MINOR ARCHITECTURAL REVIEW (MAR)

PURPOSE

A Minor Architectural Review (MAR) is a Type I process for proposed changes to a previously approved Architectural Review (AR) governing any existing commercial, industrial, institutional, or common-wall residential development. MARs are intended for small-scale modifications that will not substantially change the overall appearance and operation of the subject site. The MAR process will result in a staff-level decision and does not require public notice and/or comment. Type I administrative decisions are final at the local level, with an opportunity for appeal through the Circuit Court. The procedure and criteria for MAR approval is described in TDC 33.020(3)(h).

In all cases, modifications must comply with all applicable Tualatin Development Code (TDC) standards, particularly those pertaining to landscaping, lot coverage, parking, access and circulation, and community design, described in TDC Chapters 73A through 73G, 74 and 75.

Engineering and/or Building permits may be required prior to construction and are to be reviewed following approval of a Minor Architectural Review.

WHAT

An MAR is required for the following actions/modifications:

- Exterior building façade modifications:
  - Adding, removing, or modifying awnings and similar features;
  - Adding, removing, or relocating doors and/or windows;
  - Changing surface materials and/or building colors, including painting, murals.

- Landscaping changes:
  - Removal/replacement of ten or fewer trees included as part of a previously approved landscape plan;
  - Modification of existing landscaped and/or un-landscaped areas.

- On-site development changes:
  - Building addition or accessory structure adding up to 200 square feet of gross floor area;
  - Change in existing setback or lot coverage by up to 10 percent;
  - Modifying an existing wireless antenna facility (e.g., adding/replacing antennas, adding/replacing equipment within the existing equipment footprint).

- Parking and/or access modifications:
  - Change in access and/or parking areas corresponding to an increase of no more than 100 Average Daily Trips.

SUBMITTAL REQUIREMENTS
Please submit all materials electronically through the following link: https://permits.ci.tualatin.or.us/eTrakit/

Details regarding submittal requirements are listed in TDC 32.140, 33.020(4), and 33.110(4).

GENERAL:
☐ Land Use Application form with supplementary information for Minor Architectural Review (below)
☐ Clean Water Services (CWS) Service Provider Letter, obtained directly with CWS at https://www.cleanwaterservices.org/documents-forms/pre-screen-form/
☐ Application Fee

PLANS:
☐ Site Plan
☐ Color Elevations

ADDITIONAL MATERIAL FOR TREE REMOVAL (*IF APPLICABLE*):
☐ Tree Assessment Report
☐ Tree Replacement Plan
☐ Photos of trees to be removed

ADDITIONAL REPORTS FOR SPECIAL SITUATIONS:

☐ If in Floodplain, a Flood Hazard Area Development Permit
https://www.tualatinoregon.gov/engineering/flood-hazard-area-development-permit-application

☐ A traffic letter may be required for change in use, change in site access, or change in parking.

APPROVAL CRITERIA
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 73F: Wireless Communications Facilities
- Chapter 74: Public Facilities
- Chapter 75: Access Management

CITY OF TUALATIN
Planning Division

Land Use Application

Project Information

Project Title:

Brief Description:

Estimated Construction Value:

Property Information

Address:

Assessor's Map Number and Tax Lot(s):

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

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:

☐ Annexation (ANN)
☐ Architectural Review (AR)
☐ Architectural Review—Single Family (ARSF)
☐ Architectural Review—ADU (ARADU)
☐ Conditional Use (CUP)

☐ Historic Landmark (HIST)
☐ Industrial Master Plan (IMP)
☐ Plan Map Amendment (PMA)
☐ Plan Text Amendment (PTA)
☐ Tree Removal/Review (TCP)

☐ Minor Architectural Review (MAR)
☐ Minor Variance (MVAR)
☐ Sign Variance (SVAR)
☐ Variance (VAR)
☐ Other _____

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STATEMENT OF USE

Please provide a written description of your development or project below, including full detail how you plan to use this structure. This information will be used to determine the appropriate Transportation System Development Charge (TSDC) category and Park System Development Charge (PSDC) classification.

Date:	Reference Parcel #: **T S, R E/W, Section**
Tax Lot:	Street Address:
Building Permit #:	Business Name:

Owner/Applicant Name:	
Phone Number:	Fax Number:
E-Mail Address:	

Proposed Business Use

Please explain what type of business activities will take place in this building and/or property.
Estimate the number of employees and customers coming to the building each day. As an example: school = # students; hotel/motel = # rooms; and hospital = # beds.

Total Square Feet (include all levels):

Check One Of The Following

☐ Existing Structure, Existing Tenant (TI)
☐ Existing Structure, New Tenant (TI)
☐ Addition to Existing Structure

☐ Structure
☐ New Structure, Shell Only

Existing Structures Only

Year Built:	100% Vacant?	☐ Yes	☐ No
Previous Tenant's Name:	Date Previous Tenant Vacated:		
Type of Use:			

Acknowledgement and Signature

By submitting this application, I affirm that the information set forth in it is true and complete.

Signature: