3 sets of 8 ½” x11”, 11”x17”, 24”x36”
- Attachment 1 to this check list contains detailed plan requirements for each of the above

❑ Public Utility Facility Plan (Per Tualatin Development Code Ch. 74) including the following information:

- show the location type, size, and grade of all existing and proposed utility facilities such as: sanitary and storm sewers, water lines, fire hydrants, streets and sidewalks, and water quality facilities.
- Water quality, detention, and conveyance calculations and plans. (Soils report will also be required if soils type used for drainage calculations).
- Traffic study information as required by the City Engineer- 4 copies
- Other utility facilities as required by the City Engineers such as a fire flow test
- All plan sets shall be collated, stapled and folded and shall include a north arrow, scale and legend corresponding to symbols on the plans.
- Scale shall be 1”:10’, 1”:20', 1”:30', for larger developments 1’:40’ or 1”:50’.Adjust the scale accordingly on ledger (11x17) and letter (8.5x11) size copies.
- 3 sets of 8 ½” x11”, 11”x17”, 24”x36”
- Attachment 1 to this check list contains detailed plan requirements.

❑ Developments in the Central Design District shall provide the Neighborhood Meeting notes and evidence of the notice posting required in TDC 31.071(5) and shall provide narratives statements considering each of the Design Guidelines in TDC 73.610 Narrative, (TDC Fig. 73-4 maps this district)

❑ Completed City fact sheet on the project

❑ A letter from the franchise solid waste and recycling hauler reviewing the proposed solid waste and recyclables method and facility signed and dated by a designee of the hauler. Attach a site plan and elevations of trash enclosures signed and dated by the hauler, if applicable.

❑ Acoustical engineer report as required by the Community Development Director

❑ Neighborhood Meeting information including the following:

# Architectural Review (AR) Intake Check List

## Project Name:_____

**AR-___-____ Date Received:_____ Submittal # _____**

- Mailing affidavit and
- Sign Posting certification on current City forms;
- attendance log and notes;
- copy of Neighborhood Meeting invitation;
- GIS buffer map and mailing list including CIO contacts and mailing labels.
- Neighborhood Meeting must have occurred no more than 180 days from date of first submittal.
- Pursuant to TDC 31.063

❑ Indication of a railroad (RR) at-grade crossing that provides sole access to the subject property, if applicable.

❑ Land Use application notification information including:

- Provide a list of mailing list recipients pursuant to TDC 31.064(1)
- Post a sign pursuant to TDC 31.064(2)
- Sign and dated posting certification with given case file number on current City Form.

❑ Narrative containing responses to the applicable criteria in the Tualatin Development and Municipal Code.

❑ Evidence of completed pre-application and scoping meeting with dates (no older than 180 days from date of 1st submittal).

❑ Adobe PDF(s) of application materials (direct conversions, not scans) on a CD or USB flash drive.

❑ Lighting Plan with "scattered" photometrics, light specs, and a legend. All photometric measurements must be shown covering all subject site property lines and the entire subject site. All light specs must show lights that are full cut off. Photometric measurement labels must be large enough to read.

**Application Re-Submittals:**

❑ Revisions to application must include date of resubmission on all new and revised materials. Provide a response letter addressing each incomplete item and on what page the missing information can be found. Please submit 3 copies of an entire new packet, not just the revised and new materials, in paper and electronic format. Please organize the new and revised materials and put them in the appropriate places it the application.

Please provide 3 full paper copies of every piece of the application for completeness review. During every completeness review staff will retain at least one paper copy of the submission for the record. Additional copies may be slip sheeted for resubmission at the staff member's discretion.

# Architectural Review (AR) Intake Check List

## Project Name:_____

**AR-___-____ Date Received:_____ Submittal # _____**

After the application is deemed complete, the project planner will request the appropriate number of complete application paper copies.

