



City of Tualatin

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APPLICATION FOR ARCHITECTURAL REVIEW SINGLE FAMILY (ARSF)

Project		
Project Title/Name:		
Address:		
City:	State:	ZIP:
Brief Project Description:		

Applicant		
Name:	Company Name:	
Address:		
City:	State:	ZIP:
Phone:	Email:	

Property Owner		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
Property Owner's Signature:		Date:

(Note: Letter of authorization is required if not signed by owner)

Architect		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	

Direct Contact (if not listed above)		
Name:		
Company Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	

AS THE PERSON RESPONSIBLE FOR THIS APPLICATION, I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE INFORMATION 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:
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Office Use		
Case No:	Date Received:	Received by:
Fee:	Receipt No:	
Application Complete as of:	2 copies of drawings [11 x 17] (folded)	

ARCHITECTURAL REVIEW SINGLE FAMILY (ARSF) INSTRUCTIONS AND REQUIREMENTS

PURPOSE

Architectural Review Single Family (ARSF) is a Type I (Clear and Objective) land use review for the construction of new single-family residences and for substantial exterior changes to existing single-family dwellings. The ARSF process will result in a staff-level decision and does not require public notice and/or comment. ARSFs are required per Tualatin Development Code (TDC) 73.040 and reviewed for compliance pursuant to TDC 73.050 and TDC 73.190(1).

WHAT

An ARSF is required for the following actions/modifications:

1. Any new single-family dwelling.
2. Any addition or alteration to an existing single-family dwelling when it results in:
 - a. A 35% or more expansion of the structure's footprint (area covered by the ground floor of the dwelling), or
 - b. A new second or higher story, or
 - c. A 35% or more alteration (in area or square feet) of an existing wall plane (except for the wall plane of a side of the dwelling located in a side yard where the side yard of the dwelling abuts the side yard of an adjacent dwelling).

REQUIRED SUBMITTAL ELEMENTS

Please submit the following items that comprise a complete application (one application per dwelling):

- Completed and signed ARSF application form
- Completed ARSF Fact Sheet
- Completed ARSF Level I Design Element Checklists Form
- Two (2) copies of site plan (minimum size 11"x17") drawn to a legible scale, which includes north arrow, graphic scale, property lines or lot lines, public and/or private easements, lot dimensions, setbacks, structure footprint, roof lines, deck/porch/balcony lines, impervious ground surfaces, driveway location and driveway slope, and trees 8" or greater in diameter measured at 4' above ground level.
- Two (2) sets of building elevations, drawn to a legible scale (include graphic scale for each elevation), for all sides of the dwelling and including a calculation of the percentage of window coverage (glazing or glass area) for each elevation. **Please note the following:**
 1. Calculation of the percentage of window coverage is **always** required for both the front and rear elevations; side elevations are exempt **only** in the cases where the side yard of the subject dwelling abuts the side yard of an adjacent dwelling.
 2. Include the wall area and window coverage area for each building elevation.
 3. Label each elevation with the direction the wall is facing (i.e., "side/west" and "front/north" instead of "side" and "front").
- Application fee

Please note that applications missing any of the above elements will not be accepted.



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ARCHITECTURAL REVIEW SINGLE FAMILY (ARSF) FACT SHEET

General Information		
Applicant:	Property Owner:	
Project Title/Name:		
Address:		
City:	State:	ZIP:
Assessor's Map and Tax Lot No.:		
Parcel Size (Square Feet):	Parcel Size (Acres):	
Building Footprint (Square Feet):	Note: footprint does not include exterior porches/patios.	
Building Coverage (%):		
Building Stories:	Building Height:	
Parking Required (Spaces):	Parking Provided (Spaces):	

Office Use		
Preliminary Screening Assessment		
Planning District (choose appropriate column):	RL (Low Density Residential)	RML (Medium Low Density Residential)
Maximum Building Coverage (%):	45%	40%
Building Coverage [from above] (%):		
Minimum Front Yard Setback (Feet):	15	20/25/30/35 for 1-story/1.5-story/2-story/2.5-story
Front Yard Setback (Feet):		
Minimum Garage Door Setback (Feet):	20	20
Garage Door Setback (Feet):		
Minimum Side Yard Setback (Feet):	5	5/7/10/12 for 1-story/1.5-story/2-story/2.5-story
Side Yard Setback (Feet):		
Minimum Rear Yard Setback (Feet):	15	5/7/10/12 for 1-story/1.5-story/2-story/2.5-story*
Rear Yard Setback (Feet):		
Min. Second Front Yard Setback (Feet):	10	Same as Minimum Front Yard Setback
Second Front Yard Setback (Feet):		
Minimum Street Frontage (Feet):	50 (Street) / 30 (Cul De Sac)	40 (Street / Cul De Sac)
Street Frontage (Feet):		
Maximum Structure Height (Feet):	35	35
Structure Height [from above] (Feet):		

* Minimum setbacks where living spaces face a side yard is 10 feet.

