



City of Tigard

Downtown Design Review

Compliance Letter – Type I Application

GENERAL INFORMATION

Property Address/Location(s): _____

Tax Map & Tax Lot #(s): _____

Site Size: _____

Applicant*: _____

Address: _____

City/State: _____ Zip: _____

Primary Contact: _____

Phone: _____ Fax: _____

E-Mail: _____

Property Owner/Deed Holder(s)*:

(Attach list if more than one)

Address: _____ Phone: _____

City/State: _____ Zip: _____

Track 1: Design Review Compliance Letter

A Design Compliance Letter provides for a Type I review process, using the clear and objective Design Standards. It is intended for smaller buildings and site renovation projects, which meet the threshold of 18.610.010.E.1.

Applicant's Statement/Narrative:

The applicant's statement must include a summary of the proposed changes. Applicable criteria and design standards in 18.610 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 other requirements of this title are still satisfied. These requirements include but are not limited to: access, landscaping and screening, waste and recyclable storage, parking, sensitive lands, signs, tree removal, vision clearance, and streets and utilities. Please see section 18.610.035 of the Tigard Development Code for a complete list.

FOR STAFF USE ONLY

Case No.(s): _____

Other Case No.(s): _____

Receipt No.: _____

Date: _____

Application Accepted By: _____

Date Determined Complete: _____

Revised: 7/1/2011

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REQUIRED SUBMITTAL ELEMENTS

(Applications will **not** be accepted without the following required submittal elements)

- Application Form
- Owner's Signature/Written Authorization
- Title Transfer Instrument or Deed
- Site Plan (4 Large Plans & 1 Reduced to 8 1/2" x 11")
- Applicant's Statement/Narrative (4 copies)
- Filing Fee \$605.00

*** 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.**

Responsibility Statement: As the applicant submitting this application for a land use review, I certify that all of the above statements and the statements in the site plan, attachments, and exhibits transmitted herewith, are true; and I acknowledge that any permit issued, based on this application may be revoked if it is found that any such statements are false. I am also responsible for gaining the permission of the owner(s) of the property listed above in order to apply for this review and for reviewing the responsibility statement with them. 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. The above request does not violate any deed restrictions that may be attached to or imposed upon the subject property. 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. The City of Tigard is not liable if any of these actions are taken without the consent of the owner(s) of the property. In order to process this review, City staff may visit the site, photograph the property, or otherwise document the site as part of the review. By my signature, I indicate my understanding and agreement to the Responsibility Statement.

SIGNATURES of each owner of the subject property.

DATED this _____ day of _____, 20_____

Applicant/Authorized Agent's Signature

Owner's Signature

Owner's Signature

Owner's Signature