



Land Use Application

Project Information		
Project Title:		
Brief Description:		
Estimated Construction Value:		
Property Information		
Address:		
Assessor's Map/Tax Lot Number:		
Applicant/Primary Contact		
Name:	Company Name:	
Address:		
City:	State:	ZIP:
Phone:	Email:	
<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.</i>		
Applicant's Signature:		Date:
Property Owner		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
<i>Letter of authorization is required if not signed by owner.</i>		
Property Owner's Signature:		Date:

LAND USE APPLICATION TYPE:

- | | | |
|--|---|---|
| ☐ Annexation (ANN) | ☐ Conditional Use (CUP) | ☐ Minor Architectural Review (MAR) |
| ☐ Architectural Review (AR) | ☐ Historic Landmark (HIST) | ☐ Minor Variance (MVAR) |
| ☐ Architectural Review—Single Family (ARSF) | ☐ Industrial Master Plan (IMP) | ☐ Sign (SIGN) |
| ☐ Architectural Review—ADU (ARADU) | ☐ Plan Map Amendment (PMA) | ☐ Sign Variance (SVAR) |
| | ☐ Plan Text Amendment (PTA) | ☐ Variance (VAR) |
| | ☐ Tree Removal Permit (TCP) | ☐ Other _____ |

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



SIGN PERMIT APPLICATION INSTRUCTIONS AND REQUIREMENTS

REQUIRED SUBMITTAL ELEMENTS

Please submit all materials electronically through the following link:

<https://permits.ci.tualatin.or.us/eTrakit/>

- ☐ Completed and signed application form
- ☐ Property owner authorization via signed application form or letter of authorization
- ☐ Elevations drawn to scale with sign, wall, and building dimensions
- ☐ Site plan drawn to scale with north arrow and sign location (for freestanding signs, include dimensions from property line along public rights-of-way)
- ☐ Identify any existing signs on the subject property and include their dimensions and square footage
- ☐ Application fees

NOTES

- Please refer to Chapter 38 of the Tualatin Development Code (TDC) for information regarding sign standards.
- Zoning districts throughout the City have different sign standards. To find out which district a property is located in please refer to Tualatin's online map linked here:
<https://www.tualatinoregon.gov/maps/tualgis-maps-apps>
- This is an application for Planning Division review. A separate Building Permit application may be required based on the type of sign.
 - Please contact Building Division at 503-691-3044 or permits@tualatin.gov with any questions.
 - Sign(s) with any electrical components require permit(s) from Washington County Building Services 503-846-3470.