Office Use	
Case No:	Staff Contact Person:
Preliminary Screening Result (P/F):	Preliminary Screening Date:
Easements or other encumbrances (YES/NO):	If yes, forward to Engineering Division for preliminary review.
Additional Notes:	



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ARCHITECTURAL REVIEW SINGLE FAMILY (ARSF) LEVEL I DESIGN ELEMENT CHECKLISTS

Applicant: Please complete the Level I Design Element Checklists below, making sure the information included in the tables below match the information illustrated in the submitted elevations. Failure to complete these tables or discrepancies between information provided here and in the submitted elevations will result in an incompleteness determination and may result in a delay in processing this application.

Roof and Wall Design Elements — Minimum Standards							
Dwelling Elevation Façade (N/S/E/W) [Select One]	Window (Glazing) Percent per Submitted Elevations [Select One]	Roof Element Requirements			Wall Element Requirements		
		Minimum	Provided**	Staff Review	Minimum	Provided**	Staff Review
Front Elevation	12%	3			5		
N S E W	10%	3			6		
	8%	3			7		
Side A Elevation*	8%	2			4		
N S E W	6%	2			5		
Side B Elevation*	8%	2			4		
N S E W	6%	2			5		
Rear Elevation	12%	2			4		
N S E W	10%	2			5		

*Per Tualatin Development Code (TDC) Section 73.190(1)(a)(ii), minimum roof and wall design element standards are not required for side yard elevations the abut the side yard of an adjacent residential dwelling; please insert "N/A" where applicable.

**The number of provided roof and wall elements should meet or exceed the minimum standards in this table and match the total (sum) elements in the *Roof Design Elements* and *Wall Design Elements* tables below.

Roof Design Elements*								
	Applicant Response				Planning Division Staff Review			
	Front	Side A	Side B	Rear	Front	Side A	Side B	Rear
Dormers								
Pitched or Sloping Roof								
Roof Eaves								
Roof Overhang								
Gable End Decorative Elements								
Variation in Roof Pitch, Height of Roof Planes, or Roof Orientation								
Total (Sum) Roof Design Elements:								
Compliance with Roof Design Standards (YES/NO):								

*See Tualatin Development Code (TDC) Section 73.190(1)(a)(iv) for definitions of residential roof design elements. Please note that each of the element categories can only be accounted for once on each elevation (i.e., two dormers on the same elevation are to be credited as one roof element).

ARCHITECTURAL REVIEW SINGLE FAMILY (ARSF) LEVEL I DESIGN ELEMENT CHECKLISTS (cont.)

Wall Design Elements*								
	Applicant Response				Planning Division Staff Review			
	Front	Side A	Side B	Rear	Front	Side A	Side B	Rear
Recessed Entry (Front Façade Only)		N/A	N/A	N/A		N/A	N/A	N/A
Portico (Front Façade Only)		N/A	N/A	N/A		N/A	N/A	N/A
Covered Porch, 36 square feet or greater								
Balconies								
Vertical Offsets, two (2) or greater								
Horizontal Offset								
Bay Window, Box Window, or Box Bay								
Columns or Pilasters								
Exterior Chimneys								
Engaged Towers								
Window Trim or Surround								
Window Grids, Multi-Paned Sashes, or Shaped Windows								
Lintels or Arches								
Shutters								
Variation in Wall Cladding or Wall-Surface Pattern								
Decorative Garage Doors								
Decorative Trellises or Trelliswork								
Horizontal Band Elements								
Total (Sum) Wall Design Elements:								
Compliance with Wall Design Standards (YES/NO):								

*See Tualatin Development Code (TDC) Section 73.190(1)(a)(v) for definitions of residential wall design elements. Please note that each of the element categories can only be accounted for once on each elevation (i.e., two balconies on the same elevation are to be credited as one wall element).

Office Use	
Case No:	Staff Reviewer:
Compliance With Design Standards (YES/NO):	Review Date:
Additional Notes:	