

CONDITIONAL USE PERMIT

A **Conditional Use Permit (CUP)** is required as specified in Tualatin Development Code 33.040 for requests for a conditional use, or modification of an existing conditional use permit.

PROCEDURE A Conditional Use Permit is a Type III land use procedure and requires a discretionary decision by the Tualatin Planning Commission. Type III decisions require public notice and are decided at a public hearing, with an opportunity for appeal to the City Council.

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 a Conditional Use Permit 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 electronic format (USB preferred), plus two paper copies of your site plans.

Details regarding submittal requirements are listed in TDC 32.140 and 33.040(4).

GENERAL:

- Land Use Application form
- Narrative addressing all criteria
- Title Report
- Service Provider Letter from Clean Water Services

PLANS:

- Site Plan

PUBLIC NOTICE:

- Documentation of Neighborhood Developer Meeting
- Certification of Sign Posting

APPROVAL CRITERIA

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

Tualatin Development Code:

- Chapter 33.040 Conditional Use Permit
- Applicable sections of the Tualatin Zoning Code (Chapters 40-64)
- Applicable sections of the Tualatin Community Plan (Chapters 1-30)

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 **green** composed of the **RGB color values Red 146, Green 208, and Blue 80**. A Microsoft PowerPoint template of this sign design 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.

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>		
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.		
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:	