

## ARCHITECTURAL REVIEW

New development, or substantial redevelopment, of multi-family (“common wall”) residential, commercial, and industrial use properties is 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.

**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 Architectural Review Board, or to City Council for Public Facility review.

**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 to provide notice of the pending land use application.

## **SUBMITTAL REQUIREMENTS**

**Please submit all materials in digital media format (USB preferred), plus two paper copies of your site plans.** Details regarding submittal requirements are listed in TDC 32.140, 33.020(4), and 33.110(4).

### **GENERAL:**

- Land Use Application form
- Narrative addressing all applicable approval criteria and standards
- Title Report
- Hydraulic Modeling Worksheet
- Service Provider Letter from Clean Water Services
- Service Provider Letter/Agreement from Republic Services

### **PLANS:**

- Existing Conditions
- Site Plan
- Tree Preservation Plan
- Grading Plan
- Utility Plan
- Landscape Plan
- Lighting Plan
- Color Elevations
- Materials Board

### **PUBLIC NOTICE:**

- Documentation for Neighborhood Developer Meeting
- Certification of Sign Posting

### **TYPICAL REPORTS:**

- Tree Assessment Report
- Transportation Impact Study
- 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

### **Tualatin Municipal Code:**

- Chapter 03-02: Sewer Regulations
- Chapter 03-03: Water Service
- Chapter 03-05: Soil Erosion, Surface Water Management, Water Quality Facilities

**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 yellow composed of the RGB color values Red 255, Green 255, and Blue 0. 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.

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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 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>  |               |       |
| <b>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.</b> |               |       |
| 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:    |              |



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