



City of Tualatin

www.tualatinoregon.gov

INDUSTRIAL MASTER PLAN INSTRUCTIONS AND REQUIREMENTS

PURPOSE

Chapter 37 of the Tualatin Development Code (TDC) regulates the Industrial Master Plan process. City Council may approve Industrial Master Plans in the Manufacturing Park (MP) Planning District. If granted, the City Council may impose conditions it finds necessary to protect the best interests of the surrounding property or neighborhood or the City as a whole.

Additional conditions may be imposed during Architectural Review of the proposed project beyond conditions of approval associated with the Industrial Master Plan.

APPLICATION REQUIREMENTS

The following information is required with all Industrial Master Plan applications. If any information is missing or incomplete, the application will be deemed incomplete until all required information is submitted. Once an application is deemed complete, the review can begin.

1. Attend an optional Scoping meeting to discuss the application. The application to request a Scoping meeting is available on the City website.
2. Attend a required Pre-Application meeting with the Community Development staff to discuss the application requirements. The application and updated fee schedule is available on the City website.
3. Hold Neighborhood / Developer meeting as described to TDC 31.063.
4. Submit 3 copies and an electronic file (Adobe pdf preferable) of the written supporting materials (narrative) in accordance with the application requirements in TDC 37.020, three paper copies of the application form, and three (3) copies of a traffic study (if required by the City, Washington County or the Oregon Department of Transportation) and digital copies (CD or USB thumb drive) (pdf, Microsoft Excel or Word as preferable file types) of the entire Industrial Master Plan packet and supporting documentation, including drawings to the City of Tualatin Community Development Department - Planning Division.

Site Plan – Submit three (3) full-size folded copies, three (3) 11 x 17 copies, and three (3) 8-1/2 x 11 copies. The site plan or development plan should be drawn to scale and show the dimensions and arrangement of the proposed development. The site plan should adequately show the existing or proposed lot lines and lot dimensions, setbacks, building locations, building dimensions, fronting streets and access points, driveways, interior circulation for vehicles as well as pedestrian walkways and access ways, landscape areas, and parking and loading areas. A complete list of required information is listed under 37.020 (3)(b) and (4)(c) which are attached.

5. Include a filing fee. The updated fee schedule is available on our web site.
6. Include a copy of the Washington and/or Clackamas County Assessor's Map(s) showing the subject property and properties within 1,000 feet of the subject property. If the 1,000-foot area includes lots within a platted residential subdivision the notice area shall extend to include the entire subdivision of which the lots are part and the applicant shall identify these subdivisions for staff as part of the mailing notification list. If the residential subdivision is one of two or more individually platted phases sharing a single subdivision name the notice area need not include the additional phases. (One set of maps is sufficient.)
7. Include the correct names and addresses of all owners of property within 1,000 feet of the subject property. If the 1,000-foot area includes lots within a platted residential subdivision the notice area shall extend to include the entire subdivision of which the lots are part and the applicant shall identify these subdivisions for staff as part of the mailing notification list. If the residential subdivision is one of two or more individually platted phases sharing a single subdivision name the notice area need not include the additional phases. The Tax Lot number and Assessors Map number must be included with each name and address. The tax map and lot numbers, names, and addresses must be placed on the blank matrix provided with the application materials. The spacing of the address on the matrix is critical because the addresses are reproduced onto self-adhesive address labels sheets for mail. Please note the tax map and lot number is the first line of the Address label.
8. Include a legal description of the subject property as it appears on the deed (one copy is sufficient).
9. Include a vicinity map indicating frontage street(s) and cross street(s) (8-1/2 x 11). The vicinity map should include a one-half mile radius.
10. Two copies of the Wetland Delineation Report (if applicable).
 - a. The applicant carries the burden of proof that the proposed plan meets the three criteria for review and approval (Section 37.030 of the TDC) which are listed below:
 - b. Public facilities and services, including transportation (existing and planned) for the area affected by the use are capable of supporting the proposed development or will be made capable by the time development is completed.
 - c. The location, design, size, color and materials of the exterior of all structures for the proposed development and use is compatible with the character of other developments within the same general vicinity.
 - d. The internal circulation, building location and orientation, street frontage, parking, setbacks, building height, lot size and access are in accordance with TDC Chapter 62 unless otherwise approved through the Industrial Master Plan process.
11. Include a signed completed copy of the affidavit of sign posting. The form is included in this packet.

All application forms and written material should be typewritten or printed in ink.

To avoid a possible legal conflict, the applicant should not discuss the request with any member of the City Council outside the public hearing.

If you are applying for a land partition in conjunction with the Industrial Master Plan, please contact the Engineering Department for additional application forms.

If you have any questions about the Industrial Master Plan application procedures, or if you wish to arrange for a pre-application conference, please contact the City of Tualatin Community Development Department – Planning Division at 503-691-3026.



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INDUSTRIAL MASTER PLAN CERTIFICATION OF SIGN POSTING



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 **medium purple** composed of the **RGB color values Red 112, Green 48, and Blue 160**. 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 <http://www.ci.tualatin.or.us/departments/communitydevelopment/planning>.

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: _____



CITY OF TUALATIN
Community Development Department-Planning Division
Land Use Application—Type III

PROPOSAL NAME _____

PROPOSAL SUMMARY (Brief description)

PROPERTY INFORMATION

Location (address if available): _____
 Tax Map & Lot #(s): _____ Planning District: _____
 Total site size: _____ Developed Undeveloped

APPLICANT/CONTACT INFORMATION

Applicant or Primary Contact Name: _____
 Mailing Address: _____
 City/State: _____ Zip: _____
 Phone: _____ Email: _____
 Applicant's Signature: _____ Date: _____

I hereby acknowledge that I have read this application and understand the requirements for approving and denying the application, that the information provided is correct, that I am the owner or authorized agent of the owner, and that plans submitted are in compliance with the City of Tualatin Development (TDC) and Municipal (TMC) Codes.

PROPERTY OWNER/DEED HOLDER INFORMATION (Attach list if more than one)

Name: _____
 Mailing Address: _____
 City/State: _____ Zip: _____
 Phone: _____ Email: _____
 Property Owner Signature: _____ Date: _____

Power of attorney or letter of authorization required if application not signed by the property owner/deed holder.

LAND USE APPLICATION TYPE

- Architectural Review (ARB) Sign Variance (SVAR)
- Industrial Master Plan (IMP) Transitional Use Permit (TRP)
- Variance (VAR) Reinstatement of Use

FOR STAFF USE ONLY	
Case No.:	_____
Date Received:	_____
By:	_____
Fee Amount \$:	_____
Received by:	_____