Revised date February 25, 2016

S:\Shared\Community Development\AR INTAKE CHECK LIST 2016 5 Rev. 3.10.16

**Architectural Review (AR) Intake Check List**
**PLAN REQUIREMENTS**

**Project Name: _____**

**AR-____-_____ Date Received_____ Submittal # _____**

**PROPOSED SITE PLAN AND EXISTING CONDITIONS PLAN:**

- North arrow and scale of drawing (Scale 1":10', 1":20': 1":30', for larger developments 1":40' or 1":50'). Adjust the scale accordingly on ledger (11 x 17) and letter (8.5 x 11) size copies.
- Site Data to include Planning District designation, square footage of site, square footage of development area, square footage of landscaping, square footage of parking lot landscaping, square footage of pavement, number of parking spaces (standard, subcompact and disability), square footage of building (gross and perimeter). Information must contain existing and proposed square footage of parking spaces. Identify landscape credits available and building setback reduction.
- Correct lot area and lot line dimensions of the site. Correct location of Natural Resource Protection Overlay District, including greenways, wetland natural areas and open space natural areas, and 25' vegetated corridors adjacent to a sensitive area. Also show delineated wetland boundary, top of bank and centerline for rivers and creeks. Indicate if wetlands or greenways are proposed to be dedicated.
- Location of buildings and main building entrance, dimensions and square footage of existing and proposed development, including setback distances to property lines and setback distances between buildings. Include location of bicycle parking and covered bicycle parking.
- Location of accessways, walkways and on-site bikeways.
- Fronting street(s), right-of-way lines, driveways, sidewalks, curbs, paths, railroad right-of-way, bicycle paths, pedestrian paths, transit stop locations and easements (include dimensions).
- Parking circulation and loading areas (dimensions of spaces) and type of surface. Show entrances, exits, direction of traffic flow, maneuvering areas and setbacks. Indicate location of subcompact spaces, vanpool and car pool parking and type of curbing. Identify disability stall locations and stall dimensions.
- Location of fences, walls, trash enclosures, recycling areas, electric transformer pads, rooftop mechanical equipment and exterior light fixtures.
- Outdoor storage areas and future development areas, if applicable.
- Include all property lines and easements based on survey or other recorded county documents.
- Include all proposed building envelopes.

**GRADING PLAN:**

- North arrow and scale of drawing (scale 1":10', 1":20', 1":30').
- Correct lot area and lot line dimensions of the site. Correct location of Natural Resource Protection Overlay District, including greenways, delineated wetland boundary, wetland natural areas and open space natural areas, and CWS vegetated corridors adjacent to a sensitive area. Also show top of bank and centerline for rivers and creeks. Indicate if wetlands or greenways are proposed to be dedicated.

- Show site contour lines and elevations (existing and proposed, referenced from mean sea level. Minimum five-foot contours).
- Location, size and species of all existing trees having a trunk diameter of 8" or greater measured at a point 4' above the ground. Indicate trees to be removed or retained.
- Place a note on the plan stating that existing trees to be retained shall be fenced around the drip line with chain link or other sturdy fencing during construction. Indicate topsoil replacement in all landscape areas.
- Location, size and grading plan of water quality facility, if applicable.

**TREE PRESERVATION PLAN:**

- Tree Preservation Site Plan (drawn to scale 1:10, 1:20, or 1:30), including a north arrow, existing and proposed property lines, existing and proposed topographical contour lines (existing to remain and proposed structure envelopes), structures, impervious surfaces, wells, septic systems, stormwater retention/detention facilities, utility and access locations/easements, vision clearance areas, and all trees having a trunk diameter of 8" or greater as measured at a point 4' above the ground. All trees proposed for removal and all trees proposed for preservation shall be indicated on the site plan as such by identifying symbols. For each tree illustrated, include information on size, species, and tag i.d. number.
- A Tree Assessment Report, prepared by a qualified arborist, including the following information: an analysis as to whether trees proposed for preservation can in fact be preserved in light of the development proposed, are healthy specimens, and do not pose an imminent hazard to persons or property if preserved; an analysis as to whether any trees proposed for removal could be reasonably preserved in light of the development proposed and health of the tree; a statement addressing the tree removal approval criteria set forth in TDC 34.230; and arborist's signature and contact information. The Tree Assessment Report shall have been prepared no more than one calendar year preceding the date the Architectural Review application is deemed complete by the City.
- Tagging. All trees on-site shall be physically identified and numbered in the field with an arborist-approved tagging system. The tag i.d. numbers shall correspond with the tag i.d. numbers illustrated on the Tree Preservation Site Plan.
- Where Clean Water Services (CWS) has approved delineation of a "sensitive area" or "vegetated corridor" on the subject property, and CWS has required dedication of an easement that prohibits encroachment into the delineated area, and the CWS-required easement boundary is clearly illustrated and identified on the site plan, then all trees located within the CWS-required easement need not be individually identified on the Tree Preservation Site Plan, need not be addressed in the Tree Assessment Report, and need not be tagged.

**ELEVATIONS:**

- Color elevations. View of proposed structures drawn at scale of 1/16":1', 1/8":1', 1/4":1' (buildings, covered bicycle parking and mixed solid waste and source separated recyclable storage areas).
- Scaled elevations. View of exterior light fixtures, electrical transformer pads, and rooftop mechanical equipment.
- Colored elevation views shall include specifications as to materials and colors to be used in the development, including walls, roof, windows, doors, garages and trim.
- Cut sheet of exterior lighting units showing down deflecting lighting pattern. Include parking lot pole- mounted lighting and wall-mounted lights.
- Plans drawn at scale of 1/16":1', 1/8":1' or 1/4":1'.

**LANDSCAPE PLAN:**

- North arrow and scale of drawing (scale of 1":10', 1":20', 1":30').

- Correct lot area and lot line dimensions of the site. Correct location of Natural Resource Protection Overlay District, including greenways, wetland natural areas and open space natural areas, and 25' vegetated corridors adjacent to a sensitive area. Also show top of bank and centerline for rivers and creeks. Indicate if wetlands or greenways are proposed to be dedicated.
- Specific locations of all proposed and existing landscaping, including greenway landscaping (if applicable). Identify location of sensitive area buffer landscaping.
- Location, size and species of all existing trees having a trunk diameter of 8" or greater as measured at a point 4' above the ground. Designate trees to be removed or retained. When trees are to be retained, please put tree protection measures on both the Grading and Landscape plans.
- Take-off sheet table indicating square footage of landscaping. Indicate square footage of landscape islands in parking lot.
- Plant legend which includes:
  - Total percentage and square footage of landscaped areas.
  - Square footage of parking lot landscaping.
  - Common and botanical names of plants.
  - Quantity and spacing of plants.
  - Size of plants (caliper, height or container size).
  - Landscaping materials to be used (bark dust, river rock, etc.).
  - Notation on type of irrigation system (automatic underground or drip).
  - Replacement of topsoil.
  - Location of street trees.

**PUBLIC FACILITIES PLAN**:

- North arrow and scale of drawing (scale of 1":10', 1":20', 1":30').
- Correct lot area and lot line dimensions of the site. Correct location of Natural Resource Protection Overlay District, including greenways, wetland natural areas and open space natural areas, and 25' vegetated corridors adjacent to a sensitive area. Also show top of bank and centerline for rivers and creeks. Indicate if wetlands or greenways are proposed to be dedicated.
- Street - existing and proposed. Show centerline, right-of way lines, dimensions, sidewalks, and curbs, bike lanes, accessways, walkways, landscape strips, signalized intersections and nearby transit stops.
- Water - show existing and proposed water lines, fire hydrants, meters, line sizes, easements, public or private lines.
- Sanitary Sewer - existing and proposed. Sewer lines laterals, manholes and cleanouts, line sizes, easements, public or private line.
- Flood Plain - If applicable, show 100-year flood plain and/or floodway boundaries.
- Storm Sewer - existing and proposed. Storm lines, catch basins, manholes, line sizes, easement, public or private line.
- Calculations supporting the water quality facility design.
- Traffic Study Information - as required by City Engineer (5 copies).
- Identify greenway areas, bicycle paths and pedestrian paths.
- Location of all signs within the public right-of-way adjacent to the parcel.

# City of Tualatin

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## APPLICATION FOR ARCHITECTURAL REVIEW

| Direct Communication to: | | |
|---|---|---|
| Name: | Title: | |
| Company Name: | | |
| Current address: | | |
| City: | State: | ZIP Code: |
| Phone: | Fax: | Email: |

| Applicant | | |
|---|---|---|
| Name: | Company Name: | |
| Address: | | |
| City: | State: | ZIP Code: |
| Phone: | Fax: | Email: |
| Applicant's Signature: | Date: | |

| Property Owner | | |
|---|---|---|
| Name: | | |
| Address: | | |
| City: | State: | ZIP Code: |
| Phone: | Fax: | Email: |
| Property Owner's Signature: | Date | |
| **(Note: Letter of authorization is required if not signed by owner)** | | |

| Architect | | |
|---|---|---|
| Name: | | |
| Address: | | |
| City: | State: | ZIP Code: |
| Phone: | Fax: | Email: |

| Landscape Architect | | |
|---|---|---|
| Name: | | |
| Address: | | |
| City: | State: | ZIP Code: |
| Phone: | Fax: | Email: |

| Engineer | | |
|---|---|---|
| Name: | | |
| Address: | | |
| City: | State: | ZIP Code: |
| Phone: | Fax: | Email: |

| Project | | |
|---|---|---|
| Project Title: | | |
| Address: | | |
| City: | State: | ZIP Code: |
| Brief Project Description: | | |
| Proposed Use: | | |

| Value of Improvements: |
|---|

| **AS THE PERSON RESPONSIBLE FOR THIS APPLICATION, I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE INFORMATION ABOVE, ON THE FACT SHEET, AND THE SURROUNDING PERTY OWNER MAILING LIST 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: |

| **Office Use** | | |
|---|---|---|
| Case No: | Date Received: | Received by: |
| Fee: Complete Review : | Receipt No: | |
| Application Complete as of: | ARB hearing date (if applicable): | |
| Posting Verification: | 6 copies of drawings (folded) | |
| 1 reproducible 8 ½" X 11" vicinity map | 1 reproducible 8 ½" X 11" site, grading, LS, Public Facilities plan | |
| Neighborhood/Developer meeting materials | | |

Revised: 6/12/14

| GENERAL INFORMATION | |
|---|---|
| Site Address: | |
| Assessor's Map and Tax Lot #: | |
| Planning District: | |
| Parcel Size: | |
| Property Owner: | |
| Applicant: | |
| Proposed Use: | |

| ARCHITECTURAL REVIEW DETAILS | |
|---|---|
| Residential ☐ Commercial ☐ Industrial | |
| Number of parking spaces: | |
| Square footage of building(s): | |
| Square footage of landscaping: | |
| Square footage of paving: | |
| Proposed density (for residential): | |

**For City Personnel to complete:**

Staff contact person:

## CITY OF TUALATIN FACT SHEET

### General

| | |
|---|---|
| Proposed use: | |
| Site area: acres | Building footprint: sq. ft. |
| Development area: acres<br>Sq. ft. | Paved area: sq. ft.<br>Development area coverage: % |

### Parking

| | |
|---|---|
| Spaces required (see TDC 73.400)<br>*(example: warehouse @ 0.3/1000 GFA)*<br>_____@_____/1000 GFA = _____<br>_____@_____/1000 GFA = _____<br>_____@_____/1000 GFA =_____Total parking required: spaces<br>Handicapped accessible =<br>Van pool =<br>Compact = *(max. 35% allowed) =*<br>Loading berths = | Spaces provided:<br>Total parking provided: spaces<br>Standard =<br>Handicapped accessible =<br>Van pool =<br>Compact =<br>Loading berths = |

### Bicycles

| | |
|---|---|
| Covered spaces required: | Covered spaces provided: |

### Landscaping

| | |
|---|---|
| Landscaping required:_____% of dvpt. area<br>Square feet | Landscaping provided:_____% of dvpt. area<br>Square feet |
| Landscaped parking island area required: % | Landscaped parking island area provided: % |

### Trash and recycling facility

| |
|---|
| Minimum standard method: square feet |
| Other method:_____square feet |

### For commercial/industrial projects only

| | |
|---|---|
| Total building area: sq. ft.<br>Main floor: sq. ft.<br>Mezzanine: sq. ft. | 2nd floor: sq. ft.<br>3rd floor: sq. ft.<br>4th floor: sq. ft. |

### For residential projects only

| | |
|---|---|
| Number of buildings: | Total sq. ft. of buildings: sq. ft. |
| Building stories: | |

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# Hydraulic Modeling Fee

Water supply modeling is necessary for larger projects to determine the impact of the project's water demand on the water supply system. Water supply modeling will be performed by a consulting engineer based on the most recent version of the Tualatin Water System Master Plan.

Due to possible impacts to the water supply system, the following projects in Tualatin require hydraulic modeling based on the size and type of the project and projected water use for the finished project. The outcome of modeling could require offsite improvements to the water supply system in order to ensure that adequate water supply is available to serve the project and reduce impacts to the overall system.

**Hydraulic modeling of the water supply system is required for the following project type/sizes/demand:**

| Project Type | Criteria | Permit Fee |
|---|---|---|
| **Commercial or Industrial Building** | Building floor area greater than 48,300 square feet<br>**or**<br>Anticipated daily water demand greater than 870 gallons per acre per day | $ 300<br>per building |
| **Residential development** | More than 49 dwelling units | $ 1,000 |
| **Multi-family development** | More than 49 dwelling units<br>**or**<br>a combined building floor area greater than 48,300 square feet | $ 300<br>per building |

**Please complete this form and submit the form and required fee (if applicable) with your land-use application (architectural review, subdivision, etc.).**

☐ Commercial or Industrial Development

- Building floor area _____ square feet
- Anticipated water demand (if known) _____ gallons per day
- Described planned building use _____

☐ Residential Development

- Number of dwelling units or single family home lots _____

☐ Multi-Family Residential Development

- Number of dwelling units_____
- Building floor area (sum of all building) _____
- Number of multi-family buildings_____

**Permit fee required based on the information provided above $_____**

- If no fee is required, enter $0.

NOTE: Water Supply Modeling does not replace the requirement for fire hydrant flow testing. Flow testing of fire hydrants will still be required to verify adequate fire flow of finished system

# ARCHITECTURAL REVIEW
# CERTIFICATION OF SIGN POSTING

18”

24”

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 **primary yellow** composed of the **RGB color values Red 255, Green 255, 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 < 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.

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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 Community Development Department - Planning Division.

Applicant's Name: _____
(PLEASE PRINT)

Applicant's Signature: _____

Date: _____

| | | |
|---|---|---|
| | LABEL TEMPLATE / EXAMPLE | |
| | 2S123BC02000<br>PROPERTY OWNER'S NAME<br>ADDRESS<br>CITY STATE  ZIP | |
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