



INSTRUCTIONS AND REQUIREMENTS FOR TRANSITIONAL USE APPLICATIONS

Sections 34.180-186 of the Tualatin Development Code regulate Transitional Uses. The purpose of the Transitional Use Permit process is to allow, on a temporary basis and under certain conditions, uses that would otherwise be illegal in the Planning District in which they are located. Any application for a Transitional Use Permit is subject to a public hearing before the City Council. The Council may approve, approve with conditions, or deny an application for a Transitional Use Permit. In approving a Transitional Use Permit, the Council may impose conditions it finds necessary to protect the best interests of the surrounding property or neighborhood or the City as a whole.

In cases where the proposed Transitional Use is subject to the City's Architectural Review process, conditions may be attached to the permit in addition to those imposed by the City Council.

The following information or material is required with all Transitional Use applications. If any or all of the required information is missing or incomplete, the application will not be accepted. Once a complete application is submitted, a public hearing will be scheduled.

The procedure for applying for a Transitional Use is as follows:

1. Obtain an Application for Transitional Use form from the website or the front counter at City offices (at the back of this packet).
2. An optional Scoping meeting is highly recommended prior to the required Pre-Application meeting. To schedule a Scoping or a Pre-Application meeting with the Community Development Department - Planning Division, you may contact Lynette Sanford, Office Coordinator at 503-691-3026 or lsanford@ci.tualatin.or.us. The pre-application meeting should occur as the earliest step of your project. The application to request a Pre-Application meeting is available on the city website as well as the updated fee schedule. Following this meeting, the applicant shall hold a Neighborhood/ Developer meeting pursuant to TDC 31.063. The purpose of this conference is to answer questions about the Transitional Use process and to provide information about City requirements affecting the particular site.
3. Submit two (2) copies and an **Electronic Digital CD** (Adobe Acrobat Reader (pdf), or Microsoft Word and Excel are the preferable file types) of the application form and supporting materials to the Planning Division.
4. Include a non-refundable filing fee payable to the City of Tualatin.

5. Include two (2) copies of a site plan drawn to scale showing the dimensions and arrangement of the development.
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 (Ordinance No. 1304-10 page 59 of 61) 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. Also include the applicant(s), if different from the owners of the subject property. The Tax Lot number and Assessors Map number must be included with each name and address. The Assessors numbers, names, addresses must be placed on the blank matrix or exact facsimile provided with the application materials. The spacing of the address on the matrix is critical because the addresses are reproduced onto pre-gummed address labels for mailing (one list of property owners is sufficient). Please include the map and tax lot number above each address so the list can be compared to the assessor's map obtained in #3 above, to ensure an owner is listed for each property. Pre-gummed labels are available for purchase at Washington and Clackamas counties.
8. Include a legal description of the subject property as it appears on the deed (one copy is sufficient).

Below is a list of supporting information required to be furnished along with the application form. On a separate page or pages, please respond to the information listed below. Responses need to be either typewritten or printed in black ink.

1. To comply with Section 34.181(1), please provide information explaining how your proposed use is more nearly consistent with the intent and purpose of the Planning District in which it is proposed than the prior use. Also, please explain how your use is more consistent with other land uses in the vicinity.
2. To comply with Section 34.181(2), please explain how the permit you are requesting will provide temporary relief to the building owner until use of the

- property is brought into conformance with the Planning District in which it is located.
3. To comply with Section 34.181(3), please explain how the location of your use will provide for the overall benefit of the public if a Transitional Use Permit is granted.
 4. To comply with Section 34.181(4), please explain how your use contributes to the stability of property values and the economic vitality of the community.
 5. To comply with Section 34.181(5), please explain why granting the permit will have no significant detrimental effects of land uses in the vicinity.
 6. To comply with Section 34.181(6), please explain how the period of time for which you are requesting a permit is reasonable, and explain how a permit for the requested time period will contribute to the eventual amortization of the structure. Please list specific reasons to support the time period that you are requesting.
 7. To comply with Section 34.182(1), your use must be one which is not permitted in the Planning District in which your building is located. The use must also be no more intense than the current or last previous use. Please describe the use that you are requesting with sufficient detail to show how your use meets this criteria.
 8. To comply with Section 34.182(2), please describe the extent of nuisances caused by or normally associated with your proposed use, including smoke, glare, dust, vibration, odors, unsightliness and outdoor activities such as storage, display or processing.
 9. To comply with Section 34.182(3), your proposed use may be conducted only in a structure that was designed and intended for uses that are not allowed in the Planning District in which the structure is located, and which cannot easily be converted for conforming uses without considerable alterations. Please provide information explaining how your use meets this criteria.
 10. To comply with Section 34.183(1), please explain how your use is consistent with the long-term objectives of the Tualatin Community Plan.
 11. To comply with Section 34.183(2), please describe steps that you intend to take to minimize possible adverse impacts on adjacent or surrounding properties.



City of Tualatin

www.tualatinoregon.gov

APPLICATION FOR TRANSITIONAL USE

Information			
Assessor's Map Number:		Tax Lot Number (s):	
Address of site:			
City:	State:		ZIP Code:
Planning District:		Length of Time Requested:	
Applicant			
Name:		Company Name:	
Address:			
City:	State:		ZIP Code:
Phone:	Fax:	Email:	
Applicant's Signature:			Date:
Property Owner			
Name:			
Address:			
City:	State:		ZIP Code:
Phone:	Fax:	Email:	
Property Owner's Signature:			Date:
(Note: Letter of authorization is required if not signed by owner)			

Please include the following with your Application for Transitional Use:

1. Supporting information (see pages 2-3 of application information).
2. Two (2) copies of a site plan.
3. Filing fee.

Office Use		
Case No:	Date Received:	Received by:
Fee: Complete Review:	Receipt No:	

TRANSITIONAL USE PERMIT 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: _____

