



City of Tigard

COMMUNITY DEVELOPMENT DEPARTMENT

Minor Modification — Type I Application

PROPOSAL SUMMARY (Brief description)

Property address/location(s): _____

Tax map and tax lot #(s): _____

Site size: _____

Applicant*: _____

Address: _____

City/state: _____ Zip: _____

Phone: _____ Email: _____

PROPERTY OWNER/DEED HOLDER(S)* Same as Applicant

Name: _____

Address: _____

City/state: _____ Zip: _____

Contact name: _____

Phone number: _____

REQUIRED SUBMITTAL ELEMENTS

- Owner's Signature/Written Authorization
- Title Transfer Instrument or Deed
- Site Plan (2 large plans drawn to scale and one reduced to 8.5"x11½")
- Applicant's Statement/Narrative (2 copies) Address criteria in: [TDC 18.780.040.B](#)
- Filing Fee

FOR STAFF USE ONLY

Case No.: _____

Related CaseNo.(s): _____

Application Fee: _____

Application accepted:

By: _____ Date: _____

Application determined complete:

By: _____ Date: _____

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* When the owner and the applicant are different people, the applicant must be the purchaser of record or a lessee in possession with written authorization from the owner or an agent of the owner. The owner(s) must sign this application in the space provided on the back of this form or submit a written authorization with this application.

APPLICANT'S STATEMENT

The applicant's statement must include a summary of the proposed changes. Criteria in either [18.780.040\(B\)](#) or [18.740.020\(B\)\(2\)](#) must be addressed with a detailed response to each criterion. Failure to provide the information needed to process the application would be reason to consider an application incomplete and delay review of the proposal.

In addition, the Director must find that the proposed change is in compliance with all applicable requirements of Title 18 of the Tigard Development Code. To complete this review, the Applicant's proposal must include a discussion indicating how the site expansion/change will continue to comply with the maximum setback, building height, parking, and landscaping standards. Other requirements of this title such as clear vision, solid waste storage, non-conforming situations, signs, and tree removal may also be applicable depending on the type and location of the proposed modifications.

APPLICANTS

To consider an application complete, you will need to submit **ALL** of the **REQUIRED SUBMITTAL ELEMENTS** as described on the front of this application in the "Required Submittal Elements" box.

THE APPLICANT(S) SHALL CERTIFY THAT:

- The above request does not violate any deed restrictions that may be attached to or imposed upon the subject property.
- If the application is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- All of the above statements and the statements in the plot plan, attachments, and exhibits transmitted herewith, are true; and the applicants so acknowledge that any permit issued, based on this application, may be revoked if it is found that any such statements are false.
- The applicant has read the entire contents of the application, including the policies and criteria, and understands the requirements for approving or denying the application.

SIGNATURES of each owner of the subject property required.

_____	_____	_____
Applicant's signature	Print name	Date
_____	_____	_____
Owner's signature	Print name	Date
_____	_____	_____
Owner's signature	Print name	Date

ADDITIONAL OWNER/DEED HOLDER INFORMATION

Name: _____	Name: _____
Address: _____	Address: _____
City/state: _____ Zip: _____	City/state: _____ Zip: _____
Signature: _____	Signature: _____