



## 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 include public notice and are decided at a public hearing, with an opportunity to appeal the decision to the City Council.

### **PRIOR TO SUBMITTAL**

- Attend a Pre-Application Meeting (TDC 32.110)
- Notice and host a Neighborhood/Developer Meeting (TDC 32.120)

Once the application is deemed complete, the applicant must post a sign on the subject property (TDC 32.150) to provide notice of the pending land use application. The applicant will be required to provide an affidavit of posting demonstrating the sign was posted prior to the date of the first evidentiary hearing.

### **SUBMITTAL REQUIREMENTS**

Details regarding submittal requirements are listed in TDC 32.140 and 33.040(4). Please submit all materials electronically through the following link: <https://permits.ci.tualatin.or.us/eTrakit/>

### **GENERAL:**

- Land Use Application form
- Narrative addressing all criteria
- Title Report
- Clean Water Services (CWS) Service Provider Letter, obtained directly with CWS at <https://www.cleanwaterservices.org/documents-forms/pre-screen-form/>
- Fee

### **PLANS:**

- Site Plan

### **PUBLIC NOTICE:**

- Documentation of Neighborhood Developer Meeting, including notice and mailing list, affidavit of mailing notice, certification of sign posting, participant sign in sheet, and meeting notes

### **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 40-65)