

## DRIVEWAY APPROACH AND CLOSURE PERMIT

A driveway approach permit must be obtained prior to constructing, relocating, reconstructing, enlarging or altering a driveway approach as specified in Tualatin Development Code Chapter 75. Driveway approach permits are a Type II land use procedure that is used when the standards and criteria require limited discretion and interpretation. Type II decisions are decided by staff and require public notice with an opportunity for appeal to the City Council.

A driveway approach permit is not required for the construction or alteration of a driveway approach that requires a state highway access permit, or that is part of the construction of a publicly or privately engineered public improvement project.

Driveway approach and closure permits also encompass a Public Facilities Review led by the Engineering Division, to evaluate transportation and access management; sewer, water, and stormwater; water quality and erosion control; and protection of environmentally sensitive areas.

Both the Engineering and Planning Divisions coordinate with other City departments and outside agencies, such as Tualatin Valley Fire and Rescue and Clean Water Services, to ensure compliance with all applicable development standards.

### **PRIOR TO APPLICATION SUBMITTAL**

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

Following submittal of the Driveway Approach/Closure Permit application, 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 issuance of the decision.

*Note: Notice of land use application sign to be posted once the application has been deemed complete.*

### **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, 75.020 75.030 and 75.040.

### **GENERAL**

- Land Use Application Form
- Narrative addressing all applicable criteria and standards (TDC sections provided in blue box)
- Fee
- Preliminary Title Report, including current deed and legal description
- Clean Water Services (CWS) Service Provider Letter, obtained directly with CWS at <https://www.cleanwaterservices.org/documents-forms/pre-screen-form/>
- Service Provider Letter from Tualatin Valley Fire & Rescue (TVF&R), obtained directly with TVF&R at <https://www.tvfr.com/FormCenter/Public-Records-7/Service-provider-permit-for-Tualatin-73>

### SITE PLAN

- Proposed location and dimensions
- Relationship to nearest street intersection and adjacent driveway approaches
- Topographic conditions
- Location of all utilities
- Location of existing or proposed buildings, structures, or vehicular use areas
- Location of trees and vegetation adjacent to the proposed driveway approach that are required to be protected pursuant to TDC Chapter 73B or 73C
- Location of street trees adjacent to the proposed driveway approach

### PUBLIC NOTICE

- Documentation for Neighborhood Developer Meeting, including notice and mailing list, affidavit of mailing notice, certification of sign posting for Neighborhood Developer Meeting, participant sign-in sheet, and meeting notes
- Summary of Contact with Citizen Involvement Organization

### **APPROVAL CRITERIA**

The applicant's plans and narrative must work together to demonstrate that all applicable criteria are met.

Other criteria, such as zoning and overlay standards, or standards applicable to a specific use, also apply.

### **Tualatin Development Code:**

- Chapter 32 Procedures
- Chapter 75.020 Permit for New Driveway Approach
- Chapter 75.030 Driveway Approach Closure
- Chapter 75.040 Driveway Approach Requirements
- Chapter 74: Public Improvement
- Chapter 75: Access Management